PREFACE

The *Policies and Procedures Manual* contains the operational orders established by the Chief Park Ranger to maintain the safety of City of Los Angeles Department of Recreation and Parks, Park Ranger Division (hereinafter referred to as the Park Ranger Division) employees as we provide public safety and law enforcement services to employees, businesses, and the park patrons of the City of Los Angeles. These policies reflect our commitment to service, and affirm our organizational values of "Integrity, Service, and Excellence."

Each of us has an obligation to become familiar with the Policy Manual, to abide by its policies, and to ensure that our individual comportment reflects the Park Ranger Division's *Core Values and Mission Statement*, and the *Law Enforcement Code of Ethics*, all of which are incorporated into the manual.

Written policies and procedures are necessary to clearly define our agency's positions, as well as to provide guidelines under which our personnel can make administrative, investigative, and operational judgments. However, no written guidance can anticipate the entire range of human behaviors that Park Rangers might encounter, nor can every contingency be predicted: the Policy Manual is not, therefore, a substitute for critical thinking and good judgment. We are all expected to follow policy, but occasionally, given the complex and nuanced nature of law enforcement work, we may need clarification from a supervisor as to how to interpret the manual in a specific situation. In any situation, we are expected to use our best professional judgment and our basic human decency to guide our actions.

These policies shall remain in effect as issued; in the event of conflict with previously written directives, training bulletins, or standard operating procedures, the policies contained herein shall assume precedence. Recognition of errors or deficiencies in the intent or text of these policies and procedures shall be reported in writing to the office of the Chief Park Ranger, via the chain of command, for appropriate disposition.

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AGENCY MOTTO

“To Protect and Preserve”

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MISSION STATEMENT

The mission of the Park Ranger Division is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities for people of all ages to play, learn, contemplate, build community, and be good stewards of our environment. Park Rangers, through careful efforts, protect those who are using the parks, and protect park resources so that future generations may enjoy them.

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CORE VALUES

Integrity

We will uphold the Peace Officer's Code of Ethics and do what is right.

- **Respect**
  - We treat everyone without bias, favoritism, or prejudice.
- **Honesty**
  - We do not cheat, lie, or steal, nor tolerate it among us.
- **Courage**
  - We have moral courage, and do what is right even if the personal cost is high.
- **Teamwork**
  - We respect individual opinion while working toward a common goal.
- **Accountability**
  - We take ownership in what we do, and do the job right.

Service

Park Ranger professional duties and responsibilities take precedence over personal desires: Park Rangers will make personal sacrifices in order to assist fellow employees, park patrons, and the community.

Excellence

Park Rangers will do the best possible job at all times. We have a passion for continuous knowledge, improvement, and innovation, and understand that we only achieve excellence when the members of the Park Ranger Division work together to reach common goals.

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VISION STATEMENT

The City of Los Angeles Park Rangers will be an exemplary Park Ranger agency built on a foundation of integrity and public service, as well as the preservation, conservation, and stewardship of our public lands.

We will work with the community to make our parks and open spaces safe and enjoyable for all.

We will strive for excellence by providing Park Rangers with the best training, resources, and leadership, in furtherance of this goal.

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LAW ENFORCEMENT CODE OF ETHICS

To ensure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment, shall be administered the Law Enforcement Code of Ethics, as prescribed in Bureau 1013 of the California POST Regulations.

Code of Ethics:

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God* to my chosen profession...law enforcement.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Los Angeles Park Rangers to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Los Angeles Park Rangers to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, park rangers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate the abuse of law enforcement authority.

Section 500 of the Los Angeles Administrative Code created Recreation and Parks as a Department within the City of Los Angeles. This Department will be overseen by the Board of Recreation and Parks Commissioners which will consist of five commissioners. A Chief Executive Officer (General Manager) will be appointed by the Mayor and approved by the Council. The Chief Executive Officer will report to Department of Recreation and Parks Commission. Section 510 of the Administrative Code gives the Chief Executive Officer the authority to regulate the Department of Recreation and Parks. The Park Ranger Division falls under the authority of the Chief Executive Officer and Board of Recreation and Parks Commissioners.

100.3 PEACE OFFICER POWERS

Sworn members of this department are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.31(b) et seq.).

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE LOS ANGELES PARK RANGERS

The arrest authority within the State of California is as follows (Penal Code § 830.31(b)):

The following persons are peace officers whose authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to Section 836 as to any public offense with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of that offense, or pursuant to Section 8597 or 8598 of the Government Code.

These peace officers may carry firearms only if authorized, and under the terms and conditions specified, by their employing agency.

830.31 (b) A person designated by a local agency as a park ranger and regularly employed and paid in that capacity, if the primary duty of the officer is the protection of park and other property of the agency and preservation of peace therein.

Civilian Park Rangers shall fall under 63.41 of the Los Angeles Municipal Code.

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SEC. 63.41. PARK RANGERS: AUTHORIZATION TO ARREST.

(Amended by Ord. No. 153,027, Eff. 11/16/79.)

A. Any employee designated as a park ranger and regularly employed as such shall have the power, authority and immunity of a public officer and employee as set forth in Penal Code Section 836.5 to make arrests without a warrant whenever he has reasonable cause to believe that the person to be arrested has committed a misdemeanor within a park and in his presence in violation of any of the following sections of this Code: 41.27, 41.57, 42.15, 57.308.1.2, 63.44, 63.45, 86.03 through 86.06, and California Penal Code Section 415. **(Amended by Ord. No. 169,976, Eff. 9/1/94.)**

B. Each such person while performing his respective duties shall wear a uniform departmental badge issued in accordance with the provisions of Section 52.32 of this Code.

100.3.2 DELIVERY TO NEAREST MAGISTRATE
When a park ranger makes an arrest pursuant to a warrant issued in a county other than where the person was arrested, the park ranger shall inform the person of the right to be taken before a magistrate in the county where the warrant was issued (Penal Code § 821; Penal Code § 822).

100.3.3 TIME OF MISDEMEANOR ARRESTS
Park Rangers shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

(a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
    1. A misdemeanor committed in the presence of the park ranger.
    2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).
(b) The arrest is made in a public place.
(c) The arrest is made with the person in custody pursuant to another lawful arrest.
(d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.3.4 OREGON AUTHORITY
Sworn members of this City of Los Angeles Park Ranger Division who enter the state of Oregon in order to provide or attempt to provide law enforcement assistance have Oregon peace officer authority within 50 miles from the California-Oregon border (ORS 133.405). Such authority shall only apply when park rangers are acting:

(a) In response to a request for law enforcement assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer or member of the Oregon State Police.
(b) In response to a reasonable belief that emergency law enforcement assistance is necessary to preserve life, and circumstances make it impractical for Oregon law enforcement officials to formally request assistance.

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(c) For the purpose of assisting Oregon law enforcement officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents or other similar public safety situations, regardless of whether an Oregon law enforcement official is present at the scene of the incident.

Los Angeles Park Rangers park rangers have no authority to enforce Oregon traffic or motor vehicle laws.

Whenever practicable, park rangers should seek permission from a City of Los Angeles Park Ranger Division supervisor before entering Oregon to provide law enforcement services. As soon as practicable, park rangers exercising law enforcement authority in Oregon shall submit any appropriate written reports concerning the incident to the Oregon agency having primary jurisdiction over the area in which the incident occurred.

100.3.5 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE LOS ANGELES PARK RANGERS

The arrest authority within the jurisdiction of the Los Angeles Park Rangers includes (Penal Code § 830.1; Penal Code § 836):

(a) When the park ranger has probable cause to believe the person has committed a felony, whether or not committed in the presence of the park ranger.

(b) When the park ranger has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the park ranger.

(c) When the park ranger has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the park ranger and the park ranger reasonably believes there is an immediate danger to person or property, or of escape.

(d) When the park ranger has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the park ranger such as certain domestic violence offenses.

(e) In compliance with an arrest warrant.

100.4 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person’s clearly established rights under the United States and California Constitutions.

100.4 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When a park ranger enters an adjoining state in close or fresh pursuit of a person believed to have committed a felony (ARS § 13-3832; NRS 171.158; ORS 133.430).

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The person arrested out of state must be taken without unnecessary delay before a magistrate of the county in which the arrest was made (ARS § 13-3833; NRS 171.158; ORS 133.440).

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

101.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

Sec. 23.121 Los Angeles Administrative Code - Park Rangers: Acceptance of POST Standards.

(a) The Los Angeles Department of Recreation and Parks, Park Ranger Division, shall adhere to the standards for selection and training established by the commission on Peace Officer Standards and Training (POST).

(b) The Commission and its representatives may make such inquiries deemed appropriate to ascertain that the Park Ranger Division peace officer personnel adhere to the standards for selection and training established by the Commission.

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Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Los Angeles Park Rangers that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

“I, (employee name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Employees of the City of Los Angeles Department of Recreation and Parks, Park Ranger Division who are called upon to issue the Oath shall have been “deputized” by the City Clerk of the City of Los Angeles.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Los Angeles Park Rangers is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Los Angeles Park Rangers and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Los Angeles Park Rangers reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief Park Ranger shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief Park Ranger or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

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CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

City - The City of Los Angeles.

Civilian - Employees and volunteers who are not sworn peace officers.

Department/LAPR - The Los Angeles Park Rangers.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Juvenile- Any person under the age of 18 years.

LAPD - Los Angeles Police Department

Manual - The Los Angeles Park Rangers Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Los Angeles Park Rangers, including:

- Full- and part-time employees
- Sworn peace officers
- Civilian park rangers
- Reserve, auxiliary park rangers
- Civilian employees
- Volunteers.

Park Ranger - Those employees, regardless of rank, who are either sworn peace officers or civilian public officers of the Los Angeles Park Rangers.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by a park ranger.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The

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supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., park ranger-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief Park Ranger or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief Park Ranger will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Bureau Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Bureau Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

PURPOSE AND SCOPE

The organizational structure, authority, and responsibility of the Park Ranger Division is designed to create an efficient means to accomplish our mission and goals, and to provide for the best possible service to the public and employees.

The City of Los Angeles Park Ranger program was created in 1965 for the purpose of providing assistance and interpretive services to the public and for the protection of the natural resources of City parks.

From 1965 to 1985, the Park Ranger program was staffed exclusively with employees in the civil service classification of Park Maintenance Supervisor. These employees managed park resources, assisted the public, and enhanced the public enjoyment of parks through their extensive knowledge of park flora and fauna.

In 1985 the City Council approved the development of a new civil service class called "Park Ranger". On February 13, 1989 Park Ranger's were granted peace officer status. Park Rangers must meet the requirements of Government Code 1031.

Park Rangers are charged with the duty of maintaining park security and park patron safety. Most Park Ranger law enforcement activities involve the enforcement of municipal codes applying specifically to City parks. Law enforcement activities carried out by Park Rangers are one part of a broad program of visitor assistance and resource protection.

OFFICE OF THE CHIEF

The Chief Park Ranger is the Chief Executive Officer of the Park Ranger Division, and the final Division authority in all matters of policy, operations, and discipline. The Chief Park Ranger exercises all lawful powers of the office, and issues such lawful orders as are necessary to ensure the effective performance of the Park Ranger Division.The Chief Park Ranger provides general administration and management direction for the Operations Division Senior Park Ranger II and the Support Services Senior Park Ranger II.

200.2 BUREAUS

The Chief Park Ranger is responsible for administering and managing the Los Angeles Park Rangers. There are two bureaus in the Park Ranger Department as follows:

- Operations Bureau
- Support Services Bureau

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200.2.1 OPERATIONS BUREAU

The Operations Bureau is led by a Commander/Senior Park Ranger II,who will have the working title of Operations Bureau Commander and will serve at the direction of the Chief Park Ranger.Under the Commander's direction and supervision, employees of the Operations Bureau provide for a systematic patrol of Recreation and Parks property. The Operations Bureau Commander is responsible for the following:

- Operations Bureau
- Uniformed Patrol
- Special Patrol Teams
- Field Training Program
- Communications Section
- Peace Officer Investigations
- Fire/EMS Program
- Security Officers

200.2.2 SUPPORT SERVICES BUREAU

The Support Services Bureau is led by a Commander/Senior Park Ranger II, who will have the working title of Support Services Bureau Commander and will serve at the direction of the Chief Park Ranger. Under the Commander's direction and supervision, employees of the Support Services Bureau provide staff assistance to other units of the Park Ranger Division as may be required. The Support Services Bureau Commander is responsible for the following:

- Support Services Bureau
- Administrative Services
- Personnel and Training
- Budget Monitoring
- Court Liaison
- In Service Training
- POST Compliance

200.3 COMMAND PROTOCOL

The Chief Park Ranger exercises command over all personnel in the Division. During planned absences the Chief Park Ranger will designate the Assistant Chief (Operations Bureau Commander) as the acting Chief Park Ranger.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief Park Ranger is as follows:

(a) Operations Bureau Commander

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(b) Support Services Bureau Commander

(c) Watch Commander

200.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Engine Operations, Search and Rescue, Water Tender Operations), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

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General Orders

201.1 PURPOSE AND SCOPE

General Orders establish an interdepartmental communication that may be used by the Chief Park Ranger to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. General Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 GENERAL ORDER PROTOCOL

General Orders will be incorporated into the manual as required upon approval of Staff. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing General Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number 01. For example, 12-01 signifies the first General Order for the year 2012.

201.2 RESPONSIBILITIES

201.2.1 STAFF

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a General Order.

201.2.2 CHIEF PARK RANGER

The Chief Park Ranger shall issue all General Orders.

201.3 ACCEPTANCE OF GENERAL ORDERS

All employees are required to read and obtain any necessary clarification of all General Orders. All employees are required to acknowledge in writing the receipt and review of any new General Order. Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Training Ranger.

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Emergency Management Plan

202.1 PURPOSE AND SCOPE

The City of Los Angeles Recreation and Parks has prepared an Emergency Management Plan for use by all employees in the event of a major disaster or other emergency event. The plan provides for a strategic response by all employees and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

202.2 ACTIVATING THE EMERGENCY PLAN

The Emergency Management Plan can be activated on the order of the official designated by local ordinance.

202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Management Plan is activated, all employees of the Los Angeles Park Rangers are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief Park Ranger or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

202.3 LOCATION OF THE PLAN

The Emergency Management Plan is available in Support Services and the Watch Commander's office. All supervisors should familiarize themselves with the Emergency Management Plan. The Support Services supervisor should ensure that department personnel are familiar with the roles police personnel will play when the plan is implemented.

202.4 UPDATING OF MANUALS

The Chief Park Ranger or designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

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Training Policy

203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

203.3 OBJECTIVES

The objectives of the Training Program are to:

(a) Enhance the level of law enforcement service to the public

(b) Increase the technical expertise and overall effectiveness of our personnel

(c) Provide for continued professional development of department personnel

203.4 TRAINING PLAN

A training plan will be developed and maintained by the Training Ranger. It is the responsibility of the Training Ranger to maintain, review, and update the training plan on an annual basis. The plan will address the following areas:

(a) Continuing Professional Training

(b) Advanced Officer Training

(c) Supervisory Training

(d) Emergency Medical Training

(e) Wildland Fire and Rope Rescue Training

203.5 TRAINING NEEDS ASSESSMENT

The Training Services will conduct an annual training-needs assessment of the Department. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

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203.6 TRAINING COMMITTEE

The Training Ranger shall establish a Training Committee, which will serve to assist with identifying training needs for the Department.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Ranger may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of an employee.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Ranger to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Ranger. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Ranger will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources.

203.7 TRAINING PROCEDURES

(a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. First choice vacation
3. Sick leave
4. Physical limitations preventing the employee’s participation.
5. Emergency situations

(b) When an employee is unable to attend mandatory training, that employee shall:

1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.

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2. Document his/her absence in a memorandum to his/her supervisor.
3. Make arrangements through his/her supervisor and the Training Ranger to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) is a web-accessed system that provides training on the Los Angeles Park Rangers Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Ranger.

Personnel assigned to participate in DTBs should only use the password and login name assigned to them by the Training Ranger. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

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Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (email) system by employees of this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

204.2 EMAIL RIGHT OF PRIVACY

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are department property. The Department reserves the right to access, audit or disclose, for any lawful reason, any message including any attachment that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Department's email system shall have no expectation of privacy concerning communications utilizing the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 PROHIBITED USE OF EMAIL

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire department are only to be used for official business related items that are of particular interest to all users and must be approved by the Chief Park Ranger or a Bureau Commander. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password by others.

204.4 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the California Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

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Electronic Mail

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

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Administrative Communications

205.1 PURPOSE AND SCOPE

Administrative communications of this department are governed by the following policies:

PERSONNEL ORDER

Personnel Orders may be issued periodically by the Chief Park Ranger to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

GENERAL ORDER

A General Order is a written directive, requiring compliance, that applies to all employees of the Park Ranger Division.

SPECIAL ORDER

A Special Order is a written directive, requiring compliance, that establishes a temporary policy or procedure on a given subject for a specific amount of time.

DIVISION POLICIES AND PROCEDURES

Division Policies and Procedures are written methods of operation, requiring compliance, that generally apply to all employees of the Park Ranger Division.

INFORMATION BULLETIN

An Information Bulletin is a written communication of an informational nature provided to members of the Division.

TRAINING BULLETIN

A Training Bulletin is a written communication regarding a variety of topics provided to employees of the Park Ranger Division for training purposes.

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205.2 MEMORANDUMS

Memorandums may be issued periodically by the Chief Park Ranger to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

205.3 CORRESPONDENCE

In order to ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief Park Ranger. Personnel should use Department letterhead only for official business and with approval of their supervisor.

205.4 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief Park Ranger or a Bureau Commander.

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Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least two regular supervisors on duty whenever possible. Watch Commanders will ensure that at least one field supervisor is deployed during each watch, in addition to the Watch Commander.

206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training and other unforeseen circumstances, a park ranger may be used as field supervisors in place of a field sergeant.

With prior authorization from the Operations Bureau Commander, a park ranger may act as the Watch Commander for a limited period of time .

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

Purpose

The purpose of this policy is to provide Department personnel with a Use of Force Policy that is concise, easily understood and consistent with prevailing law and industry best practices.

Preamble to Use of Force

The use of force by members of law enforcement is a matter of critical concern both to the public and the law enforcement community. It is recognized that some individuals will not comply with the law or submit to controll unless compelled to do so by the use of force; therefore, law enforcement officers are sometimes called upon to use force in the performance of their duties. It is also recognized that members of law enforcement derive their authority from the public and therefore must be ever mindful that they are not only the guardians, but also the servants of the public.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Imminent - Black's Law Dictionary defines imminent as, "Near at hand; impending; on the point of happening."

Serious Bodily Injury - California Penal Code Section 243 (f) (4) defines Serious Bodily Injury as including, but not limited to:

- Loss of consciousness;
- Concussion;
- Bone fracture;
- Protracted loss or impairment of function of any bodily member or organ;
- A wound requiring extensive suturing; and
- Serious disfigurement.

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Warning shots - The intentional discharge of a firearm off target, not intended to hit a person, to warn others that deadly force is imminent.

Objectively Reasonable - The legal standard used to determine the lawfulness of a use of force is the Fourth Amendment to the Unites States Constitution. See *Graham versus Connor, 490 U.S. 386 (1989)*. *Graham* states in part, "The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. The calculus of reasonableness must embody allowance for the fact that police are often forced to make split-second judgements - in circumstances that are tense, uncertain

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and rapidly evolving - about the amount of force that is necessary in a particular situation. The test of reasonableness is not capable of precise definition or mechanical application." The force must be reasonable under the circumstances known to the park ranger at the time the force was used. Therefore, the Department examines all uses of force from an objective standard, rather than a subjective standard.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Park Rangers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Park Rangers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting park rangers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any park ranger present and observing another park ranger 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 park ranger who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Park Rangers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the park ranger at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable park ranger on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that park rangers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation a park ranger might encounter, park rangers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

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It is also recognized that circumstances may arise in which park rangers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Park Rangers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a park ranger to retreat or be exposed to possible physical injury before applying reasonable force.

It is the policy of the Park Ranger Department that personnel may use only that force which is "objectively reasonable" to:

- Defend themselves;
- Defend others;
- Effect an arrest or detention;
- Prevent escape; or,
- Overcome resistance.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall a park ranger be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance (Penal Code § 835a).

If a person has knowledge, or by the exercise of reasonable care, should have knowledge, that he is being arrested by a peace officer, it is the duty of such person to refrain from using force or any weapon to resist such arrest. (Penal Code § 834a)

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a park ranger has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to park rangers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the park ranger at the time.

(c) Park Ranger/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of park rangers available vs. subjects).

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(d) The effects of drugs or alcohol.

(e) Subject's mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

(h) The availability of other options and their possible effectiveness.

(i) Seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the park ranger.

(k) Potential for injury to park rangers, suspects and others.

(l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the park ranger.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the park ranger or others.

(p) Prior contacts with the subject or awareness of any propensity for violence.

(q) Any other exigent circumstances.

See attachment: Use of force chart 2.pdf - USE OF FORCE STANDARD

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Park Rangers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Park Rangers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the person can comply with the direction or orders of the park ranger.

(c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the park ranger determines that compliance has been achieved.

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STRIKES AND KICKS

PROTOCOL

Strikes and/or kicks can be used when such force is objectively reasonable to accomplish the following:

- Overcome active resistance to arrest
- Create distance from a suspect
- Protect self or others from injury
- Stop or stun a suspect
- Distract a suspect

Reporting

When a strike or kick is used and there is contact with an individual it is a reportable use of force.

Medical Treatment

Medical treatment is required when the individual is injured or has complained of injury. If a medical emergency exists, officers shall request a rescue ambulance to respond to the location.

For Strikes and Kicks Procedures, please see Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 500.2 Strikes and Kicks

300.3.4 USE OF FORCE TO SEIZE EVIDENCE

In general, park rangers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, park rangers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, park rangers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Park Rangers are encouraged to use techniques and methods taught by the Los Angeles Park Rangers for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances:

(a) A park ranger may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) A park ranger may use deadly force to stop a fleeing subject when the park ranger has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the park ranger reasonably believes that there is an imminent risk of serious bodily

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injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a park ranger reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the park ranger or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

Deadly force is prohibited for crimes against property. Horses assigned to the Mounted Unit are considered property.

300.4.1 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

(a) The [officer_deputy] shall have successfully completed department-approved training in the use and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the [officer_deputy] at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:

1. The subject is violent or physically resisting.
2. The subject, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm [officers_deputies], him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the [officer_deputy], the subject or others, and the [officer_deputy] reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Females who are known to be pregnant
2. Elderly individuals
3. Obvious juveniles

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4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until examined by paramedics or other appropriate medical personnel.

(e) The [officer_deputy] shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result.

(f) Any [officer_deputy] attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the [officer_deputy] in any related reports.

300.4.2 196 PC (JUSTIFIABLE HOMICIDE BY A PEACE OFFICER)
"Homicide is justifiable when committed by public officers and those acting by their command in their aid and assistance, either

(a) In obedience to any judgement of a competent Court; or,

(b) When necessarily committed in overcoming actual resistance to the execution of some legal process, or in the discharge of any other legal duty; or,

(c) When necessarily committed in retaking felons who have been rescued or have escaped, or when necessarily committed in arresting persons charged with felony, and who are fleeing from justice or resisting such arrest."

Note: These conditions must be read in light of the legal standard established by the U.S. Supreme Court in *Tennessee v. Garner* and *Scott v. Harris*

300.4.3 SHOOTING AT OR FROM MOVING VEHICLES
Firearms shall not be discharged at a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with deadly force by means other than the vehicle. The moving vehicle itself shall not presumptively constitute a threat that justifies an officer's use of deadly force. An officer threatened by an oncoming vehicle shall move out of its path instead of discharging a firearm at it or any of its occupants. Firearms shall not be discharged from a moving vehicle, except in exigent circumstances and in the immediate defense of life.

It is understood that the policy in regards to discharging a firearm at or from a vehicle may not cover every situation that may arise. In all situations, Department members are expected to act with intelligence, and exercise sound judgement, attending to the spirit of this policy. Any deviations from the provisions of this policy shall be examined rigorously on a case by case basis. The involved officer must be able to articulate clearly the reasons for the use of deadly force. Factors

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that may be considered include whether the officer's life or the lives of others were in immediate peril and there was no reasonable or apparent means of escape.

300.4.4 197 PC (JUSTIFIABLE HOMICIDE BY ANY PERSON)
Homicide is also justifiable when committed by any person in any of the followng cases:

(a) When resisting any attempt to murder any person, or to commit a felony, or to do some great bodily injury upon any person; or,

(b) When committed in defense of habitation, property, or person, against one who manifestly intends or endeavors, by violence or surprise, to commit a felony, or against one who manifestly intends or endeavors, in a violent, riotous or tumultuous manner, to enter the habitation of another for the purpose of offerring violence to any person therein; or,

(c) When committed in the lawful defense of such person, or of a wife or husband, parent, child, master, mistress, or servant of such person, when there is reasonable ground to apprehend a design to commit a felony or to do some great bodily injury, and imminent danger of such design being accomplished; but such person, or the person on whose behalf the defense was made, if he was the assailant or engaged in mutual combat, must really and in good faith have endeavored to decline any further struggle before the homicide was committed; or,

(d) When necessarily committed in attempting, by lawful ways and means, to apprehend any person for any felony committed, or in lawfully suppressing any riot, or in lawfully keeping and preserving the peace. (Penal Code § 197)

A bare fear of the commission of any of the offenses mentioned in subdivisions 2 and 3 of Section 197, to prevent which homicide may be lawfully committed, is not sufficient to justify it. But the circumstances must be sufficient to excite the fears of a reasonable person, and the party killing must hahve acted under the influece of such fears alone. (Penal Code § 198)

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The park ranger should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

300.5.1 NOTIFICATION TO SUPERVISORS
Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

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(b) The application would lead a reasonable park ranger to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of a control device.

(f) Any application of a restraint device other than handcuffs, shackles or belly chains.

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges any of the above has occurred.

300.5.2 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2. See the Administrative Services policy.

300.6 MEDICAL CONSIDERATION

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the park ranger's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another park ranger and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling park ranger shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the park ranger reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "agitated delirium"), or who require a protracted physical encounter with multiple park rangers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Park Rangers

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who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.6.1 AGITATED DELIRIUM

Individuals who exhibit bizarre, violent and/or irrational behavior may be in a state of Agitated Delirium (AD). These individuals may be under the influence of alcohol, controlled substances, or may be suffering from mental illness, and park rangers must consider these factors when determining the best tactical response. Individuals in a state of AD may exhibit irrational and unusually violent or aggressive behavior towards persons or objects, may be unresponsive, may have hallucinations and may exhibit a high tolerance for pain.

Regardless of the cause of the behavior, these individuals may present a serious risk to the safety of the public, park rangers and/or themselves.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 500.3 Agitated Delirium

300.7 SUPERVISOR RESPONSIBILITY

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved park rangers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the subject upon whom force was applied. If this interview is conducted without the person having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

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(f) Review and approve all related reports.

(g) Determine if there is any indication that the subject may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY
The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING
Park Rangers will receive periodic training on this policy and demonstrate their knowledge and understanding.

300.9 USE OF FORCE ANALYSIS
At least annually, the Operations Bureau Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief Park Ranger. The report should not contain the names of park rangers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Los Angeles Park Rangers to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

301.2 POLICY

The Los Angeles Park Rangers will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief Park Ranger may exercise discretion and choose not to place an employee in an administrative assignment in any case.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief Park Ranger may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Support Services Bureau Commander will convene the Use of Force Review Board as necessary. It will be the responsibility of the Bureau Commander or supervisor of the involved employee to notify the Support Services Bureau Commander of any incidents requiring board review. The involved employee's Bureau Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Support Services Bureau Commander should select five Use of Force Review Board members from the following, as appropriate:

- Representatives of each bureau
- Commanding officer in the involved member's chain of command

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- Training Ranger
- Non-administrative supervisor
- A peer park ranger
- A sworn peace officer from an outside law enforcement agency
- Department instructor for the type of weapon, device or technique used

The senior ranking command representative who is not in the same bureau as the involved employee will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved employee to appear. The involved employee will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief Park Ranger will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the employee, no more than two members of the board may ask questions of the involved employee (Government Code § 3303). Other members may provide questions to these members.

The review shall be based upon those facts which were reasonably believed or known by the park ranger at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the park ranger at the time shall neither justify nor call into question a park ranger's decision regarding the use of force.

Any questioning of the involved employee conducted by the board will be in accordance with the department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The employee's actions were within department policy and procedure.

(b) The employee's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to

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consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief Park Ranger.

The Chief Park Ranger shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. The Chief Park Ranger's final findings will be forwarded to the involved employee's Bureau Commander for review and appropriate action. If the Chief Park Ranger concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief Park Ranger.

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Los Angeles Park Rangers authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Los Angeles Park Rangers-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, park rangers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of park rangers and others. When deciding whether to remove restraints from a detainee, park rangers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized

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determination that such restraints are necessary for the safety of the arrestee, park rangers or others (Penal Code § 3407; Penal Code § 6030).

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the park ranger has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the park ranger or damage property.

302.3.4 NOTIFICATIONS
Whenever a park ranger transports a person with the use of restraints other than handcuffs, the park ranger shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the park ranger reasonably believes would be potential safety concerns or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Park Rangers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, park rangers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, park rangers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS/MASKS/SOCKS

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the park ranger reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Park Rangers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Park Rangers should

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provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Park Rangers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

A Park Ranger supervisor shall be notified anytime a spit hood is applied and it shall be documented in a report that is prepared related to the incident.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, park rangers should consider:

(a) Whether the park ranger or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.

(b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting park ranger while handcuffed, kicking at objects or park rangers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

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(a) If practicable, park rangers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the park ranger arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by a park ranger while in the leg restraint. The park ranger should ensure that the person does not roll onto and remain on his/her stomach.

(e) The park ranger should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by ambulance/paramedic unit, the restrained person should be accompanied by a park ranger when requested by medical personnel. The transporting park ranger should describe to medical personnel any unusual behaviors or other circumstances the park ranger reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If an individual is restrained and released without an arrest, the park ranger shall document the details of the detention and the need for handcuffs or other restraints.

If an individual is arrested, the use of restraints other than handcuffs shall be documented in the related report. The park ranger should include, as appropriate:

(a) The amount of time the suspect was restrained.

(b) How the suspect was transported and the position of the suspect.

(c) Observations of the suspect's behavior and any signs of physiological problems.

(d) Any known or suspected drug use or other medical problems.

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Control Devices and Techniques

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Los Angeles Park Rangers authorizes park rangers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

303.3 RESPONSIBILITIES

303.3.1 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

303.4 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the park ranger reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the park ranger or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

303.5 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

303.5.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

303.5.2 TREATMENT FOR OC SPRAY EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

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303.6 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, park rangers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

303.7 TRAINING FOR CONTROL DEVICES

The Training Ranger shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the park ranger's training file.

(c) Park Rangers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If a park ranger cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the park ranger will be restricted from carrying the control device and may be subject to discipline.

303.8 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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Officer-Involved Shootings and Deaths

304.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of other action of a park ranger.

In other incidents not covered by this policy, the Chief Park Ranger may decide that the investigation will follow the process provided in this policy.

304.2 POLICY

The policy of the Los Angeles Park Rangers is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

304.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved park rangers.
- A civil investigation to determine potential liability.

304.4 CONTROL OF INVESTIGATIONS

Investigators from the Los Angeles Police Department will be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the Ranger Division.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

304.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect will be handled by the Los Angeles Police Department.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief Park Ranger and with concurrence from the other agency.

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304.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved park ranger's conduct during the incident will be determined by the employing agency's protocol. When a park ranger from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

304.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the Park Ranger Operations Bureau.

304.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

304.5.1 UNINVOLVED PARK RANGER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting, the first uninvolved LAPR park ranger will be the park ranger-in-charge and will assume the responsibilities of a supervisor until properly relieved. This park ranger should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

304.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved LAPR supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any LAPR park ranger to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

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(c) Provide all available information to the Watch Commander and the Communications Center. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional LAPR members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved LAPR park ranger should be given an administrative order not to discuss the incident with other involved officers or LAPR members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other park rangers.

304.5.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief Park Ranger or a Bureau Commander.

All outside inquiries about the incident shall be directed to the Watch Commander.

304.5.4 NOTIFICATIONS

The following person(s) shall be notified as soon as practicable:

- Chief Park Ranger
- Los Angeles Police Department
-
- Professional Standards Unit supervisor
- Psychological/peer support personnel
-
- Public Information Officer

304.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved LAPR park rangers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.

2. Requests from involved non-LAPR officers should be referred to their employing agency.

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(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information (Government Code § 3303(i)).

(d) A licensed psychotherapist shall be provided by the Department to each involved LAPR park ranger. A licensed psychotherapist may also be provided to any other affected LAPR members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Although the Department will honor the sensitivity of communications with peer counselors, there is no legal privilege to such communications. Peer counselors are cautioned against discussing the facts of any incident with an involved or witness officer.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved LAPR park ranger shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

304.6 CRIMINAL INVESTIGATION

The District Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) LAPR supervisors and Professional Standards Unit personnel should not participate directly in any voluntary interview of LAPR park rangers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal

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investigators (Government Code § 3303(i)). However, in order to maintain the integrity of each involved officer's statement, involved park rangers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

304.6.1 REPORTS BY INVOLVED LAPR PARK RANGERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved LAPR park rangers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals (Government Code § 3304(a)).

While the involved LAPR park ranger may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved LAPR park ranger of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

304.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or

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probable cause to arrest. Without detaining the individual for the sole purpose of identification, park rangers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

304.6.2 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the Operations Bureau Commander to ensure that appropriate investigative personnel are assigned to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the District Attorney's Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney's Office.

All related department reports, except administrative and/or privileged reports, will be forwarded to the Operations Bureau Commander. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Bureau Commander.

304.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of LAPR park rangers to determine conformance with department policy. The investigation will be conducted under the supervision of the Professional Standards Unit and will be considered a confidential park ranger personnel file.

Interviews of members shall be subject to department policies and applicable laws (see the Personnel Complaints Policy).

(a) Any park ranger involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the park ranger, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any park ranger has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved park ranger.

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1. If a further interview of the park ranger is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved park ranger shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved park ranger has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the park ranger's physical and psychological needs have been addressed before commencing the interview.
2. If requested, the park ranger shall have the opportunity to select an uninvolved representative to be present during the interview . However, in order to maintain the integrity of each individual park ranger's statement, involved park rangers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).
3. Administrative interviews should be recorded by the investigator. The park ranger may also record the interview (Government Code § 3303(g)).
4. The park ranger shall be informed of the nature of the investigation. If a park ranger refuses to answer questions, he/she should be given his/her *Lybarger* or *Garrity* rights and ordered to provide full and truthful answers to all questions. The park ranger shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.The Professional Standards Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
5. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
6. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

304.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

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All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

304.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/ Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with approval of assigned investigators or a supervisor.

Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

304.10 DEBRIEFING

Following an officer-involved shooting or death, the Los Angeles Park Rangers should conduct both a critical incident/stress debriefing and a tactical debriefing.

304.10.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Operations Bureau Commander is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, other civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Professional Standards Unit personnel.

304.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief Park Ranger should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

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304.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Watch Commander, Los Angeles Police Department Bureau Commander and Public Information Officer in the event of inquiries from the media.

The Department shall not subject any involved LAPR park ranger to visits by the media (Government Code § 3303(e)). No involved LAPR park ranger shall make any comment to the media unless he/she is authorized by the Chief Park Ranger or a Bureau Commander. Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

304.12 REPORTING

If the death of an individual occurs in the Los Angeles Park Rangers jurisdiction and qualifies to be reported to the state as a justifiable homicide or an in-custody death, the Operations Bureau Commander will ensure that the Support Services Bureau Commander is provided with enough information to meet the reporting requirements (Penal Code § 196; Penal Code § 13022; Government Code § 12525).

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Park Ranger Response to Calls

306.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

306.2 RESPONSE TO CALLS

Park Rangers dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Park Rangers responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the park ranger of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Park Rangers should only respond Code-3 when so dispatched or when circumstances reasonably indicate an emergency response is required. Park Rangers not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

306.3 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of park rangers, or assistance is needed to prevent imminent serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting park ranger shall immediately notify the Communications Center.

If circumstances permit, the requesting park ranger should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

306.4 INITIATING CODE 3 RESPONSE

If a park ranger believes a Code-3 response to any call is appropriate, the park ranger shall immediately notify the Communications Center. Should another park ranger believe a Code-3 response is appropriate,they shall notify the Communications Center.

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306.5 RESPONSIBILITIES OF RESPONDING PARK RANGERS

Park Rangers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Park Rangers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the park ranger. If, in the park ranger's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the park ranger may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the park ranger should immediately notify the Communications Center. A park ranger shall also discontinue the Code-3 response when directed by a supervisor.

When a Code-3 response is appropriate, a park ranger shall immediately give the location from which he/she is responding.

306.6 COMMUNICATIONS RESPONSIBILITIES

A dispatcher shall assign a Code-3 response when a park ranger requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. The dispatcher shall:

(a) Attempt to assign the closest available unit to the location requiring assistance

(b) Immediately notify the Watch Commander

(c) Confirm the location from which the unit is responding

(d) Notify and coordinate allied emergency services (e.g., fire and ambulance)

(e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated

(f) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor

306.7 SUPERVISORY RESPONSIBILITIES

Upon being notified that a Code-3 response has been initiated, the Watch Commander or the field supervisor shall verify the following:

(a) The proper response has been initiated

(b) No more than those units reasonably necessary under the circumstances are involved in the response

(c) Affected outside jurisdictions are being notified as practical

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The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to respond Code 3, the ranger, Watch Commander or the field supervisor should consider the following:

- The type of call
- The necessity of a timely response
- Traffic and roadway conditions
- The location of the responding units

306.8 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the park ranger must terminate the Code-3 response and respond accordingly. In all cases, the park ranger shall notify the Watch Commander, field supervisor, or the Communications Center of the equipment failure so that another unit may be assigned to the emergency response.

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Domestic Violence

307.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this City of Los Angeles Park Ranger Division to take enforcement action when appropriate, to provide assistance to victims and to guide park rangers in the investigation of domestic violence.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

307.2 POLICY

The Los Angeles Park Rangers's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this City of Los Angeles Park Ranger Division to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

307.3 OFFICER SAFETY

The investigation of domestic violence cases often places park rangers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all park rangers to exercise due caution and reasonable care in providing for the safety of any park rangers and parties involved.

307.4 INVESTIGATIONS

The following guidelines should be followed by park rangers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities.

(b) When practicable, park rangers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

(c) Park Rangers should list the full name and date of birth (and school if available) of each child who was present at the time of the offense. The names of other children who may not have been at the location at that particular time should also be obtained for follow-up.

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(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Los Angeles Police Department Division of Occurence Domestic Violence Unit in the event that the injuries later become visible.

(f) Park Rangers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, park rangers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons at the location, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).

(i) When completing an incident or arrest report for violation of a court order, park rangers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting park ranger should attach a copy of the order to the incident or arrest report.

(j) Park Rangers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the violence.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.

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11. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

307.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, park rangers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

307.4.2 IF NO ARREST IS MADE

If no arrest is made, the park ranger should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).

(b) Document the resolution in a report.

307.5 VICTIM ASSISTANCE

Victims may be traumatized or confused. Park Rangers should:

(a) Recognize that a victim's behavior and actions may be affected.

(b) Provide the victim with the Los Angeles Police Department's domestic violence information handout, even if the incident may not rise to the level of a crime.

(c) Alert the victim to any available victim advocates, shelters and community resources.

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the park ranger determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

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307.6 DISPATCH ASSISTANCE

All calls of domestic violence should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Park Rangers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

307.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by park rangers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403).

Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

307.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, park rangers should carefully review the actual order when available, and where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

    1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the park ranger shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).

(b) Check available records or databases that may show the status or conditions of the order.

    1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Park Rangers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Park Rangers should contact a supervisor for clarification when needed.

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307.9 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

307.9.1 STANDARDS FOR ARRESTS

Park Rangers investigating a domestic violence report should consider the following:

(a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.

1. Park Rangers are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the park ranger makes the arrest as soon as probable cause arises (Penal Code § 836).

(b) A park ranger responding to a domestic violence call who cannot make an arrest will advise the victim of his/her right to make a private person's arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Park Rangers shall not dissuade victims from making a lawful private person's arrest. Park Rangers should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person's arrests (Penal Code § 836(b)).

(c) Park Rangers shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender's child)
3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
4. Penal Code § 646.9 (stalking)
5. Other serious or violent felonies specified in Penal Code § 1270.1

(d) In responding to domestic violence incidents, including mutual protective order violations, park rangers should generally be reluctant to make dual arrests. Park Rangers shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, a park ranger shall consider:

1. The intent of the law to protect victims of domestic violence from continuing abuse.
2. The threats creating fear of physical injury.
3. The history of domestic violence between the persons involved.

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4. Whether either person acted in self-defense.

(e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the park ranger's presence. After arrest, the park ranger shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

307.9.2 COURT ORDERS

(a) A park ranger who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person's parent/guardian with a copy of the order. The park ranger shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).

(b) At the request of the petitioner, a park ranger at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).

(c) Any park ranger serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)(2)).

(d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).

(e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the park ranger shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The park ranger shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide him/her with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

307.9.3 PUBLIC ACCESS TO POLICY

A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

307.9.4 REPORTS AND RECORDS

(a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code § 13730.

(b) Reporting park rangers should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately

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available, an explanation should be given regarding how the victim can obtain the information at a later time.

(c) Park Rangers who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)(2)).

307.9.5 RECORD-KEEPING AND DATA COLLECTION

The Los Angeles Police Department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of theRecords Supervisor of the Los Angeles Police Department Division of Occurrence to maintain and report this information as required.

307.9.6 DECLARATION IN SUPPORT OF BAIL INCREASE

Any park ranger who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee’s appearance or to protect the victim or family member of a victim, the park ranger shall prepare a declaration in support of increased bail (Penal Code § 1269c).

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Search and Seizure

308.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Los Angeles Park Rangers personnel to consider when dealing with search and seizure issues.

308.2 POLICY

It is the policy of the Los Angeles Park Rangers to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to park rangers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

308.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, park rangers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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308.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Park Rangers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) When the person to be searched is of the opposite sex as the searching park ranger, a reasonable effort should be made to summon a park ranger of the same sex as the subject to conduct the search. When it is not practicable to summon a park ranger of the same sex as the subject, the following guidelines should be followed:

1. Another park ranger or a supervisor should witness the search.
2. The park ranger should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

308.5 DOCUMENTATION

Park Rangers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon a park ranger of the same sex as the person being searched and the identification of any witness park ranger

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

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Temporary Custody of Juveniles

309.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Los Angeles Park Rangers (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

309.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

Juvenile offender - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Penal Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of a park ranger or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

Safety checks - Direct, visual observation personally by a member of this City of Los Angeles Park Ranger Division performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

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(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

309.2 POLICY

The Los Angeles Park Rangers is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Los Angeles Park Rangers. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

309.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Los Angeles Park Rangers:

(a) Unconscious

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Significantly intoxicated except when approved by the Watch Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol, or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).

(e) Extremely violent or continuously violent

Park Rangers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Los Angeles Park Rangers unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).

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If the park ranger taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed (15 CCR 1142).

309.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY

When emergency medical attention is required for a juvenile, medical assistance will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

309.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

Park Ranger Division members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

309.4 CUSTODY OF JUVENILES

Park Rangers should take custody of a juvenile and temporarily hold the juvenile at the Los Angeles Police Department Division of Occurence police station when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Los Angeles Park Rangers without authorization of the arresting park ranger's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Los Angeles Police Department Division of Occurence (42 USC § 5633; Welfare and Institutions Code § 207.1(d)).

309.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Los Angeles Park Rangers. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination.

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309.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, park rangers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

309.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Los Angeles Park Rangers unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of Welfare and Institutions Code § 625.3 shall be transported to a juvenile facility.

A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under Welfare and Institutions Code § 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

(a) Released upon warning or citation.

(b) Released to a parent or other responsible adult after processing at the Park Ranger Division.

(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.

(d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating park ranger or supervisor shall prefer the alternative that least restricts the juvenile’s freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the park ranger should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

309.5 ADVISEMENTS

Park Rangers shall take immediate steps to notify the juvenile’s parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

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Whenever a juvenile is taken into temporary custody, he/she shall be given the *Miranda* rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625).

Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

309.6 JUVENILE CUSTODY LOGS

Any time a juvenile is held in custody at the Los Angeles Police Department Division of Occurrence, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile being held.

(b) Date and time of arrival and release from the Los Angeles Police Department Division of Occurrence. (15CCR 1150).

(c) Watch Commander notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(e) Any changes in status.

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed (15 CCR 1142).

(h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Los Angeles Police Department supervisor shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

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309.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Park Ranger Division (34 USC § 11133; Welfare and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Los Angeles Park Rangers (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

309.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Los Angeles Park Rangers shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Los Angeles Park Rangers more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Los Angeles Park Rangers more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal safety checks and significant incidents/activities shall be noted on the log.

(d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

    1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

    2. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

(f) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).

(g) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).

(j) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).

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(k) Blankets shall be provided as reasonably necessary (15 CCR 1143).

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

309.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Los Angeles Park Rangers when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

309.10 PERSONAL PROPERTY

The park ranger taking custody of a juvenile offender or status offender at the Los Angeles Park Rangers shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile’s presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Los Angeles Park Rangers.

309.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Los Angeles Police Department supervisor approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

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(a) Age, maturity and delinquent history

(b) Severity of offense for which the juvenile was taken into custody

(c) The juvenile offender's behavior

(d) Availability of staff to provide adequate supervision or protection of the juvenile offender

(e) Age, type and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

309.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

(b) Juveniles shall have constant auditory access to department members (15 CCR 1147).

(c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).

(d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).

1. All safety checks shall be logged.

2. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).

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3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room (15 CCR 1147).

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

309.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE

The Watch Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Los Angeles Police Department Division of Occurrence (15 CCR 1142; 15 CCR 1047). The procedures will address:

(a) Immediate notification of the on-duty supervisor, Chief Park Ranger and Los Angeles Police Department Supervisor.

(b) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.

(c) Notification of the appropriate prosecutor.

(d) Notification of the City attorney.

(e) Notification to the coroner.

(f) Notification of the juvenile court.

(g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).

(h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.

(i) Evidence preservation.

309.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, a park ranger shall permit a juvenile 15 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

(a) Information is necessary to protect life or property from an imminent threat.

(b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

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309.13.1 MANDATORY RECORDINGS OF JUVENILES

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility or other fixed place of detention. The recording shall include the entire interview and a Miranda advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of a park ranger, the individual being interrogated or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

309.14 FORMAL BOOKING

No juvenile offender shall be formally booked without the authorization of the arresting park ranger's supervisor, or in his/her absence, the Watch Commander.

Any juvenile, 14 years of age or older, who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted or photographed upon the approval from the Watch Commander or Investigation Division supervisor, giving due consideration to the following:

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(a) The gravity of the offense

(b) The past record of the offender

(c) The age of the offender

309.15 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.

A copy of the current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be kept with copies of this procedure in the Los Angeles Park Rangers Policy Manual. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Supervisor and the appropriate Investigation Division supervisors to ensure that personnel of those bureaus act within legal guidelines.

The Los Angeles Department of Recreation and Parks, Park Ranger Divisions policy is to not release any juvenile information to the public that may identify them.

_ Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 700.1 Release of Information

309.16 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Operations Bureau Commander shall coordinate the procedures related to the custody of juveniles held at the Los Angeles Park Rangers and ensure any required certification is maintained (Welfare and Institution Code § 210.2).

309.17 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

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Adult Abuse

310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Los Angeles Park Rangers members as required by law.

310.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368).

Abuse of an elder (age 65 or older) or dependent adult - Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering. Neglect includes self-neglect (Welfare and Institutions Code § 15610.07; Penal Code § 368.5).

310.2 POLICY

The Los Angeles Park Rangers will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

310.3 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating park ranger in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

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(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the adult abuse (Welfare and Institutions Code § 15640(f)).

(k) Whether a death involved the End of Life Option Act:

1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14)
2. Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17)
3. Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17)
4. Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

310.4 QUALIFIED INVESTIGATORS

Los Angeles Police Department investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).

310.5 MANDATORY NOTIFICATION

Members of the Los Angeles Park Rangers shall notify the local office of the California Department of Social Services (CDSS) APS agency when they reasonably suspect, have observed, or have

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knowledge of an incident that reasonably appears to be abuse of an elder (age 65 or older) or dependent adult, or are told by an elder or dependent adult that he/she has experienced abuse (Welfare and Institutions Code § 15630(b)).

Notification shall be made by telephone as soon as practicable and a written report shall be provided within two working days as provided in Welfare and Institutions Code § 15630(b)(c)).

A dependent adult is an individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.23).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

(a) If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center) notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):

1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.
4. When a report of abuse is received by the Park Ranger Division, the local ombudsman shall be called to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).

(b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman as soon as practicable (Welfare and Institutions Code § 15630(b)).

(c) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.

(d) The SDSS shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.

(e) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.

(f) The Bureau of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.

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(g) The District Attorney's office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.

(h) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).

1. When a report of abuse is received by the Park Ranger Division, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).

(i) If during an investigation it is determined that the adult abuse is being committed by a licensed health practitioner as identified in Welfare and Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).

(j) When the Park Ranger Division receives a report of abuse, neglect or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The Investigation Division supervisor is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital) per Welfare and Institutions Code § 15630(b).

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14; Health and Safety Code § 443.18).

310.5.1 NOTIFICATION PROCEDURE

Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

(a) The name of the person making the report.

(b) The name and age of the elder or dependent adult.

(c) The present location of the elder or dependent adult.

(d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.

(e) The nature and extent of the condition of the elder or dependent adult.

(f) The date of incident.

(g) Any other information, including information that led the person to suspect elder or dependent adult abuse.

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310.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the park ranger should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the park ranger should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the park ranger shall ensure that the adult is delivered to APS.

Whenever practicable, the park ranger should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, park rangers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

310.6.1 EMERGENCY PROTECTIVE ORDERS

In any situation which a park ranger reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the park ranger may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

310.7 INTERVIEWS

310.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, park rangers should audio record the preliminary interview with a suspected adult abuse victim. Park Rangers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating park rangers should defer interviews until a person who is specially trained in such interviews is available.

310.7.2 DETAINING VICTIMS FOR INTERVIEWS

A park ranger should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

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(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

310.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating park ranger should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The park ranger should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, park rangers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for park rangers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

310.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

310.9.1 PARK RANGER RESPONSIBILITIES

Park Rangers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division supervisor so an interagency response can begin.

310.9.2 SUPERVISOR RESPONSIBILITIES

The Investigation Division supervisor should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors, to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when a park ranger notifies the Investigation Division supervisor that he/she has responded to a drug lab or other

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narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

(c) Develop a report format or checklist for use when park rangers respond to drug labs or other narcotics crime scenes. The checklist will help park rangers document the environmental, medical, social and other conditions that may affect the adult.

310.10 TRAINING

The Park Ranger Division should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

310.11 RECORDS BUREAU RESPONSIBILITIES

The Administrative Services is responsible for:

(a) Providing a copy of the adult abuse report to the APS, ombudsman or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).

(b) Retaining the original adult abuse report with the initial case file.

310.12 JURISDICTION

The Los Angeles Park Rangers has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations upon request in such cases. However, this City of Los Angeles Park Ranger Division will retain responsibility for the criminal investigations (Penal Code § 368.5).

310.13 RELEVANT STATUTES

Penal Code § 368 (c)

Any person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon

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unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

Penal Code § 368 (f)

(f) A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

Welfare and Institutions Code § 15610.05

“Abandonment” means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

Welfare and Institutions Code § 15610.06

“Abduction” means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

Welfare and Institutions Code § 15610.30

(a) “Financial abuse” of an elder or dependent adult occurs when a person or entity does any of the following:

(1) Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(2) Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.

(3) Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.

(b) A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.

(c) For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.

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(d) For purposes of this section, “representative” means a person or entity that is either of the following:

(1) A conservator, trustee, or other representative of the estate of an elder or dependent adult.

(2) An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

Welfare and Institutions Code § 15610.43

(a) “Isolation” means any of the following:

(1) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.

(2) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.

(3) False imprisonment, as defined in Section 236 of the Penal Code.

(4) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.

(b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.

(c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe

Welfare and Institutions Code § 15610.57

(a) “Neglect” means either of the following:

(1) The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.

(2) The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.

(b) Neglect includes, but is not limited to, all of the following:

(1) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.

(2) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.

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(3) Failure to protect from health and safety hazards.

(4) Failure to prevent malnutrition or dehydration.

(5) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (1) to (4), inclusive, for himself or herself as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.

Welfare and Institutions Code § 15610.63

15610.63. “Physical abuse” means any of the following:

(a) Assault, as defined in Section 240 of the Penal Code.

(b) Battery, as defined in Section 242 of the Penal Code.

(c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.

(d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.

(e) Sexual assault, that means any of the following:

(1) Sexual battery, as defined in Section 243.4 of the Penal Code.

(2) Rape, as defined in Section 261 of the Penal Code.

(3) Rape in concert, as described in Section 264.1 of the Penal Code.

(4) Spousal rape, as defined in Section 262 of the Penal Code.

(5) Incest, as defined in Section 285 of the Penal Code.

(6) Sodomy, as defined in Section 286 of the Penal Code.

(7) Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.

(8) Sexual penetration, as defined in Section 289 of the Penal Code.

(9) Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.

(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:

(1) For punishment.

(2) For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.

(3) For any purpose not authorized by the physician and surgeon.

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Discriminatory Harassment

311.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent City of Los Angeles Park Ranger Division members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

311.2 POLICY

The Los Angeles Park Rangers is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Park Ranger Division will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Park Ranger Division will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Park Ranger Division may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

311.3 DEFINITIONS

Definitions related to this policy include:

311.3.1 DISCRIMINATION

The Park Ranger Division prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes, stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or City of Los Angeles Park Ranger Division equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to City of Los Angeles Park Ranger Division policy and to a work environment that is free of discrimination.

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311.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

311.3.3 SEXUAL HARASSMENT
The Park Ranger Division prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

311.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the California Fair Employment and Housing Council guidelines.

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or City of Los Angeles Park Ranger Division rules or regulations, or any other appropriate work-related communication between supervisor and member.

311.4 RESPONSIBILITIES
This policy applies to all City of Los Angeles Park Ranger Division personnel. All members shall follow the intent of these guidelines in a manner that reflects City of Los Angeles Park Ranger Division policy, professional law enforcement standards and the best interest of the Park Ranger Division and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief Park Ranger, the Director of Human Services or the General Manager.

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Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

311.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief Park Ranger, the Director of Human Services, the General Manager, or the California Department of Fair Employment and Housing (DFEH) for further information, direction, or clarification (Government Code § 12950).

311.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of each supervisor and manager shall include, but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.

(c) Ensuring that his/her subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief Park Ranger or Director of Human Services in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

311.4.3 SUPERVISOR'S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

(a) Behavior of supervisors and managers should represent the values of the Park Ranger Division and professional law enforcement standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

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311.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Park Ranger Division that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

311.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

311.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status, are encouraged to follow the chain of command but may also file a complaint directly with the Chief Park Ranger, Director of Human Services or the General Manager.

311.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Park Ranger Division. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

311.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Chief Park Ranger. The outcome of all reports shall be:

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- Approved by the Chief Park Ranger, the General Manager or the Director of Human Services, depending on the ranks of the involved parties.
- Maintained in accordance with the City of Los Angeles Park Ranger Division's established records retention schedule.

311.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

311.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Park Ranger Division.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

311.7.1 STATE-REQUIRED TRAINING

The Training Ranger should ensure that employees receive the required state training and education regarding sexual harassment, prevention of abusive conduct, and harassment based on gender identity, gender expression, and sexual orientation as follows (Government Code § 12950.1; 2 CCR 11024):

(a) Supervisory employees shall receive two hours of classroom or other effective interactive training and education within six months of assuming a supervisory position.

(b) All other employees shall receive one hour of classroom or other effective interactive training and education within six months of their employment or sooner for seasonal or temporary employees as described in Government Code § 12950.1.

(c) All employees shall receive refresher training every two years thereafter.

If the required training is to be provided by DFEH online training courses, the Training Ranger should ensure that employees are provided the link or website address to the training course (Government Code § 12950).

311.7.2 TRAINING RECORDS

The Training Ranger shall be responsible for maintaining records of all discriminatory harassment training provided to members. Records shall be retained in accordance with established records retention schedules and for a minimum of two years (2 CCR 11024).

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311.8 WORKING CONDITIONS

The Support Services Bureau Commander or the authorized designee should be responsible for reviewing facility design and working conditions for discriminatory practices. This person should collaborate with other City employees who are similarly tasked (2 CCR 11034).

311.9 REQUIRED POSTERS

The Park Ranger Division shall display the required posters regarding discrimination, harassment and transgender rights in a prominent and accessible location for members (Government Code § 12950).

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Child Abuse

312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Los Angeles Park Rangers members are required to notify the county Child Protective Services (CPS) of suspected child abuse.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.9.1 MISCELLANEOUS PERSONNEL POLICIES 498 - Reporting Suspected Child Abuse

312.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Penal Code § 11165.9; Penal Code § 11166).

312.2 POLICY

The Los Angeles Park Rangers will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

312.3 MANDATORY NOTIFICATION

The child protection agency shall be notified when (Penal Code § 11166):

(a) There is a known or suspected instance of child abuse or neglect reported, which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or

(b) A person responsible for the child's welfare fails to adequately protect the child from abuse when the person knew or reasonably should have known that the child was in danger of abuse.

The District Attorney's office shall be notified in all instances of known or suspected child abuse or neglect reported to this department. Reports only involving neglect by a person, who has the care or custody of a child, to provide adequate food, clothing, shelter, medical care or supervision where no physical injury to the child has occurred should not be reported to the District Attorney (Penal Code § 11166).

When the abuse or neglect occurs at a licensed facility or is alleged to have resulted from the actions of a person who is required to have a state license (e.g., foster homes, group homes, day care), notification shall also be made to the California Department of Social Services or other applicable licensing authority (Penal Code 11166.1; Penal Code 11166.2).

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For purposes of notification, the abuse or neglect includes physical injury or death inflicted by other than accidental means upon a child by another person; sexual abuse (Penal Code § 11165.1); neglect (Penal Code § 11165.2); the willful harming or injuring of a child or the endangering of the person or health of a child (Penal Code § 11165.3); and unlawful corporal punishment or injury (Penal Code § 11165.4). Child abuse or neglect does not include a mutual affray between minors, nor does it include an injury caused by the reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment as a peace officer.

312.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (Penal Code § 11166):

(a) Notification shall be made immediately, or as soon as practicable, by telephone, fax or electronic transmission.

(b) A written follow-up report should be forwarded within 36 hours of receiving the information concerning the incident.

312.4 QUALIFIED INVESTIGATORS

Los Angeles Police Department should be notified for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

312.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, a report will be written. Park Rangers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating park ranger in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if park rangers interviewed the child victim without the presence of a parent or guardian.

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(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

312.5.1 EXTRA JURISDICTIONAL REPORTS

If a report of known or suspected child abuse or neglect that is alleged to have occurred outside this jurisdiction is received, department members shall ensure that the caller is immediately transferred to the agency with proper jurisdiction for the investigation of the case. If the caller cannot be successfully transferred to the appropriate agency, a report shall be taken and immediately referred by telephone, fax or electronic transfer to the agency with proper jurisdiction (Penal Code 11165.9).

312.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the park ranger should make reasonable attempts to contact CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the park ranger should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the park ranger shall ensure that the child is delivered to CPS.

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Whenever practicable, the park ranger should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, park rangers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations when a court order cannot reasonably be obtained in a timely manner (Welfare and Institutions Code § 305):

(a) The park ranger reasonably believes the child is a person described in Welfare and Institutions Code § 300, or a commercially exploited child under Penal Code § 647 and Penal Code § 653.22, and further has good cause to believe that any of the following conditions exist:

1. The child has an immediate need for medical care.
2. The child is in immediate danger of physical or sexual abuse.
3. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety. In the case of a child left unattended, the park ranger shall first attempt to locate and determine if a responsible parent or guardian is available and capable of assuming custody before taking the child into protective custody.

(b) The park ranger reasonably believes the child requires protective custody under the provisions of Penal Code § 279.6, in one of the following circumstances:

1. It reasonably appears to the park ranger that a person is likely to conceal the child, flee the jurisdiction with the child or, by flight or concealment, evade the authority of the court.
2. There is no lawful custodian available to take custody of the child.
3. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.
4. The child is an abducted child.

(c) The child is in the company of, or under the control of, a person arrested for Penal Code § 278 (Detainment or concealment of child from legal custodian) or Penal Code § 278.5 (Deprivation of custody of a child or right to visitation) (Penal Code § 279.6).

A child taken into protective custody shall be delivered to CPS unless otherwise directed by court order.

312.6.1 CALIFORNIA SAFELY SURRENDERED BABY LAW

An individual having lawful custody of an infant less than 72 hours old is not guilty of abandonment if the individual voluntarily surrenders physical custody of the infant to personnel on-duty at a safe-surrender site, such as a hospital or fire department (Penal Code § 271.5). The law requires the surrender site to notify CPS.

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312.6.2 NEWBORNS TESTING POSITIVE FOR DRUGS

Under certain circumstances, park rangers can be prohibited from taking a newborn who is the subject of a proposed adoption into protective custody, even when the newborn has tested positive for illegal drugs or the birth mother tested positive for illegal drugs.

Park Rangers shall instead follow the provisions of Welfare and Institutions Code § 305.6 to ensure that the newborn is placed with the adoptive parents when it is appropriate.

312.7 INTERVIEWS

312.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, park rangers should record the preliminary interview with suspected child abuse victims. Park Rangers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating park rangers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

312.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

A park ranger should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

312.7.3 INTERVIEWS AT A SCHOOL

Any student at school who is a suspected victim of child abuse shall be afforded the option of being interviewed in private or selecting any qualified available adult member of the school staff to be present. The purpose of the staff member's presence is to provide comfort and support. The staff member shall not participate in the interview. The selection of a staff member should be such that it does not burden the school with costs or hardship (Penal Code § 11174.3).

312.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating park ranger should obtain consent for such examination from the appropriate parent, guardian

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or agency having legal custody of the child. The park ranger should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, park rangers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for park rangers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

312.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

312.9.1 SUPERVISOR RESPONSIBILITIES

The Operations Bureau supervisor should:

(a) Work with professionals from the appropriate agencies, including CPS, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when a park ranger notifies the Investigation Division supervisor that the park ranger has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

(c) Develop a report format or checklist for use when park rangers respond to drug labs or other narcotics crime scenes. The checklist will help park rangers document the environmental, medical, social and other conditions that may affect the child.

312.9.2 PARK RANGER RESPONSIBILITIES

Park Rangers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Operations Bureau supervisor so an interagency response can begin.

312.10 STATE MANDATES AND OTHER RELEVANT LAWS

California requires or permits the following:

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312.10.1 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Penal Code 841.5; Penal Code § 11167.5).

312.10.2 REQUESTS FOR REMOVAL FROM THE CHILD ABUSE CENTRAL INDEX (CACI)

Any person whose name has been forwarded to the California Department of Justice (DOJ) for placement in California's CACI, as a result of an investigation, may request that his/her name be removed from the CACI list. Requests shall not qualify for consideration if there is an active case, ongoing investigation or pending prosecution that precipitated the entry to CACI (Penal Code § 11169). All requests for removal shall be submitted in writing by the requesting person and promptly routed to the CACI hearing officer.

312.10.3 CACI HEARING PROCEDURES

Persons requesting a CACI Hearing shall be referred to the Los Angeles Police Department division of occurrence.

The hearing is an informal process where the person requesting removal from the CACI list will be permitted to present relevant evidence (e.g., certified copy of an acquittal, factual finding of innocence) as to why his/her name should be removed. The person requesting the hearing may record the hearing at his/her own expense.

Formal rules of evidence will not apply and the hearing officer may consider, in addition to evidence submitted by the person requesting the hearing, any relevant information including, but not limited to, the following:

(a) Case reports including any supplemental reports

(b) Statements by investigators

(c) Statements from representatives of the District Attorney's Office

(d) Statements by representatives of a child protective agency who may be familiar with the case

After considering all information presented, the hearing officer shall make a determination as to whether the requesting party's name should be removed from the CACI list. Such determination shall be based on a finding that the allegations in the investigation are not substantiated (Penal Code § 11169).

If, after considering the evidence, the hearing officer finds that the allegations are not substantiated, he/she shall cause a request to be completed and forwarded to the DOJ that the person's name be removed from the CACI list. A copy of the hearing results and the request for removal will be attached to the case reports.

The findings of the hearing officer shall be considered final and binding.

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312.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

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Missing Persons

313.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

313.1.1 DEFINITIONS

At risk - Includes, but is not limited to (Penal Code § 14215):

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person, including cognitively impaired or developmentally disabled.

Missing person - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

Missing person networks - Databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

313.2 POLICY

The Los Angeles Park Rangers does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Los Angeles Park Rangers gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

313.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Los Angeles Police Department supervisor should ensure the forms and kits are developed and available in accordance with this policy, state law, federal law and the California Peace Officer Standards and Training (POST) Missing Persons Investigations guidelines, including:

- Park Ranger Division report form for use in missing person cases
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (Penal Code § 13519.07)

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- Missing person school notification form
- Medical records release form from the California Department of Justice
- California DOJ missing person forms as appropriate
- Biological sample collection kits

313.4 ACCEPTANCE OF REPORTS

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

313.5 INITIAL INVESTIGATION

Park Rangers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call for service as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).

(e) Ensure that entries are made into the appropriate missing person networks as follows:

1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.

(g) Collect and/or review:

1. A photograph and a fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).

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3. Any documents that may assist in the investigation, such as court orders regarding custody.

4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.

(i) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

313.6 REPORT PROCEDURES AND ROUTING

Employees should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

313.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Administrative Services.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing persons networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

313.6.2 ADMINISTRATIVE SERVICES RESPONSIBILITIES

The receiving member shall:

(a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's residence in cases where the missing person is a resident of another jurisdiction (Penal Code § 14211).

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(b) Notify and forward a copy of the report to the law enforcement agency in whose jurisdiction the missing person was last seen (Penal Code § 14211).

(c) Notify and forward a copy of the report to the law enforcement agency having jurisdiction over the missing person's intended or possible destination, if known.

(d) Forward a copy of the report to the Investigation Division.

(e) Coordinate with the NCIC Terminal Contractor for California to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

313.7 INVESTIGATION DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Shall ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph (Education Code § 49068.6).

2. The investigator should meet with school officials regarding the notice as appropriate to stress the importance of including the notice in the child's student file, along with contact information if the school receives a call requesting the transfer of the missing child's files to another school.

(b) Should recontact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available via the reporting party.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update CLETS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays and biological samples pursuant to Penal Code § 14212 and Penal Code § 14250.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not previously been obtained and forward the photograph to California DOJ (Penal Code § 14210) and enter the photograph into applicable missing person networks (34 USC § 41308).

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(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 586).

313.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs (Penal Code § 14213):

(a) Notification is made to California DOJ.

(b) The missing person's school is notified.

(c) Entries are made in the applicable missing person networks.

(d) Immediately notify the Attorney General's Office.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation within 24 hours.

313.8.1 UNIDENTIFIED PERSONS

Park Ranger Division members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

313.9 CASE CLOSURE

The Investigation Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence has matched an unidentified person or body.

(b) If the missing person is a resident of Los Angeles or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

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(c) If this department is not the lead agency, the case can be made inactivate if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

313.10 TRAINING

Subject to available resources, the Training Ranger should ensure that members of this City of Los Angeles Park Ranger Division whose duties include missing person investigations and reports receive regular training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of City of Los Angeles Park Ranger Division members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

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Public Alerts

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

314.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

314.3 RESPONSIBILITIES

314.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the Los Angeles Park Rangers should notify their supervisor or Watch Commander as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

314.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief Park Ranger, the appropriate Bureau Commander, the Communications Center Supervisor and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts

(b) Canceling alerts

(c) Ensuring all appropriate reports are completed

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Bureau Commander

See attachment: RAP Early Warning and Notification - Updated.pdf

See attachment: WEA worksheet.pdf

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314.4 AMBER ALERTS

The AMBER Alert™ Program is a voluntary partnership between law enforcement agencies, broadcasters, transportation agencies and the wireless industry, to activate urgent bulletins in child abduction cases.

314.4.1 CRITERIA FOR AMBER ALERT

The following conditions must be met before activating an AMBER Alert (Government Code § 8594(a)):

(a) A child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian.

(b) The victim is 17 years of age or younger, or has a proven mental or physical disability.

(c) The victim is in imminent danger of serious injury or death.

(d) There is information available that, if provided to the public, could assist in the child's safe recovery.

314.4.2 PROCEDURE FOR AMBER ALERT

Amber Alerts will be handled by the Los Angeles Police Department. Procedure is as follows:

The supervisor in charge will ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the child:

1. The child's identity, age and description
2. Photograph if available
3. The suspect's identity, age and description, if known
4. Pertinent vehicle description
5. Detail regarding location of incident, direction of travel, potential destinations, if known
6. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
7. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center should be contacted to initiate a multi-regional or statewide EAS broadcast, following any policies and procedures developed by CHP (Government Code § 8594).

(c) The press release information is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

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(d) Information regarding the missing person should be entered into the California Law Enforcement Telecommunication System (CLETS).

(e) Information regarding the missing person should be entered into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC).

(f) The following resources should be considered as circumstances dictate:

1. The local FBI office
2. National Center for Missing and Exploited Children (NCMEC)

314.5 BLUE ALERTS

Blue Alerts may be issued when a park ranger is killed, injured or assaulted and the suspect may pose a threat to the public or other law enforcement personnel.

314.5.1 CRITERIA FOR BLUE ALERTS

All of the following conditions must be met before activating a Blue Alert (Government Code § 8594.5):

(a) A law enforcement officer has been killed, suffered serious bodily injury or has been assaulted with a deadly weapon, and the suspect has fled the scene of the offense.

(b) The investigating law enforcement agency has determined that the suspect poses an imminent threat to the public or other law enforcement personnel.

(c) A detailed description of the suspect's vehicle or license plate is available for broadcast.

(d) Public dissemination of available information may help avert further harm or accelerate apprehension of the suspect.

314.5.2 PROCEDURE FOR BLUE ALERT

Blue Alerts will be handled by the Los Angeles Police Department.

The supervisor in charge should ensure the following:

(a) An initial press release is prepared that includes all available information that might aid in locating the suspect:

1. The license number and/or any other available description or photograph of the vehicle
2. Photograph, description and/or identification of the suspect
3. The suspect's identity, age and description, if known

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4. Detail regarding location of incident, direction of travel, potential destinations, if known
5. Name and telephone number of the Public Information Officer or other authorized individual to handle media liaison
6. A telephone number for the public to call with leads or information

(b) The local California Highway Patrol communications center is contacted to initiate a multi-regional or statewide EAS broadcast.

(c) The information in the press release is forwarded to the Sheriff's Department Emergency Communications Bureau so that general broadcasts can be made to local law enforcement agencies.

(d) The following resources should be considered as circumstances dictate:

1. Entry into the California Law Enforcement Telecommunication System (CLETS)
2. The FBI local office

314.6 SILVER ALERTS

Silver Alerts® is an emergency notification system for people who are 65 years of age or older, developmentally disabled or cognitively impaired and have been reported missing (Government Code § 8594.10).

314.6.1 CRITERIA FOR SILVER ALERTS

All of the following conditions must be met before activating a Silver Alert (Government Code § 8594.10):

(a) The missing person is 65 years of age or older, developmentally disabled or cognitively impaired.

(b) The City of Los Angeles Park Ranger Division has utilized all available local resources.

(c) The investigating park ranger or supervisor has determined that the person is missing under unexplained or suspicious circumstances.

(d) The investigating park ranger or supervisor believes that the person is in danger because of age, health, mental or physical disability, environment or weather conditions, that the person is in the company of a potentially dangerous person, or that there are other factors indicating that the person may be in peril.

(e) There is information available that, if disseminated to the public, could assist in the safe recovery of the missing person.

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314.6.2 PROCEDURE FOR SILVER ALERT

Silver Alerts will be handled by the Los Angeles Police Department. Requests for a Silver Alert shall be made through the California Highway Patrol (Government Code § 8594.10).

314.7 MUTUAL AID

The experiences of other law enforcement jurisdictions that have implemented similar plans indicate an AMBER Alert or Blue Alert will generate a high volume of telephone calls to the handling agency.

The Sheriff's Department Emergency Communications Bureau facilities and staff can be made available in the event of a high call volume.

If the Watch Commander or Investigation Division Supervisor elects to use the services of the Sheriff's Department, the following will apply:

(a) Notify the Sheriff's Department Watch Commander of the incident and the request for assistance. He/she will provide you with a telephone number for the public to call.

(b) In the press release, direct the public to the telephone number provided by the Sheriff's Department Watch Commander.

(c) The Public Information Officer will continue to handle all press releases and media inquiries. Any press inquiries received by the Sheriff's Department will be referred back to the City of Los Angeles Park Ranger Division.

The Los Angeles Park Rangers shall assign a minimum of two detectives/park rangers to respond to the Sheriff's Department Emergency Communications Bureau to screen and relay information and any clues received from incoming calls. As circumstances dictate, more staff resources from the handling law enforcement agency may be necessary to assist the staff at the Emergency Communications Bureau.

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Victim and Witness Assistance

315.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

315.2 POLICY

The Los Angeles Park Rangers is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Los Angeles Park Rangers will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

315.3 CRIME VICTIM LIAISON

The Chief Park Ranger shall appoint a member of the Park Ranger Division to serve as the crime victim liaison (2 CCR 649.36). The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Los Angeles Park Rangers regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

315.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison is specifically tasked with the following:

(a) Developing and implementing written procedures for notifying and providing forms for filing with the California Victim Compensation Board (CalVCB) to crime victims, their dependents, or family. Access to information or an application for victim compensation shall not be denied based on the victim's or derivative victim's designation as a gang member, associate, or affiliate, or on the person's documentation or immigration status (Government Code § 13962; 2 CCR 649.35; 2 CCR 649.36).

(b) Responding to inquiries concerning the procedures for filing a claim with CalVCB (2 CCR 649.36).

(c) Providing copies of crime reports requested by CalVCB or victim witness assistance centers. Disclosure of reports must comply with the Records Maintenance and Release Policy.

(d) Annually providing CalVCB with his/her contact information (Government Code § 13962).

(e) Developing in consultation with sexual assault experts a sexual assault victim card explaining the rights of victims under California law (Penal Code § 680.2).

1. Ensuring that sufficient copies of the rights of sexual assault victim card are provided to each provider of medical evidentiary examinations or physical examinations arising out of sexual assault in the Los Angeles Park Rangers jurisdiction (Penal Code § 680.2).

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315.4 CRIME VICTIMS

Park Rangers should provide all victims with the applicable victim information handouts.

Park Rangers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Park Rangers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

315.4.1 VICTIMS OF HUMAN TRAFFICKING

Park Rangers investigating or receiving a report involving a victim of human trafficking shall inform the victim, or the victim's parent or guardian if the victim is a minor, that upon the request of the victim the names and images of the victim and his/her immediate family members may be withheld from becoming a matter of public record until the conclusion of the investigation or prosecution (Penal Code § 293).

315.5 VICTIM INFORMATION

The Support Services Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.

(b) Community resources for victims of sexual assault.

(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Penal Code § 13823.95(a)).

(d) An explanation that victims of sexual assault who seek a medical evidentiary examination shall not be required to participate or agree to participate in the criminal justice system, either prior to the examination or at any other time (Penal Code § 13823.95(b)).

(e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(f) A clear explanation of relevant court orders and how they can be obtained.

(g) Information regarding available compensation for qualifying victims of crime (Government Code § 13962).

(h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(i) Notice regarding U Visa and T Visa application processes.

(j) Resources available for victims of identity theft.

(k) A place for the park ranger's name, badge number and any applicable case or incident number.

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(l) The "Victims of Domestic Violence" card containing the names, phone numbers or local county hotlines of local shelters for battered women and rape victim counseling centers within the county and their 24-hour counseling service telephone numbers (Penal Code § 264.2).

(m) The rights of sexual assault victims card with the required information as provided in Penal Code § 680.2.

(n) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02; Penal Code § 679.04; Penal Code § 679.05; Penal Code § 679.026).

315.6 WITNESSES

Park Rangers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Park Rangers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Park Rangers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

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Hate Crimes

316.1 PURPOSE AND SCOPE

The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and provides members of this City of Los Angeles Park Ranger Division with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

316.1.1 DEFINITIONS

Hate crimes - A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):

(a) Disability

(b) Gender

(c) Nationality

(d) Race or ethnicity

(e) Religion

(f) Sexual orientation

(g) Association with a person or group with one or more of these actual or perceived characteristics

(h) Examples of hate crimes include, but are not limited to:

1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
2. Defacing a person’s property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
4. Vandalizing a place of worship (Penal Code § 594.3).

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).

Victim - Includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library or other victim or intended victim of the offense (Penal Code § 422.56).

316.2 POLICY

The Los Angeles Park Rangers recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

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316.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this City of Los Angeles Park Ranger Division is committed to taking a proactive approach to preventing and preparing for likely hate crimes by, among other things:

(a) Make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes and forming networks that address prevention and response.

(b) Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.

(c) Providing victim assistance and community follow-up as outlined below.

(d) Educating community and civic groups about hate crime laws.

(e) Establishing a community relations liaison to work with community organizations and leaders to coordinate public meetings, local group meetings and school assemblies on recognizing, preparing for and preventing hate crimes.

316.4 INVESTIGATIONS

Whenever any member of this City of Los Angeles Park Ranger Division receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned park rangers should promptly contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate

(b) A supervisor should be notified of the circumstances as soon as practical.

(c) Once in-progress aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of suspects at the scene), the assigned park rangers should take all reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, park rangers should take appropriate action to mitigate further injury or damage to potential victims or the community.

1. Park Rangers should contact the property owner to remove any evidence that cannot be physically removed (i.e., painted words or signs on a wall) by the park ranger once the offense is documented.

(e) The assigned park rangers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

1. No victim of or a witness to a hate crime who is not otherwise charged with or convicted of a crime under state law may be detained for or turned over to federal authorities exclusively for any actual or suspected immigration violation (Penal Code § 422.93(b))

2. Statements of victims and witnesses should be audio or video recorded if practicable (see the Portable Audio/Video Recorders Policy).

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(f) Depending on the situation, the assigned park rangers or supervisor may request additional assistance from detectives or other resources.

(g) The assigned park rangers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked as “Hate Crimes” and, absent prior approval of a supervisor, should be completed and submitted by the assigned park rangers before the end of the shift.

(h) The assigned park rangers will provide the victims of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures will also be available to members of the general public upon request. The assigned park rangers should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations.

(i) The assigned park rangers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., Possible Temporary Restraining Order through the District Attorney or City Attorney Penal Code § 136.2 or Civil Code § 52.1 as indicated).

316.4.1 SUPERVISOR RESPONSIBILITY

The supervisor should confer with the initial responding park rangers to identify reasonable and appropriate preliminary actions. The supervisor should:

(a) Review related reports to verify whether the incident is appropriately classified as a hate crime for federal and state bias crime-reporting purposes.

(b) Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

(c) Consider the need for further action to be taken for the protection of the victims or vulnerable sites, such as assigning a park ranger at specific locations that could become targets or increase neighborhood surveillance.

(d) Ensure that members who are responsible for the conduct and maintenance of information on criminal groups are notified and that they make appropriate inquiries and entries into criminal intelligence systems (see Criminal Organizations Policy).

316.4.2 INVESTIGATION DIVISION RESPONSIBILITY

If a hate crime case is assigned to the Investigation Division, the assigned detective will be responsible for:

(a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victims and other involved individuals, as needed.

(c) Maintaining statistical data and tracking on suspected hate crimes as indicated for required reporting to the Attorney General (Penal Code § 13023). See the Administrative Services Policy.

(d) Make reasonable efforts to identify additional witnesses.

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(e) Utilize available criminal intelligence systems as appropriate (see Criminal Organizations Policy).

(f) Provide the supervisor and the Public Information Officer (PIO) with information that can be responsibly reported to the media.

1. When appropriate, the PIO should reiterate that the hate crime will not be tolerated and will be taken seriously.

316.5 TRAINING

All members of this City of Los Angeles Park Ranger Division will receive POST-approved training on hate crime recognition and investigation as provided by Penal Code § 13519.6. Training should also include recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group.

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Standards of Conduct

317.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Los Angeles Park Rangers and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

317.2 POLICY

The continued employment or appointment of every member of the Los Angeles Park Rangers shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

317.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

317.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

317.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.

(d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

317.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

317.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

317.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

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317.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Los Angeles Park Rangers in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

317.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.1.1 General Policy 402-2 - Discrimination Complaints

317.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member

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knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.5.2 Affirmative Action Policy 452 - Sexual Harassment Complaint Procedure - 04/27/09

317.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

317.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief Park Ranger or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Los Angeles Park Rangers badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

For the Employee Statement Form, see the Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1500.4.1 City of Los Angeles Park Ranger Division Employee Statement Form

For the Employee/Volunteer Statement Form, see the Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1500.4.4 Employee/Volunteer Statement Form

317.5.7 EFFICIENCY

(a) Neglect of duty.

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(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address, contact telephone numbers or marital status.

317.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work--related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
3. Gambling activity undertaken as part of a park ranger official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except

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as expressly authorized by City policy, the memorandum of understanding, or the Chief Park Ranger.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the memorandum of understanding, or the Chief Park Ranger.

(i) Any act on- or off-duty that brings discredit to this department.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.1.3 General Policy 402-12 - Political Activity Policy - 07/01/05

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.8.2 EMPLOYEE CONDUCT AND DISCIPLINE POLICY 484 - Political Activity - 07/01/05

317.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any memorandum of understanding or contract to include fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief Park Ranger of such action.

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(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

317.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off- duty.

(e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.7.2 Safety Policy 477 - Driver's License Control - 02/22/10

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.1.4 General Policy 402-14 - Safety - 07/01/05

For On Duty Injury Policy, see Los Angeles Department of Recreation and Parks Personnel Instructions, Safety Policy 472 - On Duty Injuries

317.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.8.3 EMPLOYEE CONDUCT AND DISCIPLINE POLICY 485 - Alcohol and Drug Abuse

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Information Technology Use

318.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of City of Los Angeles Park Ranger Division information technology resources, including computers, electronic devices, hardware, software and systems.

318.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Los Angeles Park Rangers that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Park Ranger Division or City of Los Angeles Park Ranger Division funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

318.2 POLICY

It is the policy of the Los Angeles Park Rangers that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Park Ranger Division in a professional manner and in accordance with this policy.

318.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any City of Los Angeles Park Ranger Division computer system.

The Park Ranger Division reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Park Ranger Division, including the City of Los Angeles Park Ranger Division email system, computer network, and/or any information placed into storage on any City of Los Angeles Park Ranger Division system or device. This includes records of all keystrokes or Web-browsing history made at any City of Los Angeles Park Ranger Division computer or over any City of Los Angeles Park Ranger Division network.

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The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through City of Los Angeles Park Ranger Division computers, electronic devices, or networks.

The Park Ranger Division shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the Park Ranger Division may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

318.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

318.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any City of Los Angeles Park Ranger Division computer. Members shall not install personal copies of any software onto any City of Los Angeles Park Ranger Division computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief Park Ranger or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Park Ranger Division while on City of Los Angeles Park Ranger Division premises, computer systems or electronic devices. Such unauthorized use of software exposes the Park Ranger Division and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of City of Los Angeles Park Ranger Division- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

318.4.2 HARDWARE

Access to technology resources provided by or through the Park Ranger Division shall be strictly limited to City of Los Angeles Park Ranger Division-related activities. Data stored on or available

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through City of Los Angeles Park Ranger Division computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or City of Los Angeles Park Ranger Division-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

318.4.3 INTERNET USE

Internet access provided by or through the Park Ranger Division shall be strictly limited to City of Los Angeles Park Ranger Division-related activities. Internet sites containing information that is not appropriate or applicable to City of Los Angeles Park Ranger Division use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member’s assignment.

Downloaded information shall be limited to messages, mail, and data files.

318.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Park Ranger Division while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access City of Los Angeles Park Ranger Division resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

318.5 PROTECTION OF AGENCY SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure City of Los Angeles Park Ranger Division computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

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318.6 INSPECTION OR REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Park Ranger Division involving one of its members or a member's duties, an alleged or suspected violation of any City of Los Angeles Park Ranger Division policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the City of Los Angeles Park Ranger Division computer system when requested by a supervisor or during the course of regular duties that require such information.

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Park Ranger Division Use of Social Media

319.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Park Ranger Division is consistent with the City of Los Angeles Park Ranger Division mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by City of Los Angeles Park Ranger Division members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this City of Los Angeles Park Ranger Division (see the Investigation and Prosecution Policy).

319.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the City of Los Angeles Park Ranger Division website or social networking services

319.2 POLICY

The Los Angeles Park Rangers may use social media as a method of effectively informing the public about City of Los Angeles Park Ranger Division services, issues, investigations and other relevant events.

Park Ranger Division members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

319.3 AUTHORIZED USERS

Only members authorized by the Chief Park Ranger or the authorized designee may utilize social media on behalf of the Park Ranger Division. Authorized members shall use only City of Los Angeles Park Ranger Division-approved equipment during the normal course of duties to post and monitor City of Los Angeles Park Ranger Division-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief Park Ranger may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over City of Los Angeles Park Ranger Division social media by members who are not authorized to post should be made through the member's chain of command.

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319.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the City of Los Angeles Park Ranger Division mission and conforms to all City of Los Angeles Park Ranger Division policies regarding the release of information may be posted.

Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the City of Los Angeles Park Ranger Division mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Press releases.

(h) Recruitment of personnel.

319.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

319.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Los Angeles Park Rangers or its members.

(e) Any information that could compromise the safety and security of City of Los Angeles Park Ranger Division operations, members of the Park Ranger Division, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this City of Los Angeles Park Ranger Division's social media site that he/she believes is unauthorized or inappropriate should promptly report such

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content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

319.5.1 PUBLIC POSTING PROHIBITED
Park Ranger Division social media sites shall be designed and maintained to prevent posting of content by the public.

The Park Ranger Division may provide a method for members of the public to contact department members directly.

319.6 MONITORING CONTENT
The Chief Park Ranger will appoint a supervisor to review, at least annually, the use of City of Los Angeles Park Ranger Division social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

319.7 RETENTION OF RECORDS
The Support Services Bureau Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

319.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on City of Los Angeles Park Ranger Division sites.

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Report Preparation

320.1 PURPOSE AND SCOPE

Report preparation is a major part of each park ranger's job. The purpose of reports is to document sufficient information to refresh the park ranger's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

320.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

320.1.2 LIST OF ACCEPTABLE ABBREVIATIONS

Park Rangers should use the abbreviations on the attached list in the preparation of their reports. This list is not exhaustive.

See attachment: list of abbreviations.pdf

320.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate City of Los Angeles Park Ranger Division approved form unless otherwise approved by a supervisor.

320.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

(a) All arrests

(b) All felony crimes

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(c) Non-Felony incidents involving threats or stalking behavior

(d) Situations covered by separate policy. These include:

1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the City of Los Angeles Park Ranger Division-approved alternative reporting method (e.g., dispatch log).

320.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

(a) Anytime a park ranger points a firearm at any person

(b) Any use of force against any person by a member of this City of Los Angeles Park Ranger Division (see the Use of Force Policy)

(c) Any firearm discharge (see the Firearms Policy)

(d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)

(e) Any found property or found evidence

(f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)

(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy

(h) All protective custody detentions

(i) Suspicious incidents that may place the public or others at risk

(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

320.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling park ranger should notify and apprise a supervisor of the circumstances surrounding the incident to determine

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how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

(a) Sudden or accidental deaths.

(b) Suicides.

(c) Homicide or suspected homicide.

(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).

(e) Found dead bodies or body parts.

320.2.4 INJURY OR DAMAGE BY PARK RANGER OR RECREATION AND PARKS PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

320.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this City of Los Angeles Park Ranger Division shall require a report when:

(a) The injury is a result of drug overdose

(b) Attempted suicide

(c) The injury is major/serious, whereas death could result

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

320.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Administrative Services shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

320.2.7 ALTERNATE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or telephone reporting processes include:

(a) Lost property.

(b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.

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1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.

(c) Misdemeanor vandalism with no suspect information and no hate crime implications.

(d) Vehicle burglaries with no suspect information or evidence.

(e) Stolen vehicle attempts with no suspect information or evidence.

(f) Annoying telephone calls with no suspect information.

(g) Identity theft without an identifiable suspect.

(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.

(i) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

320.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all park rangers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

320.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for City of Los Angeles Park Ranger Division consistency.

320.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

320.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating park ranger to ensure that any report returned for correction is processed in a timely manner.

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320.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Administrative Services for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Administrative Services may be corrected or modified by the authoring park ranger only with the knowledge and authorization of the reviewing supervisor.

320.6 WATCH COMMANDER AND SUPERVISOR REPORTS

A Watch Commander report shall be completed each day by the Senior Park Ranger or Lead Park Ranger who is assigned to be the Watch Commander of a shift. The activity shall be documented on the Park Ranger Division approved Watch Commander report form. Every other Senior Park Ranger assigned to field duties shall complete a Supervisor Daily Field Activity Report. All Senior Park Ranger I positions are assigned to the field duties with the exception of those assigned to Support Services Bureau.

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Media Relations

321.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

321.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief Park Ranger, however, in situations not warranting immediate notice to the Chief Park Ranger and in situations where the Chief Park Ranger has given prior approval, Bureau Commanders, Watch Commanders and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

321.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative.

(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comments to the media regarding any law enforcement incident not involving this department without prior approval of the Chief Park Ranger.

321.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should

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be coordinated through the department Public Information Officer or other designated spokesperson.

2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

(c) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

(d) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief Park Ranger and the express consent of the person in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

321.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of park rangers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief Park Ranger.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Chief Park Ranger will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

321.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

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Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

321.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained.

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Subpoenas and Court Appearances

322.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Los Angeles Park Rangers to cover any related work absences and keep the Department informed about relevant legal matters.

322.2 POLICY

Los Angeles Park Rangers members will respond appropriately to all subpoenas and any other court-ordered appearances.

322.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so. This may be accomplished by personal service to the park ranger or by delivery of two copies of the subpoena to the park ranger's supervisor or other authorized departmental agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena for a park ranger to testify as a witness must tender the statutory fee of $275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2). The subpoena must be served to the Recreation and Parks Commission Office.

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):

(a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named park ranger within sufficient time for the named park ranger to comply with the subpoena.

(b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named park ranger within sufficient time for the named park ranger to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

322.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

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(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Los Angeles Park Rangers.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Los Angeles Park Rangers.

The supervisor will then notify the Chief Park Ranger and the appropriate prosecuting attorney as may be indicated by the case. The Chief Park Ranger should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

322.3.2 CIVIL SUBPOENA

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

322.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

322.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

322.5 ON CALL

To facilitate on call agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

322.6 COURTROOM PROTOCOL

When appearing in court, members shall:

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(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire.

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

322.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

322.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.

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Outside Agency Assistance

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

323.2 POLICY

It is the policy of the Los Angeles Park Rangers to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

323.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Park Rangers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

323.3.1 INITIATED ACTIVITY

Any on-duty park ranger who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Los Angeles Park Rangers shall notify his/her supervisor or the Watch Commander and the Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

323.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

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The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

323.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a special occurrence report or as directed by the Watch Commander.

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Registered Offender Information

324.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Los Angeles Park Rangers will address issues associated with certain offenders who are residing in the jurisdiction and how the Park Ranger Division will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

324.2 POLICY

It is the policy of the Los Angeles Park Rangers to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

324.3 REGISTRATION

The Los Angeles Police Department has established a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance.

324.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph and any other information required by applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq.).

324.4 MONITORING OF REGISTERED OFFENDERS

The Los Angeles Police Department has established a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the California DOJ website for sex offenders.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the California DOJ.

The Investigation Division Supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Los Angeles Park Rangers personnel, including timely updates regarding new or relocated registrants.

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324.5 DISSEMINATION OF PUBLIC INFORMATION

Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief Park Ranger if warranted. A determination will be made by the Chief Park Ranger, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website.

324.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY

California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the internet website, to be released to a campus community (Penal Code § 290.01(d)):

(a) The offender's full name

(b) The offender's known aliases

(c) The offender's sex

(d) The offender's race

(e) The offender's physical description

(f) The offender's photograph

(g) The offender's date of birth

(h) Crimes resulting in the registration of the offender under Penal Code § 290

(i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).

324.5.2 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

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(f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).

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Major Incident Notification

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

325.2 POLICY

The Los Angeles Park Rangers recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed. Supervisors and other specified personnel will be notified by email using the Major Incident Notification procedure.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 800.7 INCIDENT NOTIFICATION

325.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief Park Ranger and the affected Bureau Commander. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides/Deaths on Department property
- Traffic accidents with fatalities
- Officer-involved shooting - on or off duty (see Officer-Involved Shootings and Deaths Policy for special notifications)
- Significant injury or death to employee - on or off duty
- Significant injury to a park patron
-
- Brush fires
- Death of a prominent Los Angeles official
- News-worthy incidents
- Arrest of a department employee or prominent Los Angeles official
- Aircraft crash with major damage and/or injury or death
- In-custody deaths
- Significant damage to Department property

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325.4 WATCH COMMANDER RESPONSIBILITY

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Watch Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

325.4.1 STAFF NOTIFICATION

In the event an incident occurs described in the Major Incident Notification Policy, the Chief Park Ranger shall be notified along with the affected Bureau Commanders and Senior Park Rangers.

325.4.2 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after members of staff have been notified that it appears the media may have a significant interest in the incident.

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Death Investigation

326.1 PURPOSE AND SCOPE

The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

326.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (e.g., decapitated, decomposed). A supervisor and the Los Angeles Police Department shall be notified in all death investigations.

326.2.1 CORONER REQUEST

Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:

(a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).

(b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined by Health and Safety Code § 1746 in the 20 days prior to death.

(c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.

(d) Known or suspected homicide.

(e) Known or suspected suicide.

(f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.

(g) Related to or following known or suspected self-induced or criminal abortion.

(h) Associated with a known or alleged rape or crime against nature.

(i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.

(j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.

(k) Accidental poisoning (food, chemical, drug, therapeutic agents).

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(l) Occupational diseases or occupational hazards.

(m) Known or suspected contagious disease and constituting a public hazard.

(n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.

(o) In prison or while under sentence. Includes all in-custody and park ranger involved deaths.

(p) All deaths of unidentified persons.

(q) All deaths of state hospital patients.

(r) Suspected Sudden Infant Death Syndrome (SIDS) deaths.

(s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness.

The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

326.2.2 SEARCHING DEAD BODIES

The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that a park ranger is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to a park ranger that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating park ranger shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the park ranger pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

326.2.3 DEATH NOTIFICATION

When practical, and if not handled by the Los Angeles Police Department or the Coroner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the park ranger assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Coroner may be requested to make the notification. The Coroner needs to know if notification has been made.

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326.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner’s office will issue a “John Doe" or "Jane Doe” number for the report.

326.2.5 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented on the appropriate form.

326.2.6 SUSPECTED HOMICIDE

If the initially assigned park ranger suspects that the death involves a homicide or other suspicious circumstances, the Los Angeles Police Department shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation.

326.2.7 EMPLOYMENT RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment shall ensure that the nearest office of Cal-OSHA is notified by telephone immediately or as soon as practicable with all pertinent information (8 CCR 342(b)).

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Identity Theft

327.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

327.2 REPORTING

(a) In an effort to maintain uniformity in reporting, park rangers presented with the crime of identity theft (Penal Code § 530.6) shall initiate a report for victims residing within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, park rangers should observe the following:

1. For any victim not residing within this jurisdiction, the park ranger may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, park rangers of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

(c) Park Rangers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Park Rangers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

(e) The reporting park ranger should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim's name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.

(f) Following supervisory review and departmental processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.

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Communications with Persons with Disabilities

328.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

328.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

328.2 POLICY

It is the policy of the Los Angeles Park Rangers to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

328.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The City of Los Angeles has a Department of Disability with an ADA Coordinator (28 CFR 35.107).

The responsibilities of the ADA Coordinator shall include, but not be limited to:

(a) Working with the City ADA coordinator regarding the Los Angeles Park Rangers's efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.

(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

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(d) Ensuring that a list of qualified interpreter services is maintained and available to each Watch Commander and Communications Supervisor. The list should include information regarding the following:

1. Contact information
2. Availability

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

328.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

328.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

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Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Los Angeles Park Rangers, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

328.6 TYPES OF ASSISTANCE AVAILABLE

Los Angeles Park Rangers members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

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328.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

328.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

328.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

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328.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

328.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

328.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

328.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

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The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the park ranger is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, park rangers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

328.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

328.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

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In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

328.15 ARREST AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting park ranger shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the park ranger reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

328.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

328.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

328.18 TRAINING

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

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(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Ranger shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Ranger shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

328.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Communications Center members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.

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Private Persons Arrests

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Penal Code § 837.

329.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

Penal Code § 836(b) expressly mandates that all park rangers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, park rangers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, park rangers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

329.3 ARRESTS BY PRIVATE PERSONS

Penal Code § 837 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his or her presence;

(b) When the person arrested has committed a felony, although not in his or her presence;

(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

329.4 PARK RANGER RESPONSIBILITIES

Any park ranger presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any park ranger determine that there is no reasonable cause to believe that a private person's arrest is lawful, the park ranger should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

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1. Any park ranger who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The park ranger must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the park ranger, the park ranger should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever a park ranger determines that there is reasonable cause to believe that a private person's arrest is lawful, the park ranger may exercise any of the following options:

1. Take the individual into physical custody for booking
2. Release the individual pursuant to a Notice to Appear
3. Release the individual pursuant to Penal Code § 849

329.5 REPORTING REQUIREMENTS

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person's Arrest form under penalty of perjury.

In addition to the Private Person's Arrest Form (and any other related documents such as citations, booking forms, etc.), park rangers shall complete a narrative report regarding the circumstances and disposition of the incident.

The Private Person Arrest Statement Form is available in the Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual, Section 1500.5.

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Anti-Reproductive Rights Crimes Reporting

330.1 PURPOSE AND SCOPE

This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

330.2 DEFINITIONS

Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

(a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant

(b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider or assistant

(c) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility

330.3 REPORTING REQUIREMENTS TO THE ATTORNEY GENERAL

(a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the employee taking such a report to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms.

(b) The ARRC Data Collection Worksheet shall be processed with all related reports and filed at the Los Angeles Police Department Division of Occurrence.

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Limited English Proficiency Services

331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

331.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Los Angeles Park Rangers, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

331.2 POLICY

It is the policy of the Los Angeles Park Rangers to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

331.3 LEP COORDINATOR

The Chief Park Ranger shall delegate certain responsibilities to an LEP Coordinator. The LEP Coordinator shall be appointed by, and directly responsible to, the Operations Bureau Commander or the authorized designee.

The responsibilities of the LEP Coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the Los Angeles Park Rangers's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander and Communications Supervisor. The list should include information regarding the following:

1. Languages spoken
2. Contact information
3. Availability

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by the Department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of the Department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

331.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

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(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

331.5 TYPES OF LEP ASSISTANCE AVAILABLE

Los Angeles Park Rangers members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

331.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP Coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

331.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

331.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

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When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

331.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP Coordinator which demonstrates that their skills and abilities include:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

331.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

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331.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

331.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

331.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Los Angeles Park Rangers will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

331.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in the Communications Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller’s language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

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Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

331.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the park ranger is unable to effectively communicate with an LEP individual.

If available, park rangers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

331.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, park rangers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

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331.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

331.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

331.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

331.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

331.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

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The Training Ranger shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Ranger shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

331.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Ranger shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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Mandatory Employer Notification

332.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher) has been arrested under certain circumstances.

332.2 POLICY

The Los Angeles Park Rangers will meet the reporting requirements of California law to minimize the risks to children and others.

332.3 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING

In the event a school employee is arrested for any offense enumerated below, the Chief Park Ranger or his/her designee_____is required to report the arrest as follows.

332.3.1 ARREST OF PUBLIC SCHOOL TEACHER

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a) or Education Code § 44010, the Chief Park Ranger or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

332.3.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE

In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a) or Education Code § 44010, the Chief Park Ranger or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

332.3.3 ARREST OF PRIVATE SCHOOL TEACHER

In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Chief Park Ranger or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher

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and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

332.3.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR

In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Chief Park Ranger or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor's Office (Health and Safety Code § 11591.5; Penal Code § 291.5).

332.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITIES

In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

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Biological Samples

333.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

333.2 POLICY

The Los Angeles Park Rangers will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

333.3 PERSONS SUBJECT TO DNA COLLECTION

Those who must submit a biological sample include (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.

(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.

(c) An adult arrested or charged with any felony.

333.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

333.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.

(b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.

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333.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, park rangers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

(a) The person's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the person's next court appearance.

(d) The person's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.

(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

333.5.1 VIDEO RECORDING

A video recording should be made anytime force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department's records retention schedule (15 CCR 1059).

333.6 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

333.6.1 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

(a) The California DOJ requests a blood sample and the subject consents, or

(b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

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333.6.2 LITIGATION

The Chief Park Ranger or authorized designee should notify the California DOJ's DNA Legal Unit in the event this department is named in a lawsuit involving the DNA Data Bank sample collection, sample use or any aspect of the state's DNA Data Bank Program.

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Public Safety Video Surveillance System

334.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

334.2 POLICY

The Los Angeles Park Rangers operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

334.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief Park Ranger or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

334.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief Park Ranger should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

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(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To document park ranger and offender conduct during interactions to safeguard the rights of the public and park rangers

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office, Regional Ranger Station or the the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding park rangers in a timely manner. The Watch Commander ,trained the Communications Center personnel or Ranger/Security Officer working the Regional Ranger Station are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief Park Ranger may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than park ranger personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

334.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under park ranger surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

334.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

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334.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

334.4.1 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

334.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

334.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

334.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Los Angeles Park Rangers.

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Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Watch Commander for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

334.7 VIDEO SURVEILLANCE AUDIT

The Chief Park Ranger or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief Park Ranger or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

334.8 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

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Child and Dependent Adult Safety

335.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department (Penal Code § 833.2(a)).

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

335.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Los Angeles Park Rangers will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

335.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, park rangers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, park rangers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken (Penal Code § 13517.7(b)(1)):

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Park Rangers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, park rangers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, park rangers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the park ranger at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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335.3.1 AFTER AN ARREST

Whenever an arrest is made, the park ranger should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Park Rangers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

    1. Park Rangers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), park rangers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

    1. Except when a court order exists limiting contact, the park ranger should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify Child Protective Services or the Division of Aging and Adult Services, if appropriate.

(e) Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting park ranger should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

335.3.2 DURING THE BOOKING PROCESS

During the booking process the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law (Penal Code § 851.5(c)).

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If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

335.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

335.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling park rangers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

335.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling park ranger should contact the appropriate welfare service or other department-approved social service to determine whether protective custody is appropriate (Welfare and Institutions Code § 305).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the park ranger facility, transported in a marked patrol car or taken into formal protective custody.

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Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

335.5 TRAINING

The Training Ranger is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved POST-approved training on effective safety measures when a parent, guardian or caregiver is arrested (Penal Code § 13517.7).

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Service Animals

336.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

336.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

336.2 POLICY

It is the policy of the Los Angeles Park Rangers to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

336.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with

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schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

336.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Los Angeles Park Rangers affords to all members of the public (28 CFR 35.136).

336.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

336.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

336.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a park ranger may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

336.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service

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animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, park rangers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteer Program

337.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn park rangers and civilian personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to law enforcement agencies. Volunteers help to increase departmental responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

337.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve park rangers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

337.2 VOLUNTEER MANAGEMENT

337.2.1 VOLUNTEER COORDINATOR

The Volunteer Coordinator shall be appointed by the Support Services Bureau Commander. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other Department staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions.

The Volunteer Coordinator, or his/her designee, shall be responsible for the following:

(a) Recruiting, selecting and training qualified volunteers for various positions.

(b) Facilitating the implementation of new volunteer activities and assignments.

(c) Maintaining records for each volunteer.

(d) Tracking and evaluating the contribution of volunteers.

(e) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completion and dissemination as appropriate of all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Administering discipline when warranted.

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(j) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

337.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time-frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

337.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with an applicant under consideration.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

(a) Traffic and criminal background check. Fingerprints shall be obtained from all applicants and processed through the California Criminal Information Index.

(b) Employment

(c) References

(d) Credit check

337.2.4 SELECTION AND PLACEMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until they have been officially accepted for that position and completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of their position description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

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Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

337.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Training should reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn park rangers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

337.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver license

(b) Medical condition

(c) Arrests

(d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

337.2.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn park rangers. The uniform or identifiable parts of the uniform shall not be worn while off-duty except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off duty.

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Volunteers shall be required to return any issued uniform or department property at the termination of service.

337.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to employees on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

337.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

Los Angeles Department of Recreation and Parks, Park Ranger Division Confidentiality Form - See attachment: confidentiality forms0004.pdf

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337.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

337.5.1 VEHICLE USE

Volunteers assigned to duties such as facility checks or other assignments that require the use of a vehicle must first complete the following:

(a) A driving safety briefing and department approved driver safety course.

(b) Verification that the volunteer possesses a valid California Driver License.

(c) Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should insure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements. Smoking is prohibited in all Department vehicles.

Volunteers should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and are not authorized to operate a Department vehicle Code-3.

337.5.2 RADIO AND COMPUTER USAGE

Volunteers shall successfully complete CLETS and radio procedures training prior to using the police radio or accessing CLETS and comply with all related provisions. The Volunteer Coordinator should ensure that radio and CLETS training is provided for volunteers whenever necessary.

337.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief Park Ranger or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing which shall be limited to a single appearance before the Chief Park Ranger or authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

337.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

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337.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers.

337.8 VOLUNTEER TRACKING PROGRAM

Volgistics is a program used by the City of Los Angeles Recreation and Parks Department to register, track and monitor volunteers. The below link, accessible from Department computers, provides the necessary information for volunteers.

http://rapintra.ci.la.ca.us/volunteer/vts.htm

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Off-Duty Law Enforcement Actions

338.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place a park ranger as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for park rangers of the Los Angeles Park Rangers with respect to taking law enforcement action while off-duty.

338.2 POLICY

Initiating law enforcement action while off-duty is generally discouraged. Park Rangers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Park Rangers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, park rangers should first consider reporting and monitoring the activity and only take direct action as a last resort.

338.3 DECISION TO INTERVENE

There is no legal requirement for off-duty park rangers to take law enforcement action. However, should park rangers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.

(c) The lack of equipment, such as handcuffs, OC or baton.

(d) The lack of cover.

(e) The potential for increased risk to bystanders if the off-duty park ranger were to intervene.

(f) Unfamiliarity with the surroundings.

(g) The potential for the off-duty park ranger to be misidentified by other peace officers or members of the public.

Park Rangers should consider waiting for on-duty uniformed park rangers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

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338.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary the park ranger should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty park ranger is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the park ranger should loudly and repeatedly identify him/herself as an Los Angeles Park Rangers park ranger until acknowledged. Official identification should also be displayed.

338.3.2 INCIDENTS OF PERSONAL INTEREST

Park Rangers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances park rangers should call the responsible agency to handle the matter.

338.3.3 CIVILIAN RESPONSIBILITIES

Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

338.3.4 OTHER CONSIDERATIONS

When encountering a non-uniformed park ranger in public, uniformed park rangers should wait for acknowledgement by the non-uniformed park ranger in case he/she needs to maintain an undercover capability.

338.4 REPORTING

Any off-duty park ranger who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Park Rangers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

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Native American Graves Protection and Repatriation

339.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

339.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

339.2 POLICY

It is the policy of the Los Angeles Park Rangers that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

339.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land/Private land - Coroner, when appropriate (Health and Safety Code § 7050.5)
- Tribal land - Responsible Indian tribal official

339.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Chapter 4 - Patrol Operations

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Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Park Ranger Division should be shared among all bureaus and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily roll calls and to attend roll calls of other bureaus or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with City of Los Angeles Park Ranger Division policies and applicable laws. Members are encouraged to share information with other units and bureaus.

400.2.1 INFORMATION CLIPBOARDS

Several information clipboards will be maintained in the briefing room and will be available for review by park rangers from all bureaus within the Park Ranger Division. These will include, but not be limited to, the patrol check clipboard, the wanted persons clipboard, and the written directive clipboard.

400.3 CROWDS, EVENTS AND GATHERINGS

Park Rangers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Park Rangers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Park Rangers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, park rangers should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Park Rangers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Park Rangers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

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400.4 POLICY

The Los Angeles Park Rangers provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and City of Los Angeles Park Ranger Division members.

400.5 FUNCTION

Patrol will generally be conducted by uniformed park rangers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Los Angeles. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.

(h) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(i) Directing and controlling traffic.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to City of Los Angeles Park Ranger Division members that affirms the Los Angeles Park Rangers's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the City of Los Angeles Park Ranger Division's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

401.2 POLICY

The Los Angeles Park Rangers is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this City of Los Angeles Park Ranger Division to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a park ranger from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

(a) In compiling personal information about a person’s religious belief, practice, affiliation, national origin or ethnicity.

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(b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

401.4 MEMBER RESPONSIBILITIES

Every member of this City of Los Angeles Park Ranger Division shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

401.4.1 REASON FOR CONTACT

Park Rangers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved park ranger should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any park ranger to document a contact that would not otherwise require reporting.

401.4.2 REPORTING OF STOPS

Unless an exception applies under 11 CCR 999.227, a park ranger conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple park rangers conduct a stop, the park ranger with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Los Angeles Park Rangers is the primary agency, the Los Angeles Park Rangers park ranger shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the park ranger's shift or as soon as practicable (11 CCR 999.227).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved park ranger and his/her supervisor in a timely manner.

    1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review MAV recordings, portable audio/video recordings, N/A (N/A) data and any other available resource used to document contact between park rangers and the public to ensure compliance with the policy.

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1. Supervisors should document these periodic reviews.
2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this City of Los Angeles Park Ranger Division who discloses information concerning bias-based policing.

401.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Unit Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against park rangers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Administrative Services Policy.

Supervisors should ensure that data stop reports are provided to the Records Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

401.7 ADMINISTRATION

Each year, the Operations Bureau Commander should review the efforts of the Park Ranger Division to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief Park Ranger.

The annual report should not contain any identifying information about any specific complaint, member of the public or park rangers. It should be reviewed by the Chief Park Ranger to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.8 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Services.

(a) All sworn members of this City of Los Angeles Park Ranger Division will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.

(b) Pending participation in such POST-approved training and at all times, all members of this City of Los Angeles Park Ranger Division are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

(c) Each sworn member of this City of Los Angeles Park Ranger Division who received initial bias-based policing training will thereafter be required to complete an approved

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refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

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Roll Call Training

402.1 PURPOSE AND SCOPE

Roll Call training is generally conducted at the beginning of the park ranger's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however park rangers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

(a) Briefing park rangers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations

(b) Notifying park rangers of changes in schedules and assignments

(c) Notifying park rangers of new General Orders or changes in General Orders

(d) Reviewing recent incidents for training purposes

(e) Providing training on a variety of subjects

(f) Weather and fire conditions

402.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate park ranger in his or her absence or for training purposes.

402.3 RETENTION OF ROLL CALL TRAINING RECORDS

Roll Call training materials and a curriculum or summary shall be forwarded to the Training Ranger for inclusion in training records, as appropriate.

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Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Los Angeles Park Rangers to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first park ranger at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Park Rangers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once a park ranger has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the park ranger shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

(k) Establish an incident command

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403.5 SEARCHES

Park Rangers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once park rangers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Park Rangers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, park rangers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).

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Ride-Along Policy

404.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

404.1.1 ELIGIBILITY

The Los Angeles Park Rangers Ride-Along Program is offered to residents, students and those employed within the City. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Department
- Denial by any supervisor

404.1.2 AVAILABILITY

The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief Park Ranger, Bureau Commander, or Watch Commander.

404.2 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be scheduled by the Watch Commander. The participant will complete a ride-along waiver form. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

The Watch Commander will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

404.2.1 PROGRAM REQUIREMENTS

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception would apply to the following: Cadets, Explorers, RSVP, Chaplains, Reserves, park ranger applicants, and all others with approval of the Watch Commander.

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An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the park ranger's vehicle at a given time.

404.2.2 SUITABLE ATTIRE
Any person approved to ride along is required to be suitably dressed in collared shirt, blouse or jacket, slacks and shoes. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the park ranger vehicle. The Watch Commander or field supervisor may refuse a ride along to anyone not properly dressed.

404.2.3 PEACE OFFICER RIDE-ALONGS
Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty park rangers without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

404.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK
All Ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along with a law enforcement officer (provided that the ride-along is not an employee of the Los Angeles Park Rangers) (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

404.3 PARK RANGER'S RESPONSIBILITY
The park ranger shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Park Rangers shall consider the safety of the ride-along at all times. Park Rangers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another park ranger unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Watch Commander is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the yellow form shall be returned to the Watch Commander with any comments which may be offered by the park ranger.

404.4 CONTROL OF RIDE-ALONG
The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the park ranger

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(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any park ranger equipment

(c) The ride-along may terminate the ride at any time and the park ranger may return the observer to their home or to the station if the ride-along interferes with the performance of the park ranger's duties

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety

(e) Park Rangers will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with a park ranger without the expressed consent of the resident or other authorized person

(g) The ride-along will complete the Ride Along Authorization Form - Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1500.1 Ride-Along Authorization and Waiver

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Hazardous Material Response

405.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees resulting from their exposure. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this department.

405.1.1 HAZARDOUS MATERIAL DEFINED

A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

405.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).

(b) Notify the Fire Department.

(c) Provide first-aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.

(e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).

(f) Notify the Department of Toxic Substances Control. This is mandatory when a park ranger comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

405.3 REPORTING EXPOSURE(S)

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via chain of command to the Commanding Officer. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

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Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness in addition to a crime report or incident report.

405.3.1 SUPERVISOR RESPONSIBILITY

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the Fire Department.

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Hostage and Barricade Incidents

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where park rangers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the park rangers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that park rangers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

406.2 POLICY

It is the policy of the Los Angeles Park Rangers to immediately contact the Los Angeles Police Department for hostage and barricade situations. Rangers should manage the situation until the arrival of the Los Angeles Police Department.

406.3 COMMUNICATION

When circumstances permit, initial responding park rangers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Park Rangers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

Los Angeles Police Department negotiators should respond to the scene as soon as practicable and assume communication responsibilities.

406.4 FIRST RESPONDER CONSIDERATIONS

First responding park rangers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding park ranger should immediately request a supervisor’s response as soon as it is determined that a hostage or barricade situation exists. The first responding park ranger shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder.

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The park ranger shall continually evaluate the situation, including the level of risk to park rangers, to the persons involved and to bystanders, and the resources currently available.

The handling park ranger should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

406.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, park rangers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

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406.4.2 HOSTAGE SITUATION

Park Rangers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that park rangers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

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406.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a CRU response if appropriate and apprising the CRU Commander of the circumstances. In addition, the following options should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers to restrict such services (e.g., restricting electric power, gas, telephone service).

1. When considering restricting communication services, a supervisor should make the determination that there is reason to believe an emergency situation exists involving immediate danger of death or great bodily harm and that an interruption to communication services is necessary to protect public safety. The supervisor must ensure the Department obtains a court order, in accordance with Public Utilities Code section 7908, prior to requesting the interruption. In the case of an extreme emergency when there is insufficient time to obtain an order prior to the request, application for the order must be submitted within six hours after initiating the interruption (Public Utilities Code § 7908).

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or the Communications Center.

(i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the News Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

406.6 CRISIS RESPONSE UNIT RESPONSIBILITIES

The Incident Commander will decide, with input from the CRU Commander, whether to deploy the CRU during a hostage or barricade situation. Once the Incident Commander authorizes

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deployment, the CRU Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the CRU. The Incident Commander and the CRU Commander or the authorized designee shall maintain communications at all times.

406.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling park ranger at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Los Angeles Park Rangers in their initial response to incidents involving explosives, explosive devices, explosion/ bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

407.2 POLICY

It is the policy of the Los Angeles Park Rangers to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

407.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

407.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

407.4.1 LOS ANGELES PARK RANGERS FACILITY

If the bomb threat is against the Los Angeles Park Rangers facility, the Watch Commander will direct and assign park rangers as required for coordinating a general building search or evacuation of the park ranger department, as he/she deems appropriate.

407.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Los Angeles Park Rangers that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

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407.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

407.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Los Angeles, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting park ranger assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

407.5.1 ASSISTANCE

The Watch Commander should be notified when park ranger assistance is requested. The Watch Commander will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including park ranger control over the facility.

Should the Watch Commander determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

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(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request park ranger assistance to clear the interior of a building, based upon the circumstances and known threat, park rangers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

407.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios
2. Cell phones
3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:

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1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

407.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding park rangers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

407.7.1 CONSIDERATIONS

Park Rangers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

407.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Watch Commander
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

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- Other government agencies, as appropriate

407.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

407.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign park rangers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

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Crisis Intervention Incidents

408.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires a park ranger to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

408.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

408.2 POLICY

The Los Angeles Park Rangers is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

408.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation, lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

408.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief Park Ranger should designate an appropriate Bureau Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

408.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to park rangers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit a park ranger's authority to use reasonable force when interacting with a person in crisis.

Park Rangers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

A park ranger responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup park rangers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

    1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the park ranger.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

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(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

408.6 DE-ESCALATION

Park Rangers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding park rangers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

408.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the park ranger should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous park ranger response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

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408.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Bureau Commander.

Evaluate whether a critical incident stress management debriefing for involved members is warranted.

408.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

408.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Mental Illness Commitments Policy.

408.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person

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may be harmful to him/herself or others, a park ranger should be promptly summoned to provide assistance.

408.11 EVALUATION

The Bureau Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, park rangers or incidents and will be submitted to the Chief Park Ranger through the chain of command.

408.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

This department will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, welfare checks and crisis intervention (Penal Code § 11106.4; Penal Code § 13515.25; Penal Code § 13515.27; Penal Code § 13515.30).

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Mental Illness Commitments

409.1 PURPOSE AND SCOPE

This policy provides guidelines for when park rangers may take a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

409.2 POLICY

It is the policy of the Los Angeles Park Rangers to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment process.

409.3 AUTHORITY

A park ranger having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the park ranger believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, park rangers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

(a) An individual who is providing or has provided mental health treatment or related support services to the person

(b) A family member

(c) The person subject to the determination or anyone designated by the person

409.3.1 VOLUNTARY EVALUATION

If a park ranger encounters an individual who may qualify for a mental illness commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the person so desires, the park rangers should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a mental illness commitment.

(b) If at any point the person changes his/her mind regarding voluntary evaluation, park rangers should proceed with the mental illness commitment, if appropriate.

(c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

409.4 CONSIDERATIONS AND RESPONSIBILITIES

Any park ranger handling a call involving an individual who may qualify for a mental illness commitment should consider, as time and circumstances reasonably permit:

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(a) Available information that might assist in determining the cause and nature of the person’s action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade park rangers from taking reasonable action to ensure the safety of the park rangers and others.

Park Rangers should consider a mental illness commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

409.4.1 SECURING OF PROPERTY

When a person is taken into custody for evaluation, or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal property, the park ranger shall take reasonable precautions to safeguard the individual’s personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The park ranger taking the person into custody shall provide a report to the court that describes the person’s property and its disposition in the format provided in Welfare and Institutions Code § 5211, unless a responsible person took possession of the property, in which case the park ranger shall only include the name of the responsible person and the location of the property (Welfare and Institutions Code § 5150).

Property taken into custody shall be booked at the LAPD division of occurrence or its designated property location.

409.5 TRANSPORTATION

Park Rangers may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of a park ranger during the transport, Watch Commander approval is required before transport commences.

409.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the park ranger will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the park ranger should provide the staff member with the written application for a mental illness commitment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting park ranger should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported

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and delivered while restrained, the park ranger may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, park rangers will not apply facility-ordered restraints.

409.7 DOCUMENTATION

The park ranger shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The application shall include the circumstances for park ranger involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The park ranger should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

409.7.1 ADVISEMENT

The park ranger taking a person into custody for evaluation shall advise the person of:

(a) The park ranger's name and agency.

(b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.

(c) The name of the facility to which the person is being taken.

(d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the park ranger must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The park ranger should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing (Welfare and Institutions Code § 5150).

409.8 CRIMINAL OFFENSES

Park Rangers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a mental illness commitment should resolve the criminal matter by issuing a warning or a Notice to Appear as appropriate.

When an individual who may qualify for a mental illness commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the park ranger should:

(a) Arrest the individual when there is probable cause to do so.

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(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the mental illness commitment.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a mental illness commitment.

In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

409.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for a mental illness commitment, the handling park rangers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Park Rangers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Park Rangers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons

The handling park rangers shall issue a receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Park Rangers shall advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy).

409.9.1 PETITION FOR RETURN OF FIREARMS AND OTHER WEAPONS

Whenever the handling park ranger has cause to believe that the future return of any confiscated weapon might endanger the person or others, the park ranger shall detail those facts and circumstances in a report. The report shall be forwarded to the Investigation Division, which shall be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon will be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Park Ranger Division makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Park Ranger Division shall send written notice to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days to confirm with the court clerk any desire for a hearing and that the failure to do so will result in the forfeiture of any confiscated weapon.

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409.10 TRAINING

This City of Los Angeles Park Ranger Division will endeavor to provide Peace Officer Standards and Training (POST)-approved advanced officer training on interaction with persons with mental disabilities, mental illness commitments and crisis intervention.

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Cite and Release Policy

410.1 PURPOSE AND SCOPE

This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

410.2 POLICY

It is the policy of the Los Angeles Park Rangers to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Park Ranger Division's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

410.3 RELEASE BY CITATION

Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private persons arrest, shall be released from custody on a citation (Penal Code § 853.6).

The citing park ranger shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

410.3.1 FIELD CITATIONS

In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting park ranger should check the booking required box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

410.3.2 RELEASE AFTER BOOKING

In some cases it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail. All bookings shall be approved by the Watch Commander or the authorized designee.

410.4 NON-RELEASE

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410.4.1 DISQUALIFYING OFFENSES

An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

(a) Misdemeanor domestic battery (Penal Code § 243(e)(1))

(b) Felony domestic battery (Penal Code § 273.5)

(c) Serious or violent felonies (Penal Code § 1270.1(a)(1))

(d) Felony intimidation of witnesses and victims (Penal Code § 136.1)

(e) Rape of a spouse (Penal Code § 262)

(f) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person's workplace or residence (Penal Code § 273.6)

(g) Stalking (Penal Code § 646.9)

(h) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)

410.4.2 REASONS FOR NON-RELEASE

A person arrested for a misdemeanor shall be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Park Ranger Division and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

(a) The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.

(b) The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety

1. The Los Angeles Park Rangers shall not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source (Penal Code § 4011.10).

(c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.

(d) The person has been cited, arrested, or convicted for theft from a store or vehicle in the previous six months, or there is probable cause to believe the person is guilty of committing organized retail theft, as defined in Penal Code § 490.4(a).

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(e) There are one or more outstanding arrest warrants for the person or failures to appear in court on previous misdemeanor citations that have not been resolved (see Misdemeanor Warrants elsewhere in this policy).

(f) The person could not provide satisfactory evidence of personal identification.

1. If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.

(g) The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.

(h) There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.

(i) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

(j) There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. An arrest warrant or failure to appear that is currently pending shall constitute reason to believe that the person will not appear. Other reasons may include:

(a) Previous failure to appear is on record

(b) The person lacks ties to the area, such as a residence, job, or family

(c) Unusual circumstances lead the park ranger responsible for the release of prisoners to conclude that the suspect should be held for further investigation

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the booking form. This form shall be submitted to the Watch Commander for approval and included with the case file in the Administrative Services.

410.5 MISDEMEANOR WARRANTS

An adult arrested on a misdemeanor warrant may be released, subject to Watch Commander approval, unless any of the following conditions exist:

(a) The misdemeanor cited in the warrant involves violence.

(b) The misdemeanor cited in the warrant involves a firearm.

(c) The misdemeanor cited in the warrant involves resisting arrest.

(d) The misdemeanor cited in the warrant involves giving false information to a peace park ranger.

(e) The person arrested is a danger to him/herself or others due to intoxication or being under the influence of drugs or narcotics.

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(f) The person requires medical examination or medical care or was otherwise unable to care for his/her own safety.

(g) The person has other ineligible charges pending against him/her.

(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.

(i) The person refuses to sign the notice to appear.

(j) The person cannot provide satisfactory evidence of personal identification.

(k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

410.6 JUVENILE CITATIONS

Completion of criminal citations for juveniles is generally not appropriate with the following exceptions:

- Misdemeanor traffic violations of the Vehicle Code
- Violations of the Los Angeles City codes

All other misdemeanor violations for juveniles shall be documented with a case number and the case should be referred to the City Attorney for further action including diversion.

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Foreign Diplomatic and Consular Representatives

411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Los Angeles Park Rangers extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

411.2 POLICY

The Los Angeles Park Rangers respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

411.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

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411.4 ENFORCEMENT

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
4. Honorary consular officers
5. Whenever a park ranger arrests and incarcerates, or detains for investigation for over two hours, a person with diplomatic and consular privileges and immunities, the park ranger shall promptly advise the person that he/she is entitled to have his/her government notified of the arrest or detention (Penal Code § 834c). If the individual wants his/her government notified, the park ranger shall begin the notification process.

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411.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

411.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts. Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise.	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts. Yes otherwise (note (c))	No immunity or inviolability

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Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

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Rapid Response and Deployment

412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist responding park rangers in situations that call for rapid response and deployment.

412.2 POLICY

The Los Angeles Park Rangers will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

412.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

412.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding park rangers should consider reasonable options to reduce, prevent or eliminate the threat. Park Rangers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, park rangers should take immediate action, if reasonably practicable, while requesting additional assistance.

Park Rangers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action park rangers should consider:

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(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual park ranger from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the park rangers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, park rangers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

412.5 PLANNING

The Operations Bureau Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

412.6 TRAINING

The Training Ranger should include rapid response to critical incidents in the training plan. This training should address:

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(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including breaching tool and control device training.

1. This should include the POST terrorism incident training required for park rangers assigned to field duties (Penal Code § 13519.12).

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

413.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Los Angeles Park Rangers relating to immigration and interacting with federal immigration officials.

413.1.1 DEFINITIONS

The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person's presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Judicial warrant - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

413.2 POLICY

It is the policy of the Los Angeles Park Rangers that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this City of Los Angeles Park Ranger Division in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

413.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, ethnicity, or national origin in any way that would violate the United States or California constitutions.

413.4 IMMIGRATION INQUIRIES PROHIBITED

Park Rangers shall not inquire into an individual's immigration status for immigration enforcement purposes (Government Code § 7284.6).

413.5 DETENTIONS AND ARRESTS

A park ranger shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Government Code § 7284.6).

A park ranger who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of 8 USC § 1326(a) (unlawful reentry) that may be subject to an enhancement due to a previous conviction of an aggravated felony under USC § 1326(b)(2), may detain the person for a reasonable period of time to contact federal immigration

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officials to verify whether the United States Attorney General has granted the individual permission for reentry and whether the violation is subject to enhancement (Government Code § 7284.6). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the park ranger has facts that establish probable cause to believe that a person already lawfully detained has violated 8 USC § 1326(a) and the penalty may be subject to enhancement due to prior conviction for specified aggravated felonies, he/she may arrest the individual for that offense (Government Code § 7284.6).

A park ranger shall not detain any individual, for any length of time, for any other criminal immigration violation of federal immigration laws (Government Code § 7284.6).

A park ranger should notify a supervisor as soon as practicable whenever an individual is arrested for violation of 8 USC § 1326(a).

413.5.1 SUPERVISOR RESPONSIBILITIES

When notified that a park ranger has arrested an individual for violation of 8 USC § 1326(a) or under the authority of a judicial warrant, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Transfer the person to jail.

413.6 FEDERAL REQUESTS FOR ASSISTANCE

Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this City of Los Angeles Park Ranger Division should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

413.7 INFORMATION SHARING

No member of this City of Los Angeles Park Ranger Division will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in City of Los Angeles Park Ranger Division records

(c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

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413.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

(a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).

(b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.

(c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

(d) The individual is a current registrant on the California Sex and Arson Registry.

(e) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

413.7.2 NOTICE TO INDIVIDUALS

Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the Los Angeles Park Rangers intends to comply with the request (Government Code § 7283.1).

If the Los Angeles Park Rangers provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).

413.7.3 ICE INTERVIEWS

Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the Los Angeles Park Rangers shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present. The consent form must be available in the languages specified in Government Code § 7283.1.

413.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES

Members shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

(a) Transfer is authorized by a judicial warrant or judicial probable cause determination.

(b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).

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(c) The individual is a current registrant on the California Sex and Arson Registry.

(d) The individual is identified by the U.S. Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

413.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Investigation Division supervisor shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the Records Supervisor for required reporting to the DOJ (Government Code § 7284.6(c)(2)(see the Administrative Services Policy).

413.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
2. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

(e) Inform the victim liaison of any requests and their status.

413.8.1 TIME FRAMES FOR COMPLETION

Park Rangers and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed

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for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Park Rangers and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim's family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

413.8.2 REPORTING TO LEGISLATURE

The Investigation Division supervisor or the authorized designee should ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

413.9 TRAINING

The Training Ranger should ensure that all appropriate members receive training on immigration issues.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration violation has been committed.

(c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).

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Emergency Utility Service

414.1 PURPOSE AND SCOPE

The Department of Water and PowerCity has personnel available to handle emergency calls 24 hours per day. Calls for service are frequently directed to the Park Ranger Department. Requests for such service received by this department should be handled in the following manner.

414.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter; any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, emergency personnel should be called as soon as practical by the Communications Center.

414.1.2 ELECTRICAL LINES

Department of Water and Power maintains electrical lines to street light poles. When a power line poses a hazard, a park ranger should be dispatched to protect against personal injury or property damage that might be caused by power lines. Department of Water and Power should be promptly notified, as appropriate.

414.1.3 RESERVOIRS, PUMPS, WELLS, ETC.

Street Services maintains street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

414.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for park emergencies is maintained by the Security Services Division of the Los Angeles Police Department. Calls should be transferred to them.

414.2 TRAFFIC SIGNAL MAINTENANCE

The City of Los AngelesTraffic Signal Repair (TSR) maintains all traffic signals within the City, other than those maintained by the State of California.

414.2.1 PARK RANGER'S RESPONSIBILITY

Upon observing a damaged or malfunctioning signal, the park ranger will advise the the Communications Center of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency.

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Aircraft Accidents

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide City of Los Angeles Park Ranger Division members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY

It is the policy of the Los Angeles Park Rangers to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 ARRIVAL AT SCENE

Park Rangers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

415.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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415.5 NOTIFICATIONS

When an aircraft accident is reported to this City of Los Angeles Park Ranger Division, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

415.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this City of Los Angeles Park Ranger Division will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene City of Los Angeles Park Ranger Division supervisor should ensure the accident is still appropriately investigated and documented.

415.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

(b) Pressure vessels, compressed gas bottles, accumulators and tires.

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(c) Fluids, batteries, flares and igniters.

(d) Evacuation chutes, ballistic parachute systems and composite materials.

415.8 DOCUMENTATION

All aircraft accidents occurring within the City of Los Angeles shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of LAPR members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

415.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

415.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should

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be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training Officer Program

416.1 PURPOSE AND SCOPE

The Field Training Officer Program is intended to provide a standardized program to facilitate the park ranger's transition from the academic setting to the actual performance of general law enforcement duties of the Los Angeles Park Rangers.

It is the policy of this department to assign all new park ranger park rangers to a structured Field Training Officer Program that is designed to prepare the new park ranger to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive and professional manner.

416.2 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced park ranger trained in the art of supervising, training and evaluating entry level and lateral park rangers in the application of their previously acquired knowledge and skills.

416.2.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

(a) Desire to be an FTO

(b) Minimum of four years of patrol experience, two of which shall be with this City of Los Angeles Park Ranger Division

(c) Demonstrated ability as a positive role model

(d) Participate and pass an internal oral interview selection process

(e) Evaluation by supervisors and current FTOs

(f) Possess a POST Basic certificate

416.2.2 TRAINING

A park ranger selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

416.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant or above by the Operations Bureau Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

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(a) Assignment of trainees to FTOs

(b) Conduct FTO meetings

(c) Maintain and ensure FTO/trainee performance evaluations are completed

(d) Maintain, update, and issue the Field Training Manual to each trainee

(e) Monitor individual FTO performance

(f) Monitor overall FTO Program

(g) Maintain liaison with FTO coordinators of other agencies

(h) Maintain liaison with academy staff on recruit performance during the academy

(i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

416.4 TRAINEE DEFINED

Any entry level or lateral park ranger park ranger newly appointed to the Los Angeles Park Rangers who has successfully completed a POST approved Basic Academy.

416.5 REQUIRED TRAINING

Entry level park rangers shall be required to successfully complete the Field Training Program, consisting of a minimum of 10 weeks (11 CCR 1004; 11 CCR 1005).

The training period for a lateral park ranger may be modified depending on the trainee's demonstrated performance and level of experience. A lateral park ranger may be exempt from the Field Training Program requirement if the park ranger qualifies for an exemption as provided in 11 CCR 1005(a)(B).

To the extent practicable, entry level and lateral park rangers should be assigned to a variety of Field Training Officers, shifts, and geographical areas during their Field Training Program.

416.5.1 FIELD TRAINING MANUAL

Each new park ranger will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as a park ranger with the Los Angeles Park Rangers. The park ranger shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Los Angeles Park Rangers.

416.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

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416.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

(a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.

(b) Review the Daily Trainee Performance Evaluations with the trainee each day.

(c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.

(d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

416.6.2 IMMEDIATE SUPERVISOR

The immediate supervisor shall review and approve the Daily Trainee Performance Evaluations and forward them to the Field Training Administrator.

416.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Administrator will review and approve the Daily Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor.

416.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

416.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the park ranger's training files and will consist of the following:

(a) Daily Trainee Performance Evaluations

(b) End-of-phase evaluations

(c) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training

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Obtaining Air Support

417.1 PURPOSE AND SCOPE

The use of a police helicopter can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

417.2 REQUEST FOR HELICOPTER ASSISTANCE

If a supervisor or park ranger in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made to Los Angeles Fire Department or Los Angeles Police Department. A request for a Los Angeles Police Department helicopter may be made over the radio channel for the LAPD Division you are currently in. A request for an LAFD helicopter should be made through Ranger Communications.

417.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for a helicopter, the Watch Commander, or his/her designee, will call the closest agency having helicopter support available. The Watch Commander on duty will apprise that agency of the specific details of the incident prompting the request.

417.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Police helicopters may be requested under any of the following conditions:

(a) When the helicopter is activated under existing mutual aid agreements

(b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the helicopters may reduce such hazard

(c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community

(d) When a helicopter is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard

(e) Vehicle pursuits

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for park rangers on the ground.

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Contacts and Temporary Detentions

418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When a park ranger contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the park ranger is voluntary.

Field interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the park ranger's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by park rangers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the park ranger, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, a park ranger has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When a park ranger intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when a park ranger actually restrains a person’s freedom of movement.

418.2 POLICY

The Los Angeles Park Rangers respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the park ranger, the decision to temporarily detain a person and complete a field interview (FI), pat-down search, or field photograph shall be left to the park ranger based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

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418.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, a park ranger may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the park ranger's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Los Angeles Park Rangers to strengthen community involvement, community awareness, and problem identification.

418.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the park ranger should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act

(b) Actions suggesting that he/she is engaged in a criminal activity

(c) Presence in an area at an inappropriate hour of the day or night

(d) Presence in a particular area is suspicious

(e) Carrying of suspicious objects or items

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon

(g) Location in proximate time and place to an alleged crime

(h) Physical description or clothing worn that matches a suspect in a recent crime

(i) Prior criminal record or involvement in criminal activity as known by the park ranger

418.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the park ranger's training and experience, a park ranger may pat a suspect's outer clothing for weapons if the park ranger has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the park ranger to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.

(b) Where more than one suspect must be handled by a single park ranger.

(c) The hour of the day and the location or neighborhood where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

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(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.

Whenever practicable, a pat-down search should not be conducted by a lone park ranger. A cover park rangershould be positioned to ensure safety and should not be involved in the search.

418.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the park ranger shall carefully consider, among other things, the factors listed below.

418.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the park ranger should have the individual read and sign the appropriate form accompanying the photograph.

418.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The park ranger must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the park ranger's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

418.5.3 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

418.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, park rangers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.

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2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, park rangers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by Los Angeles Park Rangers members.

1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

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Watch Commanders

419.1 PURPOSE AND SCOPE

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with departmental policies, procedures, practices, functions and objectives. To accomplish this goal, a Senior Park Ranger heads each watch.

419.2 DESIGNATION AS ACTING WATCH COMMANDER

When a Senior Park Ranger is unavailable for duty as Watch Commander, in most instances the senior qualified Lead Ranger shall be designated as acting Watch Commander. This policy does not preclude designating a less senior Lead Ranger as an acting Watch Commander when operational needs require or training permits.

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Portable Audio/Video Recorders

420.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Los Angeles Park Rangers facility or other law enforcement facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

420.2 POLICY

The Los Angeles Park Rangers may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

420.3 COORDINATOR

The Chief Park Ranger or the authorized designee shall appoint a member of the Department to coordinate the use and maintenance of portable audio/video recording devices and the storage of recordings, including (Penal Code § 832.18):

(a) Establishing a system for downloading, storing and security of recordings.

(b) Designating persons responsible for downloading recorded data.

(c) Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.

(d) Establishing a system for tagging and categorizing data according to the type of incident captured.

(e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.

(f) Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.

(g) Maintaining logs of access and deletions of recordings.

420.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity for this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

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420.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member who chooses to carry a portable recorder is responsible for making sure that their portable recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member should record his/her name, LAPR identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

420.5.1 SUPERVISOR RESPONSIBILITIES

Supervisors should take custody of a portable audio/video recording device as soon as practicable when the device may have captured an incident involving the use of force, an officer-involved shooting or death or other serious incident, and ensure the data is downloaded (Penal Code § 832.18).

420.6 ACTIVATION OF THE PORTABLE RECORDER

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview (FI) situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which a member would normally notify the Communications Center

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(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

420.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

420.6.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief Park Ranger or the authorized designee.

420.6.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

420.7 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

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Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

420.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone’s privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

420.9 RETENTION OF RECORDINGS

Recordings of the following should be retained for a minimum of two years (Penal Code § 832.18):

(a) Incident involving use of force by a park ranger

(b) Officer-involved shootings

(c) Incidents that lead to the detention or arrest of an individual

(d) Recordings relevant to a formal or informal complaint against a park ranger or the Los Angeles Park Rangers

Recordings containing evidence that may be relevant to a criminal prosecution should be retained for any additional period required by law for other evidence relevant to a criminal prosecution (Penal Code § 832.18).

All other recordings should be retained for a period consistent with the requirements of the organization’s records retention schedule but in no event for a period less than 180 days.

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Records or logs of access and deletion of recordings should be retained permanently (Penal Code § 832.18).

420.9.1 RELEASE OF AUDIO/VIDEO RECORDINGS
Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

420.10 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief Park Ranger or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

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Public Recording of Law Enforcement Activity

421.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

421.2 POLICY

The Los Angeles Park Rangers recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Park Rangers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

421.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the park rangers.
4. Being so close to the activity as to interfere with a park ranger's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the park rangers, him/herself or others.

421.4 PARK RANGER RESPONSE

Park Rangers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, park rangers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

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Whenever practicable, park rangers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, a park ranger could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, park rangers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

421.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the park ranger and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of Department members, such as how and where to file a complaint.

421.6 SEIZING RECORDINGS AS EVIDENCE

Park Rangers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

    1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

    1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

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2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.

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Medical Marijuana

422.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this City of Los Angeles Park Ranger Division with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marijuana under California's medical marijuana laws.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Cardholder - A person issued a current identification card.

Compassionate Use Act (CUA) (Health and Safety Code § 11362.5) - California law intended to provide protection from prosecution to those who are seriously ill and whose health would benefit from the use of marijuana in the treatment of illness for which marijuana provides relief. The CUA does not grant immunity from arrest but rather provides an affirmative defense from prosecution for possession of medical marijuana.

Identification card - A valid document issued by the California Department of Public Health to both persons authorized to engage in the medical use of marijuana and also to designated primary caregivers.

Medical marijuana - Marijuana possessed by a patient or primary caregiver for legitimate medical purposes.

Medical Marijuana Program (MMP) (Health and Safety Code § 11362.7 et seq.) - California laws passed following the CUA to facilitate the prompt identification of patients and their designated primary caregivers in order to avoid unnecessary arrests and provide needed guidance to law enforcement officers. MMP prohibits arrest for possession of medical marijuana in certain circumstances and provides a defense in others.

Patient - A person who is entitled to the protections of the CUA because he/she has received a written or oral recommendation or approval from a physician to use marijuana for medical purposes or any person issued a valid identification card.

Primary caregiver - A person designated by the patient, who has consistently assumed responsibility for the patient's housing, health or safety, who may assist the patient with the medical use of marijuana under the CUA or the MMP (Health and Safety Code § 11362.5; Health and Safety Code § 11362.7).

Statutory amount - No more than 8 ounces of dried, mature, processed female marijuana flowers ("bud") or the plant conversion (e.g., kief, hash, hash oil), and no more than six mature or 12 immature marijuana plants (roots, stems and stem fibers should not be considered) (Health and Safety Code § 11362.77).

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422.2 POLICY

It is the policy of the Los Angeles Park Rangers to prioritize resources to forgo making arrests related to marijuana that the arresting park ranger reasonably believes would not be prosecuted by state or federal authorities.

California's medical marijuana laws are intended to provide protection to those who are seriously ill and whose health would benefit from the use of medical marijuana.

However, California medical marijuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marijuana. The Los Angeles Park Rangers will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under California law and public resources.

422.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a cardholder.

(c) Investigations when a medicinal claim is made by a non-cardholder.

422.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the park ranger should proceed with a criminal investigation if the amount is greater than permitted for personal use under the Control, Regulate and Tax Adult Use of Marijuana Act (Health and Safety Code § 11362.1; Health and Safety Code § 11362.2). A medicinal defense may be raised at any time, so park rangers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

422.3.2 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A CARDHOLDER

A cardholder or designated primary caregiver in possession of an identification card shall not be arrested for possession, transportation, delivery or cultivation of medical marijuana at or below the statutory amount unless there is probable cause to believe that (Health and Safety Code § 11362.71; Health and Safety Code § 11362.78):

(a) The information contained in the card is false or falsified.

(b) The card has been obtained or used by means of fraud.

(c) The person is otherwise in violation of the provisions of the MMP.

(d) The person possesses marijuana but not for personal medical purposes.

Park Rangers who reasonably believe that a person who does not have an identification card in his/her possession has been issued an identification card may treat the investigation as if the person had the card in his/her possession.

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Cardholders may possess, transport, deliver or cultivate medical marijuana in amounts above the statutory amount if their doctor has concluded that the statutory amount does not meet the patient's medical needs (Health and Safety Code § 11362.71; Health and Safety Code § 11362.77). Investigations involving cardholders with more than the statutory amount of marijuana should be addressed as provided in this policy for a case involving a medicinal claim made by a non-cardholder.

422.3.3 INVESTIGATIONS INVOLVING A MEDICINAL CLAIM MADE BY A NON-CARDHOLDER

No patient or primary caregiver should be arrested for possession or cultivation of an amount of medical marijuana if the park ranger reasonably believes that marijuana is in a form and amount reasonably related to the qualified patient's current medical needs (Health and Safety Code § 11362.5). This arrest guidance also applies to sales, transportation or delivery of medical marijuana, or maintaining/renting a drug house or building that may be a nuisance if otherwise in compliance with MMP (Health and Safety Code § 11362.765).

Park Rangers are not obligated to accept a person's claim of having a physician's recommendation when the claim cannot be readily verified with the physician but are expected to use their judgment to assess the validity of the person's medical-use claim.

Park Rangers should review any available written documentation for validity and whether it contains the recommending physician's name, telephone number, address and medical license number for verification.

Park Rangers should generally accept verified recommendations by a physician that statutory amounts do not meet the patient's needs (Health and Safety Code § 11362.77).

422.3.4 INVESTIGATIONS INVOLVING A STATE LICENSEE

No person issued a state license under the Business and Professions Code shall be arrested or cited for cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, distribution or sale of medical cannabis or a medical cannabis product related to qualifying patients and primary caregivers when conducted lawfully. Whether conduct is lawful may involve questions of license classifications, local ordinances, specific requirements of the Business and Professions Code and adopted regulations. Park Rangers should consider conferring with a supervisor, the applicable state agency or other member with special knowledge in this area and/or appropriate legal counsel before taking enforcement action against a licensee or an employee or agent (Business and Professions Code § 26032).

422.3.5 ADDITIONAL CONSIDERATIONS

Park Rangers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, park rangers may

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consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at a later time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Other relevant factors, such as available City of Los Angeles Park Ranger Division resources and time constraints prohibit making an immediate arrest.

(b) Whenever the initial investigation reveals an amount of marijuana greater than the statutory amount, park rangers should consider the following when determining whether the form and amount is reasonably related to the patient's needs:

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors.

(c) Before proceeding with enforcement related to collective gardens or dispensaries, park rangers should consider conferring with a supervisor, an applicable state regulatory agency or other member with special knowledge in this area, and/or appropriate legal counsel (Business and Professions Code § 26010; Business and Professions Code § 26060). Licensing, zoning, and other related issues can be complex. Patients, primary caregivers, and cardholders who collectively or cooperatively cultivate marijuana for medical purposes may be licensed or may have a defense in certain circumstances (Business and Professions Code § 26032; Business and Professions Code § 26033).

(d) Investigating members should not order a patient to destroy marijuana plants under threat of arrest.

422.3.6 EXCEPTIONS

This policy does not apply to, and park rangers should consider taking enforcement action for the following:

(a) Persons who engage in illegal conduct that endangers others, such as driving under the influence of marijuana in violation of the Vehicle Code (Health and Safety Code § 11362.5).

(b) Marijuana possession in jails or other correctional facilities that prohibit such possession (Health and Safety Code § 11362.785).

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(c) Smoking marijuana (Health and Safety Code § 11362.79):

1. In any place where smoking is prohibited by law.
2. In or within 1,000 feet of the grounds of a school, recreation center or youth center, unless the medical use occurs within a residence.
3. On a school bus.
4. While in a motor vehicle that is being operated.
5. While operating a boat.

(d) Use of marijuana by a person on probation or parole, or on bail and use is prohibited by the terms of release (Health and Safety Code § 11362.795).

422.4 FEDERAL LAW ENFORCEMENT

Park Rangers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the park ranger believes those authorities would have a particular interest in the information.

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Bicycle Patrol Unit

423.1 PURPOSE AND SCOPE

The Los Angeles Park Rangers has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

423.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control, or special events. The use of the patrol bicycle will emphasize their mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol park rangers shall be coordinated through the Bicycle Patrol Unit supervisor or the Watch Commander.

423.3 SELECTION OF PERSONNEL

Interested sworn personnel, who are off probation, shall submit a change of assignment request to the Operations Bureau Commander. A copy will be forwarded to the BPU supervisor. Qualified applicants will then be invited to an oral interview. The oral board will consist of the BPU supervisor and second person to be selected by the BPU supervisor. Interested personnel shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance.

(b) Special skills or training as it pertains to the assignment.

(c) Good physical condition.

(d) Willingness to perform duties using the bicycle as a mode of transportation.

423.3.1 BICYCLE PATROL UNIT SUPERVISOR

The Bicycle Patrol Unit supervisor will be selected from the rank of sergeant by the Operations Bureau Commander or his/her designee.

The Bicycle Patrol Unit supervisor shall have responsibility for the following:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining inventory of patrol bicycles and program equipment.

(c) Scheduling maintenance and repairs.

(d) Evaluating performance of bicycle park rangers.

(e) Coordinating activities with the Operations Bureau.

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(f) Other activities as required to maintain the efficient operation of the Bicycle Patrol Unit.

423.4 TRAINING

Participants in the program must complete an initial Department approved bicycle-training course after acceptance into the program. Thereafter bicycle patrol park rangers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

- Bicycle patrol strategies.
- Bicycle safety and accident prevention.
- Operational tactics using bicycles.

423.5 UNIFORMS AND EQUIPMENT

Park Rangers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol unit uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches, and department-approved bicycle patrol pants or shorts.

Optional equipment includes a radio head set and microphone, and jackets in colder weather.

Bicycle patrol park rangers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Park Rangers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

423.6 CARE AND USE OF PATROL BICYCLES

Park Rangers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, two batteries and a charger.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white in with a “RANGER” decal affixed to each side of the crossbar or the bike’s saddlebag. Every such bicycle shall be equipped with front and rear reflectors front lights and a siren/horn satisfying the requirements of Vehicle Code §2800.1(b).

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry all necessary equipment to handle routine patrol calls including report writing, vehicle storage and citations.

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Each bicycle gear bag shall include a first aid kit, tire pump, repair tool, tire tube, security lock, equipment information and use manuals. These items are to remain with/on the bicycle at all times.

Each bicycle shall be equipped with a steady or flashing blue warning light that is visible from the front, sides, or rear of the bicycle. (Vehicle Code § 21201.3)

Bicycle park rangers shall conduct an inspection of the bicycle and equipment prior to use to insure proper working order of the equipment. Park Rangers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor for repair by an approved technician.

Each bicycle will have scheduled maintenance twice yearly to be performed by a department approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Electric patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty. During prolonged periods of non-use, each officer assigned an electric bicycle shall periodically rotate the batteries on the respective charges to increase battery life.

Park Rangers shall not modify the patrol bicycle, remove, modify or add components except with the expressed approval of the bicycle supervisor, or in the event of an emergency.

Vehicle bicycle racks are available should the park ranger need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Bicycles shall be properly secured when not in the park ranger's immediate presence.

423.7 PARK RANGER RESPONSIBILITY

Park Rangers must operate the bicycle in compliance with the vehicle code under normal operation. Park Rangers may operate the bicycle without lighting equipment during hours of darkness when such operation reasonably appears necessary for officer safety and tactical considerations. Park Rangers must use caution and care when operating the bicycle without lighting equipment.

Park Rangers are exempt from the rules of the road under the following conditions (Vehicle Code § 21200(b)(1)):

(a) In response to an emergency call.

(b) While engaged in rescue operations.

(c) In the immediate pursuit of an actual or suspected violator of the law.

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Foot Pursuits

424.1 PURPOSE AND SCOPE

This policy provides guidelines to assist park rangers in making the decision to initiate or continue the pursuit of suspects on foot.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 400.1 Foot Pursuits

424.2 POLICY

It is the policy of this department that park rangers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Park Rangers are expected to act reasonably, based on the totality of the circumstances.

424.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Park Rangers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Park Rangers may be justified in initiating a foot pursuit of any individual the park ranger reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that a park ranger must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no park ranger or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, a park ranger should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

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(c) A canine search.

(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

424.4 GENERAL GUIDELINES

When reasonably practicable, park rangers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory

(b) The park ranger is acting alone.

(c) Two or more park rangers become separated, lose visual contact with one another, or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single park ranger keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The park ranger is unsure of his/her location and direction of travel.

(e) The park ranger is pursuing multiple suspects and it is not reasonable to believe that the park ranger would be able to control the suspect should a confrontation occur.

(f) The physical condition of the park ranger renders him/her incapable of controlling the suspect if apprehended.

(g) The park ranger loses radio contact with the dispatcher or with assisting or backup park rangers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient park rangers to provide backup and containment. The primary park ranger should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The park ranger becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to park rangers or the public.

(j) The park ranger reasonably believes that the danger to the pursuing park rangers or public outweighs the objective of immediate apprehension.

(k) The park ranger loses possession of his/her firearm or other essential equipment.

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(l) The park ranger or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer definitely known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The park ranger's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

424.5 RESPONSIBILITIES IN FOOT PURSUITS

424.5.1 INITIATING PARK RANGER RESPONSIBILITIES

Unless relieved by another park ranger or a supervisor, the initiating park ranger shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating park ranger should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient park rangers are present to safely apprehend the suspect.

Early communication of available information from the involved park rangers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Park Rangers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Park Rangers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any park ranger unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the park ranger will notify the dispatcher of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct

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further actions as reasonably appear necessary, to include requesting medical aid as needed for park rangers, suspects or members of the public.

424.5.2 ASSISTING PARK RANGER RESPONSIBILITIES

Whenever any park ranger announces that he/she is engaged in a foot pursuit, all other park rangers should minimize non-essential radio traffic to permit the involved park rangers maximum access to the radio frequency.

424.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need not be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing park rangers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

424.5.4 THE COMMUNICATIONS CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved park rangers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Watch Commander as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

424.6 REPORTING REQUIREMENTS

The initiating park ranger shall complete appropriate crime/arrest reports documenting, at minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

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(e) Involved vehicles and park rangers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

Assisting park rangers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating park ranger need not complete a formal report.

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Homeless Persons

425.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide park rangers during all contacts with the homeless, whether consensual or for enforcement purposes. The Los Angeles Park Rangers recognizes that members of the homeless community are often in need of special protection and services. The Los Angeles Park Rangers will address these needs in balance with the overall mission of this department. Therefore, park rangers will consider the following when serving the homeless community.

425.1.1 POLICY

It is the policy of the Los Angeles Park Rangers to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

425.2 HOMELESS COMMUNITY LIAISON

The Chief Park Ranger will designate a member of this department to act as the Homeless Liaison Park Ranger. The responsibilities of the Homeless Liaison Park Ranger include the following:

(a) Maintain and make available to all department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:

1. Proper posting of notices of trespass and clean-up operations.
2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Provide training so Park Rangers can assist with any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

(f) Develop training to assist park rangers in understanding current legal and social issues relating to the homeless.

425.3 FIELD CONTACTS

Park Rangers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade a park

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ranger from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, park rangers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Park Rangers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

425.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Park Rangers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.

(b) Document places the homeless person may frequent.

(c) Provide homeless victims with victim/witness resources when appropriate.

(d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.

(e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult Abuse Policy.

(f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.

(g) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

425.4 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Park Rangers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, park rangers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the park ranger, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor’s responsibility to coordinate the removal and safekeeping of the property.

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Park Rangers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without following the requirements in LAMC Section 63.44. A Park Ranger should seek prior authorization from a supervisor or the department Homeless Liaison Park Ranger when they are unsure if the clean up meets the requirements of LAMC Section 63.44. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the Homeless Liaison Park Ranger.

Park Rangers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property without first reviewing LAMC Section 63.44. Park Rangers should inform the department Homeless Liaison Park Ranger if such property appears to involve a trespass, blight to the community or is the subject of a complaint and the Park Ranger is not able to handle It will be the responsibility of the Homeless Liaison Park Ranger to assist the Park Ranger requesting in a timely fashion.

425.5 MENTAL ILLNESS AND MENTAL IMPAIRMENT

Some homeless persons may suffer from a mental illness or a mental impairment. Park Rangers shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (see the Crisis Intervention Incidents Policy).

When a mental illness hold is not warranted, the contacting park ranger should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, park rangers may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

425.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Park Rangers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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First Amendment Assemblies

426.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

426.2 POLICY

The Los Angeles Park Rangers respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

426.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, park rangers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors park rangers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Park Rangers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless a park ranger is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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426.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

426.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding park ranger should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

426.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

426.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

426.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) Liaison with demonstration leaders and external agencies.

(h) Liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

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426.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy).

426.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

426.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and N/As should be considered only when the participants' conduct reasonably appears to present the potential to harm park rangers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

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Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

426.8 ARRESTS

The Los Angeles Park Rangers should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of park rangers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

426.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the News Media Relations Policy).

426.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

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426.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, the Communications Center records/tapes

(g) Media accounts (print and broadcast media)

426.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

426.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management (Penal Code § 13514.5). The Department should, when practicable, train with its external and mutual aid partners.

426.13 CROWD MANAGEMENT, INTERVENTION, AND CONTROL

PURPOSE

In a society where free speech and assembly is guaranteed by the Federal and State Constitutions, it is the mission of park rangers to protect the constitutional rights of all members of the public. These constitutional rights apply to individuals participating in lawful activities such as public speeches, marches, demonstrations, picketing, rallies and celebratory events.

PROTOCOL

In determining whether First Amendment activities are lawful, park rangers must not consider their personal views of either the political affiliation or the message of those persons exercising their right to assemble and engage in expressive activities. The responsibility of park rangers is

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to objectively determine at what juncture a demonstration or assembly leaves the realm of legal protest and becomes an abridgement of the rights of others.

It is important for supervisors and park rangers to understand the definition of an unlawful assembly to determine the appropriate police response. Penal Code Section 407 defines an unlawful assembly as: “Whenever two or more persons assemble together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly.” “Boisterous or tumultuous manner” has been interpreted by the courts to mean conduct which poses a clear and present danger of imminent violence.

Penal Code Section 407 identifies two different circumstances when an assembly may be declared unlawful:

The first circumstance is when people assemble to participate in an unlawful act. The unlawful act must be an act made criminal by law, or by the commission of an overt act that leads to a violation of the law. In the absence of any unlawful conduct, an assembly may be declared unlawful only if there is reasonable cause to believe, based on articulable facts, that the assembly’s purpose is unlawful. If people are assembled to commit an unlawful act, then they are an unlawful assembly (e.g. unlawfully blocking entrances to public buildings, highways, sidewalks or schools, or engaging in other unlawful or riotous activity).

The second circumstance is when people assemble to do a lawful act in a “violent, boisterous or tumultuous manner.” In order to be considered violent, boisterous or tumultuous, the manner in which the people are acting must be violent, or pose a clear and present danger of imminent violence. For example, a demonstration that disturbs the peaceful enjoyment of property through noisy singing and chanting is not an unlawful assembly unless it also poses a clear and present danger of imminent violence. It is important to note that one must differentiate between First Amendment activity and other activity. A loud party would not have to be violent, boisterous or tumultuous to be considered unlawful.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 400.2 CROWD MANAGEMENT, INTERVENTION, AND CONTROL

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Civil Disputes

427.1 PURPOSE AND SCOPE

This policy provides members of the Los Angeles Park Rangers with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by California law.

427.2 POLICY

The Los Angeles Park Rangers recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

427.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

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427.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for a park ranger to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating park ranger should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating park ranger should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

427.4.1 STANDBY REQUESTS

Park Ranger responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Park Rangers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

427.5 VEHICLES AND PERSONAL PROPERTY

Park Rangers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Park Rangers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, park rangers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

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427.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Suspicious Activity Reporting

428.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

428.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

428.2 POLICY

The Los Angeles Park Rangers recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

428.3 RESPONSIBILITIES

The Operations Bureau Commander and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Operations Bureau Commander include, but are not limited to:

(a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

428.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to a park ranger in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, a park ranger becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

428.5 HANDLING INFORMATION

The Administrative Services will forward copies of SARs, in a timely manner, to the following:

- Operations Bureau supervisor
- Crime Analysis Unit
- Other authorized designees

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Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY

It is the policy of the Los Angeles Park Rangers that all park rangers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex and age, if known.
4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Park Rangers should search any person who is in custody before releasing that person to EMS for transport.

A park ranger should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a park ranger shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the park ranger should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with the Mental Illness Commitments Policy.

If a park ranger believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The park ranger may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the park ranger will require the person to be transported to the nearest medical facility. In such cases, the park ranger should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the park ranger has reason to believe the arrestee is feigning injury or illness, the park ranger should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the park ranger should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

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Arrestees who appear to have a serious medical issue should be transported by ambulance. Park Rangers shall not transport an arrestee to a hospital without a supervisor's approval.

429.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

429.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Operations Bureau Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Park Ranger Division should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One City of Los Angeles Park Ranger Division member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during landing and take-off.

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- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

429.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

429.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in City of Los Angeles Park Ranger Division vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Ranger who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact the Communications Center as soon as possible and request response by EMS.

429.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

429.8.3 AED TRAINING AND MAINTENANCE

The Training Ranger should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Training Ranger is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

429.9 ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS

The Operations Bureau Commander may authorize the acquisition of epinephrine auto-injectors for use by Park Ranger Division members as provided by Health and Safety Code § 1797.197a. The Training Ranger shall create and maintain an operations plan for the storage, maintenance, use and disposal of epinephrine auto-injectors as required by Health and Safety Code § 1797.197a(f).

Trained members who possess valid certification may administer an epinephrine auto-injector for suspected anaphylaxis (Health and Safety Code § 1797.197a(b); 22 CCR 100019).

429.9.1 EPINEPHRINE USER RESPONSIBILITIES

Members should handle, store and administer epinephrine auto-injectors consistent with their training and the Park Ranger Division operations plan. Members should check the auto-injectors

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at the beginning of their shift to ensure the medication is not expired. Any expired medication should be removed from service in accordance with the Park Ranger Division Operations Plan.

Any member who administers an epinephrine auto-injector medication should contact the Communications Center as soon as possible and request response by EMS (Health and Safety Code § 1797.197a(b)).

429.9.2 EPINEPHRINE AUTO-INJECTOR REPORTING

Any member who administers an epinephrine auto-injector should detail its use in an appropriate report.

The Training Ranger should ensure that the Records Supervisor is provided enough information for required reporting to the EMS Authority within 30 days after each use (Health and Safety Code § 1797.197a(f)).

Records regarding the acquisition and disposition of epinephrine auto-injectors shall be maintained pursuant to the established records retention schedule but no less than three years (Business and Professions Code § 4119.4(d)).

429.9.3 EPINEPHRINE AUTO-INJECTOR TRAINING

The Training Ranger should ensure that members authorized to administer epinephrine auto-injectors are provided with initial and refresher training that meets the requirements of Health and Safety Code § 1797.197a(c) and 22 CCR 100019.

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Chapter 5 - Traffic Operations

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Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC PARK RANGER DEPLOYMENT

Several factors are considered in the development of deployment schedules for park rangers of the Los Angeles Park Rangers. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore park ranger deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All park rangers assigned to patrol will conduct high-visibility patrols during high accident hours and at locations of occurrence. All park rangers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are requests from the public, construction zones or special events.

500.3 ENFORCEMENT

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any park ranger shall not be used as the sole criterion for evaluating park ranger overall performance (Vehicle Code § 41603). The visibility and quality of a park ranger's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

500.3.1 WARNINGS

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

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500.3.2 CITATIONS

Citations may be issued when a park ranger believes it is appropriate. It is essential that park rangers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Park Rangers should provide the following information at a minimum:

(a) Explanation of the violation or charge

(b) Court appearance procedure including the optional or mandatory appearance by the motorist

(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

500.3.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:

(a) Vehicular manslaughter

(b) Felony and misdemeanor driving under the influence of alcohol/drugs

(c) Felony or misdemeanor hit-and-run

(d) Refusal to sign notice to appear

(e) Any other misdemeanor at the discretion of the park ranger, such as reckless driving with extenuating circumstances

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES

If a park ranger contacts a traffic violator for driving on a suspended or revoked license, the park ranger may issue a traffic citation pursuant to Vehicle Code § 14601.

If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the park ranger. The park ranger shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The park ranger will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

500.5 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; 8 CCR 1598).

Although intended primarily for use while performing traffic related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

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500.5.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, park rangers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plainclothes park ranger might benefit from being readily identified as a member of law enforcement.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS

High-visibility vests shall be maintained by each Park Ranger in a manner which shall render themn a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Training Ranger should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

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Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Los Angeles Park Rangers may prepare traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service.

501.2 RESPONSIBILITY

The Los Angeles Police Department will be responsible for distribution of the Collision Investigation Manual. The Los Angeles Police Department will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Los Angeles Police Departmet Division of Occurrence for approval and data entry..

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be taken when a City-owned vehicle or City mileage is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision does not involve another city vehicle or private property. Whenever there is damage to a City vehicle, a Vehicle Accident Report shall be completed and forwarded to the appropriate Bureau Commander.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.4.2 TRAFFIC COLLISIONS WITH PARK RANGER DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Los Angeles Police Department resulting in a serious injury or fatality, the Los Angeles Police Department shall be notified.

The term serious injury is defined as any injury that may result in a fatality.

501.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Los Angeles Police Department or on-duty Watch Commander may request assistance from the Los Angeles Police Department for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

501.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person

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involved, a hit-and-run violation, or Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS
Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

(a) When there is a death or injury to any persons involved in the collision

(b) When there is an identifiable violation of the Vehicle Code

(c) When a report is requested by any involved driver

501.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a serious injury or death related traffic collision, Communications shall notify the Los Angeles Police Department to relate the circumstances of the traffic collision and seek assistance.

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Vehicle Towing and Release

502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the Los Angeles Park Rangers. Nothing in this policy shall require the Park Ranger Division to tow a vehicle.

502.2 STORAGE AND IMPOUNDS

When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

The responsibilities of those employees towing, storing or impounding a vehicle are listed below.

502.2.1 VEHICLE STORAGE REPORT

Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should to be given to the tow truck operator and the original shall be submitted to the Los Angeles Police Department division of occurrence as soon as practicable after the vehicle is stored.

502.2.2 REMOVAL FROM TRAFFIC COLLISION SCENES

When a vehicle has been involved in a traffic collision and must be removed from the scene, the park ranger shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the list of Official Police Garages.Each Los Angeles Police Department division has a tow service assigned to it. If the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the park ranger shall request the dispatcher to call the official towing garage for the City of Los Angeles. The park ranger will then store the vehicle using a CHP Form 180.

502.2.3 STORAGE AT ARREST SCENES

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this City of Los Angeles Park Ranger Division to provide reasonable safekeeping by storing the arrestee's vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high-crime area).

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The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases, the owner shall be informed that the Park Ranger Division will not be responsible for theft or damages.

502.2.4 IMPOUNDMENT AT SOBRIETY CHECKPOINTS

Whenever a driver is stopped at a sobriety checkpoint and the only violation is that the operator is driving without a valid driver's license, the park ranger shall make a reasonable attempt to identify the registered owner of the vehicle (Vehicle Code § 2814.2). The park ranger shall release the vehicle to the registered owner if the person is a licensed driver, or to another licensed driver authorized by the registered owner, provided the vehicle is claimed prior to the conclusion of the checkpoint operation.

If the vehicle is released at the checkpoint, the park ranger shall list on his/her copy of the notice to appear the name and driver's license number of the person to whom the vehicle is released.

When a vehicle cannot be released at the checkpoint, it shall be towed (Vehicle Code § 22651(p)). When a vehicle is removed at the checkpoint, it shall be released during the normal business hours of the storage facility to the registered owner or his/her agent upon presentation of a valid driver's license and current vehicle registration.

502.2.5 DRIVING A NON-CITY VEHICLE

Vehicles which have been towed by or at the direction of the Department should not be driven by park ranger personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

502.2.6 DISPATCHER'S RESPONSIBILITIES

Upon receiving a request for towing, the dispatcher shall promptly telephone the specified authorized towing service. The park ranger shall be advised when the request has been made and the towing service has been dispatched.

When there is no preferred company requested, the dispatcher shall call the official police tow service assigned to the Los Angeles Police divsion of occurrence.

502.3 TOWING SERVICES

The City of Los Angeles periodically selects a firm to act as the official tow service and awards a contract to that firm. This firm will be used in the following situations:

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(a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.

(b) When a vehicle is being held as evidence in connection with an investigation.

(c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles, and the removal of vehicles obstructing traffic in violation of state or local regulations.

502.4 VEHICLE INVENTORY

All property in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage form. This includes the trunk and any compartments or containers, even if closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in park ranger custody, to provide for the safety of park rangers, and to protect the City of Los Angeles Park Ranger Division against fraudulent claims of lost, stolen, or damaged property.

502.5 SECURITY OF VEHICLES AND PROPERTY

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, park rangers should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft, or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

502.6 RELEASE OF VEHICLE

The Park Ranger Division will maintain a listed, 24-hour telephone number to provide information regarding impoundment of vehicles and the right of the registered owner to request a storage hearing. Releases for towed vehicles will be made available during regular, non-emergency business hours (Vehicle Code § 14602.6).

(a) Vehicles removed pursuant to Vehicle Code § 22850 shall be released after proof of current registration is provided by the owner or the person in control of the vehicle and after all applicable fees are paid (Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(b) Vehicles removed that require payment of parking fines or proof of valid driver’s license shall only be released upon presentation of proof of compliance, proof of payment, completion of affidavit, and payment of applicable fees related to the removal (Vehicle Code § 22651 et seq., Vehicle Code § 22652 et seq., Vehicle Code § 22850.3; Vehicle Code § 22850.5).

(c) A vehicle removed pursuant to Vehicle Code § 14602.6(a) shall be released to the registered owner or his/her agent with proof of current registration, proof of a valid

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driver’s license, and applicable fees paid prior to the end of the 30-day impoundment period under any of the following circumstances:

1. The vehicle was stolen.
2. If the driver reinstates his/her driver's license or acquires a license and provides proof of proper insurance.
3. Any other circumstance as set forth in Vehicle Code § 14602.6.
4. When there is no remaining community caretaking need to continue impound of the vehicle or the continued impound would not otherwise comply with the Fourth Amendment.

(d) An autonomous vehicle removed under authority of Vehicle Code § 22651(o)(1)(D) shall be released to the registered owner or person in control of the autonomous vehicle if the requirements of Vehicle Code § 22651(o)(3)(B) are met.

Personnel whose duties include releasing towed vehicles should consult the Vehicle Code under which the vehicle was towed or impounded for any specific requirements prior to release.

Employees who suspect that a vehicle was impounded in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the registered owner or his/her agent to request a hearing, as described in the Vehicle Impound Hearings Policy.

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Vehicle Impound Hearings

503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings pursuant to Vehicle Code § 22852.

503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the Los Angeles Park Rangers, a hearing will be conducted upon the request of the registered or legal owner of the vehicle or his/her agent (Vehicle Code § 22650(a); Vehicle Code § 22852(a)).

The requestor shall be referred to the Los Angeles Police Department division of occurrence Auto Detectives. The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle (Vehicle Code § 22852(c)).

503.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone within 10 days of the date appearing on the notice (Vehicle Code § 22852(b)). The Los Angeles Police Department will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing requirement (Vehicle Code § 22851.3(e)(2); Vehicle Code § 22852(d)).

Any relevant evidence may be submitted and reviewed by the hearing officer to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the hearing officer shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The hearing officer shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a modification or reduction of the period the vehicle is impounded (Vehicle Code §14602.6(b); Vehicle Code § 14602.8(b)).

Aside from those mitigating circumstances enumerated in the Vehicle Code, the registered owner's lack of actual knowledge that the driver to whom the vehicle was loaned was not validly licensed may constitute a mitigating circumstance under Vehicle Code § 14602.6(b) or 14602.8(b),

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warranting release of the vehicle. This mitigating circumstance exception is not limited to situations where the owner made a reasonable inquiry as to the licensed status of the driver before lending the vehicle.

The legislative intent and this department's policy is to prevent unlicensed driving pursuant to Vehicle Code §14602.6. If this purpose is not furthered by the continued impoundment of a vehicle, release is most often appropriate.

(a) If a decision is made that reasonable grounds for storage or impound have been established, the hearing officer shall advise the inquiring party of the decision and that the inquiring party may pursue further civil remedies if desired.

1. If mitigating circumstances are found to be relevant, the hearing officer shall make reasonable adjustments to the impound period, storage or assessment of fees as warranted.

(b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be paid at the Department's expense (Vehicle Code § 22852(e)).

(c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded with a letter to the appropriate Bureau Commander. The hearing officer will recommend to the appropriate Bureau Commander that the fees paid by the registered or legal owner of the vehicle in question or their agent be reimbursed by the Department.

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Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those City of Los Angeles Park Ranger Division members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY

The Los Angeles Park Rangers is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California's impaired driving laws.

504.3 INVESTIGATIONS

Park Rangers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All park rangers are expected to enforce these laws with due diligence.

The Los Angeles Police Department will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating park rangers in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The park ranger's observations that indicate impairment on the part of the individual, and the park ranger's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in California or another jurisdiction.

504.4 FIELD TESTS

The Los Angeles Park Ranger's should identify standardized FSTs and any approved alternate tests for park rangers to use when investigating violations of DUI laws.

504.5 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

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(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.

(b) The person is under 21 years of age and is arrested by a park ranger having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).

(c) The person is under 21 years of age and detained by a park ranger having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).

(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the park ranger should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS

Park Rangers requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.5.2 PRELIMINARY ALCOHOL SCREENING

Park Rangers may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The park ranger shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The park ranger shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.5.3 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21

If a park ranger lawfully detains a person under 21 years of age who is driving a motor vehicle and the park ranger has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the park ranger shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the park ranger may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the park ranger shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).

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504.5.4 CHOICE OF TESTS

Park Rangers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the park ranger shall advise the person that he/she has that choice. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the park ranger may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

504.5.5 BREATH SAMPLES

The Los Angeles Police Department will ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Park Rangers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Los Angeles Police Department.

When the arrested person chooses a breath test, the handling park ranger shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

The park ranger should also require the person to submit to a blood test if the park ranger has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the park ranger's belief shall be included in the park ranger's report (Vehicle Code § 23612(a)(2)(C)).

504.5.6 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned park ranger. No park ranger, even if properly certified, should perform this task.

Park Rangers should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

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If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.7 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The park ranger shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by a park ranger or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.6 REFUSALS

When an arrestee refuses to provide a viable chemical sample, park rangers should:

(a) Advise the arrestee of the requirement to provide a sample (Vehicle Code § 23612).

(b) Audio- and/or video-record the admonishment when it is practicable.

(c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, park rangers shall personally serve the notice of order of suspension upon the arrestee and take possession of any state-issued license to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained (Penal Code § 1524).

(b) The park ranger can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person’s bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

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504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the park ranger should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another park ranger) and attempt to persuade the individual to submit to such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video if practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, park rangers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

504.7 ARREST AND INVESTIGATION

504.7.1 WARRANTLESS ARREST

In addition to the arrest authority granted to park rangers pursuant to Penal Code § 836, a park ranger may make a warrantless arrest of a person that the park ranger has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

(a) The person is involved in a traffic accident.

(b) The person is observed in or about a vehicle that is obstructing the roadway.

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(c) The person will not be apprehended unless immediately arrested.

(d) The person may cause injury to him/herself or damage property unless immediately arrested.

(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

504.7.2 PARK RANGER RESPONSIBILITIES

The park ranger serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

(a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver's license to the Department of Motor Vehicles (DMV).

(b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.

(c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

504.8 ADMINISTRATIVE HEARINGS

The Los Angeles Police Department division of occurrence will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

Any park ranger who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

A park ranger called to testify at an administrative hearing should document the hearing date and DMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

504.8 ADMINISTRATIVE SERVICES RESPONSIBILITIES

The Los Angeles Police Department division of occurrence will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

504.9 TRAINING

The Training Ranger should ensure that park rangers participating in the enforcement of DUI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations. The Training Ranger should confer with the prosecuting attorney's office and update training topics as needed.

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Traffic Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the procedure for dismissal, correction, and voiding of traffic citations.

505.2 RESPONSIBILITIES

The Support Services Bureau shall be responsible for the development and design of all Department traffic citations in compliance with state law and the Judicial Council.

The Administrative Services shall be responsible for the supply and accounting of all traffic citations issued to employees of this department.

505.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this City of Los Angeles Park Ranger Division do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued (Vehicle Code § 40500(d)). Any request from a recipient to dismiss a citation shall be referred to the Traffic Bureau Manager. Upon a review of the circumstances involving the issuance of the traffic citation, the Traffic Bureau Manager may request the Operations Bureau Commander to recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate court with a request for dismissal. All recipients of traffic citations whose request for the dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should a park ranger determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate the park ranger may request the court to dismiss the citation. Upon dismissal of the traffic citation by the court, the park ranger shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required. The citation dismissal shall then be forwarded to the Operations Bureau Commander for review.

505.4 VOIDING TRAFFIC CITATIONS

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed, but not issued. All copies of the citation shall be presented to a supervisor to approve the voiding of the citation. The citation and copies shall then be forwarded to the Operations Bureau.

505.5 CORRECTION OF TRAFFIC CITATIONS

When a traffic citation is issued and in need of correction, the park ranger issuing the citation shall submit the citation and a letter requesting a specific correction to his/her immediate supervisor. The citation and letter shall then be forwarded to Support Services. Support Services shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

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505.6 DISPOSITION OF TRAFFIC CITATIONS

The court and file copies of all traffic citations issued by members of this City of Los Angeles Park Ranger Division shall be forwarded to the employee's immediate supervisor for review. The citation copies shall then be filed with the Administrative Services.

Upon separation from employment with this City of Los Angeles Park Ranger Division, all employees issued traffic citation books shall return any unused citations to the Administrative Services.

505.7 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE

Disposition of notice of parking violation appeals is conducted pursuant to Vehicle Code § 40215.

505.8 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing the juvenile a citation.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

506.2 PARK RANGER RESPONSIBILITY

When an on-duty park ranger observes a disabled vehicle on the roadway, the park ranger should make a reasonable effort to provide assistance. If that park ranger is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available park ranger to respond for assistance as soon as practical.

506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department personnel will be contingent on the time of day, the location, the availability of departmental resources, and the vulnerability of the disabled motorist.

506.3.1 MECHANICAL REPAIRS

Department personnel shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

506.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.3.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

506.4 PUBLIC ACCESS TO THIS POLICY

This written policy is available upon request.

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72-Hour Parking Violations

507.1 PURPOSE AND SCOPE

This policy provides procedures for the marking, recording, and storage of vehicles parked in violation of the Los Angeles City Ordinance regulating 72-hour parking violations and abandoned vehicles under the authority of Vehicle Code § 22669.

507.2 MARKING VEHICLES

Vehicles suspected of being in violation of the City of Los Angeles 72-Hour Parking Ordinance shall be marked and noted on the Los Angeles Park Rangers Marked Vehicle Card. No case number is required at this time.

A visible chalk mark should be placed on the left rear tire tread at the fender level unless missing tires or other vehicle conditions prevent marking. Recording the position of the valve stem of a specific wheel will also be considered as marked. The Park Ranger shall note on the Ranger Division copy thespecific wheel and the position of the valve stem as it relates to a clock. Any deviation in markings shall be noted on the Marked Vehicle Card. The investigating employee should make a good faith effort to notify the owner of any vehicle subject to towing prior to having the vehicle removed. This may be accomplished by personal contact, telephone or by leaving notice attached to the vehicle at least 24 hours prior to removal.

All Marked Vehicle Cards shall be submitted to the Watch Commander who will forward to the Support Services Division. The Support Services Division shall enter the vehicle information into the Citation Tracking Program.

If a marked vehicle has been moved or the markings have been removed during a 72-hour investigation period, the vehicle shall be marked again for the 72-hour parking violation and a Marked Vehicle Card completed and forwarded to the Traffic Bureau.

Parking citations for the 72-hour parking ordinance may be issued when the vehicle is stored for the 72-hour parking violation.

507.2.1 MARKED VEHICLE FILE

The Support Services Bureau will be responsible for keeping track of Marked Vehicle Cards in the Citation Tracking program.

The Park Ranger completing the Marked Vehicle Card shall be responsible for the follow up investigation of all 72-hour parking violations noted on the Marked Vehicle Cards.

507.2.2 VEHICLE STORAGE

Any vehicle in violation shall be stored by the authorized towing service and a vehicle storage report shall be completed by the park ranger authorizing the storage of the vehicle.

The storage report form shall be submitted to the Los Angeles Police Division of occurrence immediately following the storage of the vehicle. It shall be the responsibility of the Los Angeles

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Police Department Division of occurrence to immediately notify the Stolen Vehicle System (SVS) of the Department of Justice in Sacramento (Vehicle Code § 22851.3(b)). Notification may also be made to the National Law Enforcement Telecommunications System (NLETS)(Vehicle Code § 22854.5).

It shall be the responsibility of the Park Ranger completing the impound report to determine the names and addresses of any individuals having an interest in the vehicle through DMV or CLETS computers. Notice to all such individuals shall be sent first-class or certified mail pursuant to Vehicle Code § 22851.3(d).

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Los Angeles Park Rangers to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 PARK RANGER RESPONSIBILITIES

A park ranger responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
    1. An initial statement from any witnesses or complainants.
    2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the park ranger shall:
    1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
    2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
    3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.
    4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
    5. Collect any evidence.
    6. Take any appropriate law enforcement action.
    7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take

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any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of a park ranger shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.4.2 MANDATORY RECORDING OF ADULTS

Any custodial interrogation of an adult who is suspected of having committed any murder shall be recorded in its entirety. The recording should be video with audio if reasonably feasible (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.

(b) The suspect refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

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(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of a park ranger, the individual being interrogated or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

The Department shall maintain an original or an exact copy of the recording until a conviction relating to the interrogation is final and all appeals are exhausted or prosecution is barred by law (Penal Code § 859.5).

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

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600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, park rangers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, park rangers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.
Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

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600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Park Rangers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Bureau Commander or the Chief Park Ranger. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

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Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in Penal Code § 243.4, Penal Code § 261 et seq., and Penal Code § 285 et seq.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Los Angeles Park Rangers that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community. Park Rangers shall request the Los Angeles Police Department to assist them with all sexual assault investigations.

601.3 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.4 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.5 TRAINING

Subject to available resources, periodic training will be provided to:

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(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim's response to trauma.

(b) Qualified investigators who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

601.6 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to the Communications Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of SART should be included in the initial victim interviews. An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded shall be included in the report.

Victims shall not be asked or required to take a polygraph examination (34 USC § 10451; Penal Code § 637.4).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6.1 VICTIM RIGHTS

Whenever there is an alleged sexual assault, the assigned park ranger shall accomplish the following:

(a) Advise the victim in writing of the right to have a victim advocate and a support person of the victim's choosing present at any interview or contact by law enforcement, any

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other rights of a sexual assault victim pursuant to Penal Code § 680.2, and the right to have a person of the same or opposite gender present in the room during any interview with a law enforcement official unless no such person is reasonably available (Penal Code § 679.04).

(b) If the victim is transported to a hospital for any medical evidentiary or physical examination, the park ranger shall immediately cause the local rape victim counseling center to be notified (Penal Code § 264.2).

1. The park ranger shall not discourage a victim from receiving a medical evidentiary or physical examination (Penal Code § 679.04).
2. A support person may be excluded from the examination by the park ranger or the medical provider if his/her presence would be detrimental to the purpose of the examination (Penal Code § 264.2).

601.6.2 VICTIM CONFIDENTIALITY

Park Rangers investigating or receiving a report of an alleged sex offense shall inform the victim, or the victim's parent or guardian if the victim is a minor, that his/her name will become a matter of public record unless the victim requests that his/her name not be made public. The reporting park ranger shall document in his/her report that the victim was properly informed and shall include any related response made by the victim, or if a minor, any response made by the victim's parent or guardian (Penal Code § 293).

Except as authorized by law, members of this City of Los Angeles Park Ranger Division shall not publicly disclose the name of any victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293).

601.7 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.7.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating a sexual assault offense should take every reasonable step to ensure that DNA testing of such evidence is performed in a timely manner and within the time periods

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prescribed by Penal Code § 803(g). Generally, rape kits should be submitted to the crime lab within 20 days after being booked into evidence (Penal Code § 680).

In order to maximize the effectiveness of such testing and identify the perpetrator of any sexual assault, the assigned park ranger shall ensure that an information profile for the sexual assault kit evidence has been created in the California Department of Justice (DOJ) SAFE-T database within 120 days of collection and should further ensure that the results of any such test have been timely entered into and checked against both the DOJ Cal-DNA database and the Combined DNA Index System (CODIS) (Penal Code § 680.3).

If the assigned park ranger determines that a kit submitted to a private laboratory for analysis has not been tested within 120 days after submission, the park ranger shall update the SAFE-T database to reflect the reason for the delay in testing. The assigned park ranger shall continue to update the status every 120 days thereafter until the evidence has been analyzed or the statute of limitations has run (Penal Code § 680.3).

If, for any reason, DNA evidence in a sexual assault case in which the identity of the perpetrator is in issue and is not going to be analyzed within 18 months of the crime, the assigned park ranger shall notify the victim of such fact in writing no less than 60 days prior to the expiration of the 18-month period (Penal Code § 680(d)).

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Policy.

601.7.2 DNA TEST RESULTS

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

(a) Upon receipt of a written request from a sexual assault victim or the victim's authorized designee, members investigating sexual assault cases shall inform the victim of the status of the DNA testing of any evidence from the victim's case (Penal Code § 680).

    1. Although such information may be communicated orally, the assigned park ranger should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.

    2. Absent a written request, no member of this City of Los Angeles Park Ranger Division is required to, but may, communicate with the victim or the victim's authorized designee regarding the status of any DNA testing.

(b) Subject to the commitment of sufficient resources to respond to requests for information, sexual assault victims shall further have the following rights (Penal Code § 680):

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1. To be informed if a DNA profile of the assailant was obtained from the testing of the rape kit or other crime scene evidence from their case.
2. To be informed if there is a match between the DNA profile of the assailant developed from the evidence and a DNA profile contained in the DOJ Convicted Offender DNA Database, providing that disclosure would not impede or compromise an ongoing investigation.
3. To be informed if the DNA profile of the assailant developed from the evidence has been entered into the DOJ Databank of case evidence.

(c) Provided that the sexual assault victim or the victim's authorized designee has kept the assigned park ranger informed with regard to current address, telephone number and email address (if available), any victim or the victim's authorized designee shall, upon request, be advised of any known significant changes regarding the victim's case (Penal Code § 680).

1. Although such information may be communicated orally, the assigned park ranger should thereafter follow-up with and retain a copy of confirmation by either written or electronic mail.
2. No park ranger shall be required or expected to release any information which might impede or compromise any ongoing investigation.

601.8 CASE REVIEW

The Investigation Division supervisor should ensure case dispositions are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief Park Ranger.

601.9 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigation Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigation Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

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Eyewitness Identification

602.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

602.1.1 DEFINITIONS

Definitions related to the policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

602.2 POLICY

The Los Angeles Park Rangers will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

602.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

602.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigation Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all of the individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

602.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

602.6 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination or show-up identification should not be used when

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independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect's face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness's opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

602.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably

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stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

602.6 DOCUMENTATION

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

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Brady Material Disclosure

603.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

603.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** -Information known or possessed by the Los Angeles Park Rangers that is both favorable and material to the current prosecution or defense of a criminal defendant.

603.2 POLICY

The Los Angeles Park Rangers will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Los Angeles Park Rangers will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

603.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Park Rangers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a park ranger learns of potentially incriminating or exculpatory information any time after submission of a case, the park ranger or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., confidential informant or protected personnel files), the park ranger should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If a park ranger is unsure whether evidence or facts are material, the park ranger should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

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603.4 DISCLOSURE OF PERSONNEL INFORMATION

Whenever it is determined that *Brady* information is located in the personnel file of a member of this department who is a material witness in a criminal case, the following procedure shall apply:

(a) In the event that a *Pitchess* motion has not already been filed by the criminal defendant or other party pursuant to Evidence Code § 1043, the prosecuting attorney shall be notified of the potential presence of *Brady* information in the park ranger's personnel file.

(b) The prosecuting attorney should then be requested to file a *Pitchess* motion in order to initiate an in camera review by the court.

(c) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.

(d) The Custodian of Records shall accompany all relevant files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(e) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

    1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

603.5 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

603.6 TRAINING

Department members should receive periodic training on the requirements of this policy.

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Chapter 7 - Equipment

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Department Owned and Personal Property

700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENTAL PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to the cost of repair or replacement.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any department issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.2.1 EQUIPMENT USE

Park Ranger Division personnel may only use equipment they have been trained to use and are authorized to operate. The use of the equipment must fall within the job description of the employees classification. Examples of the types of equipment are winches, chainsaws, commercial vehicles, firefighting equipment and rope rescue equipment. When an employee is unsure they shall contact a supervisor prior to using the equipment.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

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The supervisor shall direct a memo to the appropriate Bureau Commander, which shall include the results of his/her investigation and whether the employee followed proper procedures. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief Park Ranger who will then forward the claim to the Finance Department.

The Department will not replace or repair luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work.

700.3.1 REPORTING REQUIREMENT

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Park Rangers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Bureau Commander.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Los Angeles Park Rangers allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department/Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.3.1 CALIFORNIA ELECTRONIC COMMUNICATIONS PRIVACY ACT (CALECPA)

No member is authorized to be the sole possessor of a department-issued PCD. Department-issued PCDs can be retrieved, reassigned, accessed or used by any member as directed by a supervisor without notice. Member use of a department-issued PCD and use of a personal PCD at work or for work-related business constitutes specific consent for access for department purposes. Prior to conducting an administrative search of a PCD, supervisors should consult legal counsel to ensure access is consistent with CalECPA (Penal Code § 1546; Penal Code § 1546.1).

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701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance only. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Unless a member is expressly authorized by the Chief Park Ranger or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief Park Ranger.

(e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief Park Ranger or the authorized designee.

(f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Los Angeles Park Rangers and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

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Except with prior express authorization from their supervisor, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing memorandum of understanding or collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief Park Ranger or the authorized designee, may result in discipline.

(f) Members will not access social networking sites for any purpose that is not official department business.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

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(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Chief Park Ranger or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Park Rangers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members who are operating department vehicles that are not authorized emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. In an emergency, a wireless phone may be used to place an emergency call to the Department or other emergency services agency (Vehicle Code § 23123; Vehicle Code § 23123.5). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service immediately for repair. A supervisor shall be notified immediately of the problem. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed and a "Danger" tag with the same information shall be attached to the steering wheel. No employee shall operate the vehicle or remove the tag until a supervisor or his designee has inspected the vehicle and determined a course of action. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

702.2.1 DAMAGE / POOR PERFORMANCE / PREVENTATIVE MAINTENANCE MILEAGE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

All Park Ranger personnel shall conduct an inspection of the vehicle they are checking out for the proper equipment and any damage. If equipment is missing or damage is found to the vehicle a supervisor shall be contacted prior to taking the vehicle on patrol. If a supervisor is not available the vehicle shall not be put in service.

All Park Ranger personnel shall inspect the Preventative Maintenance (PM) sticker of the vehicle they are going to operate to make sure the vehicle has not past the mileage or PM date listed on the sticker. If the vehicle has past the PM date or mileage amount the personnel shall contact a supervisor for direction. They shall do this prior to taking the vehicle in the field. If a supervisor is not available the vehicle shall not be put in service.

All Park Ranger supervisors are responsible for checking the Daily Field Activity Reports (DFAR) to make sure vehicles in the field are in compliance with the preventative maintenance program.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or extreme off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

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702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

702.3.1 PATROL VEHICLES

Park Rangers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- Emergency road flares
- 1 Roll Crime Scene/Caution Barricade Tape
- 1 First aid kit, CPR mask
- 1 Emergency Blanket
- 1 Traffic Safety Vest
- 1 Dry Chemical (ABC) Fire Extinguisher
- 4 12" Traffic Cones

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, park rangers driving patrol vehicles shall not place a vehicle in service that has less than half a tank of fuel. Vehicles shall only be refueled at the authorized location.

702.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Park Rangers and security officer's in patrol shall wash vehicles at designated wash locations. Only one unit should be at the wash rack at the same time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

702.6 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the “out of service” placards or lightbar covers at all times. Civilian and security officer employees shall not operate the red or blue emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

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Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Los Angeles to provide assigned take-home vehicles.

703.2 POLICY

The Los Angeles Park Rangers provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Watch Commander shall ensure a copy of the shift assignment roster indicating member assignments and vehicle numbers is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to vehicle transportation duties to and from the maintenance yard or carwash.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

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All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Park Rangers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief Park Ranger, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Bureau Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.6 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys without supervisor approval. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.7 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

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703.3.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.3.11 CIVILIAN MEMBER USE

Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall prominently display the "out of service" placards or light bar covers at all times. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief Park Ranger. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief Park Ranger or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the department.

(b) Other reasonable transportation options are not available.

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(c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Los Angeles City limits.

(d) Off-street parking will be available at the member's residence.

(e) Vehicles will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

Any use of a city vehicle must meet the CAO requirements for temporary home garaging.

703.4.3 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Los Angeles Park Rangers or while off-duty, a park ranger shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Park Rangers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Park Rangers driving take-home vehicles shall wear appropriate attire and carry their department-issued identification. Park Rangers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.4 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

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703.5 UNMARKED VEHICLES

Vehicles are assigned to various bureaus and their use is restricted to the respective bureau and the assigned member, unless otherwise approved by a bureau supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the bureau for that purpose. Any use of unmarked vehicles by those who are not assigned to the bureau to which the vehicle is assigned shall also record the use with the Watch Commander on the shift assignment roster.

703.6 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. A traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collision Reporting Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Watch Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

(a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the City for any toll fees incurred in the course of official business.

(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Bureau Commander within five working days explaining the circumstances.

703.7 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

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Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

704.2 POLICY

It is the policy of the Los Angeles Park Rangers to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief Park Ranger shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief Park Ranger, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief Park Ranger.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Chief Park Ranger or the City.

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704.6 ROUTINE CASH HANDLING

Those who handle cash as part of their property or Los Angeles Police Department supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

704.7 OTHER CASH HANDLING

Members of the Department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

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Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Los Angeles Park Rangers endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 PARK RANGER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 8 CCR 5098.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Armorer shall ensure eye protection meets or exceeds the requirements provided in 8 CCR 3382.

705.6 HEAD AND BODY PROTECTION

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any collective bargaining agreement.

705.7 RESPIRATORY PROTECTION

The Support Services Bureau Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (8 CCR 5144):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (8 CCR 5144):

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(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (8 CCR 5144):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (8 CCR 5144).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

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705.7.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (8 CCR 5144).

After initial testing, fit testing for respiratory PPE shall be repeated (8 CCR 5144):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (8 CCR 5144):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS

The Training Ranger is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

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1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule and 8 CCR 5144.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (8 CCR 3380).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (8 CCR 5144).

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview cards
- Parole and Probation records
- Computer Aided Dispatch data
- Statewide Integrated Traffic Reporting System (SWITRS)

800.3 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for Crime Analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

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the Communications Center

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communications Center. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Los Angeles Park Rangers to provide telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between the Communications Center and department members in the field.

801.3 THE COMMUNICATIONS CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communications Center, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for the Communications Center.

Access to the Communications Center shall be limited to the Communications Center members, the Watch Commander, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 COMMUNICATIONS SUPERVISOR

The Chief Park Ranger shall appoint and delegate certain responsibilities to a Communications Supervisor. The Communications Supervisor is directly responsible to the Operations Bureau Commander or the authorized designee.

The responsibilities of the Communications Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Communications Center in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of the Communications Center information for release.

(f) Maintaining the Communications Center database systems.

(g) Maintaining and updating the Communications Center procedures manual.

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1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
2. Ensuring dispatcher compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

801.4.2 ADDITIONAL PROCEDURES

The Communications Supervisor should establish procedures for:

(a) Recording all telephone and radio communications and playback issues.

(b) Storage and retention of recordings.

(c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).

(d) Availability of current information for dispatchers (e.g., Watch Commander contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

(e) Assignment of field members and safety check intervals.

(f) Emergency Medical Dispatch (EMD) instructions.

(g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(h) Protection of essential equipment (e.g., surge protectors, uninterruptible power systems, generators).

(i) Protection of radio transmission lines, antennas and power sources for the Communications Center (e.g., security cameras, fences).

(j) Handling private security alarms, if applicable.

(k) Radio interoperability issues.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 900.1 RAP Early Warning and Notification

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 900.2 WEA worksheet

801.4.3 DISPATCHERS

Dispatchers report to the Communications Supervisor. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

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1. Emergency 9-1-1 lines.
2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through the Communications Center, department and other law enforcement database systems (CLETS, DMV, NCIC).

(d) Monitoring department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This Department provides members of the public with access to a Public Safety Answering Point (PSAP).

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to

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initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Communications Center, the dispatcher should immediately connect the LEP caller to an interpreter in the station or may seek assistance from LAPD or LAFD.

Dispatchers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Watch Commander shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 800.4.4 EMERGENCY RADIO PROCEDURES

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The park ranger radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs and current location.

(b) Dispatchers acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the dispatcher advised of their status and location.

(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

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Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 800.4 RADIO SYSTEMS

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Los Angeles Park Rangers radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION
Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.7 DOCUMENTATION

It shall be the responsibility of the Communications Center to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 800.5 COMPUTER-AIDED DISPATCH SYSTEM (CAD)

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801.8 CONFIDENTIALITY

Information that becomes available through the Communications Center may be confidential or sensitive in nature. All members of the Communications Center shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal park ranger files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1500.4.4 Employee/Volunteer Statement Form

801.9 TRAINING AND CERTIFICATION

Dispatchers shall receive training consistent with minimum standards established by POST (Penal Code § 13510).

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Property and Evidence

802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property. Most property will be booked at the LAPD Division of occurrence. All narcotics shall be booked at the appropriate LAPD location.

802.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons))

Found property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

802.3 PROPERTY HANDLING

Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or booked with LAPD along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items. LAPD form 10.10 shall be used for this purpose.

802.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe the following guidelines and shall follow LAPD's requirements for booking property :

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(a) Complete the property form describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.

(b) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.

(c) Complete an evidence/property tag and attach it to each package or envelope in which the property is stored.

(d) Place the case number in the appropriate location on each package booked.

(e) The original property form shall be submitted with the case report.

802.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using a separate property record. Paraphernalia as defined by Health and Safety Code § 11364 shall also be booked separately.

The park ranger seizing the narcotics and dangerous drugs shall book the items at the LAPD Division of occurrence. Rangers shall follow the Los Angeles Police Department requirements for booking narcotic evidence. Copies of the Property Report shall be submitted to the Ranger Division Watch Commander or the employees direct supervisor.

802.3.3 EXPLOSIVES

Park Rangers who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Watch Commander. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the park ranger facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be booked into property. All such items shall be booked in accordance with the Los Angeles Police Department's property policy.

802.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried prior to booking.

(b) License plates found not to be stolen or connected with a known crime should be sent to the Department of Motor Vehicles. No formal property booking process is required.

(c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. Bicycles recovered at the scene of an accident or injury that have been taken for safekeeping shell be placed at the Crystal Springs Substation bicycle storage area. These bicycles may be released to the owner or his designee. An LAPD 10.10 Receipt for Property Taken into Custody shall be completed when the bike is released. Bicycles that are found or the property of an

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arrestee shall be booked at the appropriate LAPD location. Park Rangers shall follow the LAPD requirements for booking bicycles.

(d) All cash shall be counted in the presence of a Park Ranger or LAPD supervisor and the envelope initialed by the booking park ranger and the supervisor. A Park Ranger supervisor or LAPD supervisor shall be contacted for cash in excess of $1,000 for special handling procedures.

City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

802.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs

(b) Firearms (ensure they are unloaded and booked separately from ammunition)

(c) Property with more than one known owner

(d) Paraphernalia as described in Health and Safety Code § 11364

(e) Fireworks

(f) Contraband

802.4.1 PACKAGING CONTAINER

Employees shall package all property, except narcotics and dangerous drugs in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property tag shall be securely attached to the outside of all items or group of items packaged together.

802.4.2 PACKAGING NARCOTICS

The park ranger seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and booked at the LAPD Division of occurrence or other location as directed. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected narcotics. If conducted, the results of this test shall be included in the park ranger's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking park ranger shall initial the sealed envelope and the initials covered with cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.

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802.5 PROPERTY CONTROL

Each time a Ranger receives property or releases property to another person, he/she shall request Ranger Communications create an incident for receiving or releasing property. The Ranger shall than record the last 5 numbers of the incident number in their Daily Field Activity Report.

802.5.1 AUTHORITY TO RELEASE PROPERTY

The Watch Commander shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department.

802.5.2 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor and must conform to the items listed on the property form or must specify the specific item(s) to be released. Release of all property shall be documented on the property form.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

A Ranger shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property entered on the property receipt, the card shall be forwarded to the Administrative Services for filing with the case. If some items of property have not been released the property card will remain with the property. Upon release, the proper entry shall be documented in the Property Log.

Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Supervisor should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available

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for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

802.5.3 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

802.5.4 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Los Angeles Police Department will be responsible for the storage, control and destruction of all narcotics and dangerous drugs coming into the custody of this department, including paraphernalia as described in Health & Safety Code § 11364.

802.5.5 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm, a Ranger shall return the weapon to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met unless the firearm is determined to be stolen, evidence in a criminal investigation or the individual is otherwise prohibited from possessing a firearm (Family Code 6389(g); Penal Code § 33855).

802.5.6 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the Los Angeles Park Rangers determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code § 34000.

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802.5.7 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS
Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of the weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) which conforms to the provisions of Penal Code § 33865.

(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the weapon is not retained as evidence, the Department shall make the weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ which conforms to the provisions of Penal Code § 33865.

(c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed or retained as provided in Welfare and Institutions Code § 8102.

802.6 DISPOSITION OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The supervisor of property shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor.

802.6.1 EXCEPTIONAL DISPOSITIONS
The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances (Penal Code §§ 29300; 18010; 32750)
- Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a)
- Counterfeiting equipment (Penal Code § 480)
- Gaming devices (Penal Code § 335a)
- Obscene matter ordered to be destroyed by the court (Penal Code § 312)
- Altered vehicles or component parts (Vehicle Code § 10751)
- Narcotics (Health and Safety Code § 11474, etc.)

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- Unclaimed, stolen or embezzled property (Penal Code § 1411)
- Destructive devices (Penal Code § 19000)

802.6.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the Department shall cause a notice to published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the agency on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than $15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of this department to fund official law enforcement operations. Money representing restitution collected on behalf of victims shall either be deposited into the Restitution Fund or used for purposes of victim services.

802.7 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief Park Ranger.

(c) An annual audit of evidence held by the Department shall be conducted by a Bureau Commander (as appointed by the Chief Park Ranger) not routinely or directly connected with evidence control.

(d) Whenever a change is made in personnel who have access to the evidence room, an inventory of all evidence/property shall be made by an individual not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

802.8 LOS ANGELES POLICE DEPARTMENT PROPERTY

Most of the property that Rangers book as evidence will be booked with the Los Angeles Police Department Property Division.Questions regarding the booking of property should be directed to one of the division property officers or to Central Property or Van Nuys Property.

Property booking instructions can be found by contacting either of the two locations listed below.

Central Property (Metro Detention Center)

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180 N Los Angeles St

213-356-3700

Mon - Fri 24hrs a day

Van Nuys Property

6240 Sylmar

818-374-9445

Mon-Fri, 24 hours a day

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Administrative Services

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Los Angeles Park Rangers Administrative Services. The policy addresses City of Los Angeles Park Ranger Division file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Los Angeles Park Rangers to maintain City of Los Angeles Park Ranger Division records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR

The Chief Park Ranger shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Support Services Bureau Commander or the authorized designee.

The responsibilities of the Records Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Administrative Services.

(b) Scheduling and maintaining Administrative Services time records.

(c) Supervising, training and evaluating Administrative Services staff.

(d) Maintaining and updating a Administrative Services procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides.
2. Cases involving City of Los Angeles Park Ranger Division members or public officials.
3. Any case where restricted access is prudent.

803.3.2 ADMINISTRATIVE SERVICES

The responsibilities of the Administrative Services include, but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

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(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Park Ranger Division with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics. This includes reporting statistical data to the California Department of Justice (DOJ) for:

1. All officer-involved shootings and incidents involving use of force resulting in serious bodily injury (Government Code § 12525.2).

2. Suspected hate crimes (Penal Code § 13023).

3. Complaints of racial bias against park rangers (Penal Code § 13012; Penal Code § 13020).

4. Civilian complaints made against park rangers (Penal Code § 832.5; Penal Code § 13012).

5. Stop data required by Government Code § 12525.5 and 11 CCR 999.226.

(a) The reported information must not contain personally identifiable information of the person stopped or other information exempt from disclosure pursuant to Government Code § 12525.5 (11 CCR 999.228).

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Updating the Automated Firearms System to reflect any firearms relinquished to the Park Ranger Division and the subsequent disposition to the DOJ pursuant to Penal Code § 34010 (Penal Code § 29810).

803.3.3 ADMINISTRATIVE SERVICES PROCEDURE MANUAL
The Records Supervisor should establish procedures that address:

(a) Identifying by name persons in reports.

(b) Classifying reports by type of incident or crime.

(c) Tracking reports through the approval process.

(d) Assigning alpha-numerical records to all arrest records.

(e) Managing a warrant and wanted persons file.

803.4 DETERMINATION OF FACTUAL INNOCENCE

In any case where a person has been arrested by park rangers of the Los Angeles Park Rangers and no accusatory pleading has been filed, the person arrested may petition the Park Ranger Division to destroy the related arrest records. Petitions should be forwarded to the Support Services Supervisor. The Support Services Supervisor should promptly contact the prosecuting attorney and request a written opinion as to whether the petitioner is factually innocent of the

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charges (Penal Code § 851.8). Factual innocence means the accused person did not commit the crime.

Upon receipt of a written opinion from the prosecuting attorney affirming factual innocence, the Support Services Supervisor should forward the petition to the Investigation Division Supervisor and the City Attorney for review. After such review and consultation with the City Attorney, the Investigation Division Supervisor and the Support Services Supervisor shall decide whether a finding of factual innocence is appropriate.

Upon determination that a finding of factual innocence is appropriate, the Support Services Supervisor shall ensure that the arrest record and petition are sealed for later destruction and the required notifications are made to the California DOJ and other law enforcement agencies (Penal Code § 851.8).

The Support Services Supervisor should respond to a petition with the Park Ranger Division's decision within 45 days of receipt. Responses should include only the decision of the Park Ranger Division, not an explanation of the analysis leading to the decision.

803.5 ARREST WITHOUT FILING OF ACCUSATORY PLEADING

The Operations Bureau Commander should ensure a process is in place for when an individual is arrested and released and no accusatory pleading is filed so that the following occurs (Penal Code § 849.5; Penal Code § 851.6):

(a) The individual is issued a certificate describing the action as a detention.

(b) All references to an arrest are deleted from the arrest records of the Park Ranger Division and the record reflects only a detention.

(c) The California DOJ is notified.

803.6 FILE ACCESS AND SECURITY

The security of files in the Administrative Services must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a park ranger City of Los Angeles Park Ranger Division case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Administrative Services, accessible only by authorized members of the Administrative Services. Access to case reports or files when Administrative Services staff is not available may be obtained through the Watch Commander.

The Administrative Services will also maintain a secure file for case reports deemed by the Chief Park Ranger as sensitive or otherwise requiring extraordinary access restrictions.

803.7 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Administrative Services. Should an original case report be needed for any reason, the requesting City of Los Angeles Park Ranger

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Division member shall first obtain authorization from the Records Supervisor. All original case reports removed from the Administrative Services shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Administrative Services.

All original case reports to be removed from the Administrative Services shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Administrative Services. The photocopied report shall be shredded upon return of the original report to the file.

803.8 CONFIDENTIALITY

Administrative Services staff has access to information that may be confidential or sensitive in nature. Administrative Services staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Administrative Services procedure manual.

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Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of City of Los Angeles Park Ranger Division records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Los Angeles Park Rangers is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief Park Ranger shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Park Ranger Division, including the retention, archiving, release, and destruction of City of Los Angeles Park Ranger Division public records.

(b) Maintaining and updating the City of Los Angeles Park Ranger Division records retention schedule including:

1. Identifying the minimum length of time the Park Ranger Division must keep records.
2. Identifying the City of Los Angeles Park Ranger Division bureau responsible for the original record.

(c) Establishing rules regarding the inspection and copying of City of Los Angeles Park Ranger Division public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).

(g) Determining how the City of Los Angeles Park Ranger Division's website may be used to post public records in accordance with Government Code § 6253.

(h) Ensuring that all City of Los Angeles Park Ranger Division current standards, policies, practices, operating procedures, and education and training materials are posted on the City of Los Angeles Park Ranger Division website in accordance with Penal Code § 13650.

(i) Ensuring that public records posted on the Park Ranger Division website meet the requirements of Government Code § 6253.10 including but not limited to posting in an

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open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.

(j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the Park Ranger Division's website.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any City of Los Angeles Park Ranger Division member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.4.1 REQUESTS FOR RECORDS

Any member of the public, including the media and elected officials, may access unrestricted records of this department, during regular business hours by submitting a written and signed request that reasonably describes each record sought and paying any associated fees (Government Code § 6253).

The processing of requests for any record is subject to the following (Government Code § 6253):

(a) The Department is not required to create records that do not exist.

(b) Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).

(c) Either the requested record or the reason for non-disclosure will be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.

1. When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).

2. If the record requested is available on the department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.

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(d) Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).

(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any City of Los Angeles Park Ranger Division record, including traffic collision reports, are restricted except as authorized by the Park Ranger Division, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Social Security numbers (Government Code § 6254.29).

(c) Personnel records, medical records, and similar records which would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).

1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order.

2. The identity of any park ranger subject to any criminal or administrative investigation shall not be released without the consent of the involved park ranger, prior approval of the Chief Park Ranger, or as required by law.

(d) Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking, Penal Code § 293). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall

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not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).

1. Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.
2. Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).

(e) Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 6254.4.5.

(f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating park rangers (Evidence Code § 1041; Government Code § 6254).

1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).

(g) Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.

1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney, City Attorney, or the courts pursuant to Penal Code § 1054.5.

(h) Certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).

(i) Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).

(j) Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 6254).

(k) Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.

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(l) Any record created exclusively in anticipation of potential litigation involving this City of Los Angeles Park Ranger Division (Government Code § 6254).

(m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 6254.25).

(n) Records relating to the security of the City of Los Angeles Park Ranger Division's electronic technology systems (Government Code § 6254.19).

(o) A record of a civilian complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(8)).

(p) Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 6254).

(q) Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 831).

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Park Ranger Division so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.8 SEALED RECORD ORDERS

Sealed record orders received by the Park Ranger Division shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or

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conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Supervisor shall ensure that the required notations on local summary criminal history information and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

804.9 SECURITY BREACHES

The Records Supervisor shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any Park Ranger Division information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the Park Ranger Division determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual's first name or first initial and last name in combination with any one or more of the following:

- Social Security number
- Driver license number or California identification card number
- Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account
- Medical information
- Health insurance information
- A username or email address, in combination with a password or security question and answer that permits access to an online account
- Information or data collected by Automated License Plate Reader (ALPR) technology

804.9.1 FORM OF NOTICE

(a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:

1. The date of the notice.
2. Name and contact information for the Los Angeles Park Rangers.
3. A list of the types of personal information that were or are reasonably believed to have been acquired.

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4. The estimated date or date range within which the security breach occurred.
5. Whether the notification was delayed as a result of a law enforcement investigation.
6. A general description of the security breach.
7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.

(b) The notice may also include information about what the Los Angeles Park Rangers has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).

(c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):

1. Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the Department in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.
2. When the breach involves an email address that was furnished by the Los Angeles Park Rangers, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

804.9.2 MANNER OF NOTICE

(a) Notice may be provided by one of the following methods (Civil Code § 1798.29):

1. Written notice.
2. Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.
3. Substitute notice if the cost of providing notice would exceed $250,000, the number of individuals exceeds 500,000 or the Department does not have sufficient contact information. Substitute notice shall consist of all of the following:
    (a) Email notice when the Department has an email address for the subject person.
    (b) Conspicuous posting of the notice on the department’s webpage for a minimum of 30 days.
4. Notification to major statewide media and the California Information Security Office within the California Department of Technology.

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(b) If a single breach requires the Department to notify more than 500 California residents, the Department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

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Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Los Angeles Park Rangers. This policy addresses the protected information that is used in the day-to-day operation of the Park Ranger Division and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Los Angeles Park Rangers and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Los Angeles Park Rangers will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Chief Park Ranger shall select a member of the Park Ranger Division to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and California Law Enforcement Telecommunications System (CLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

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805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Los Angeles Park Rangers policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.4.1 PENALTIES FOR MISUSE OF RECORDS

It is a misdemeanor to furnish, buy, receive or possess Department of Justice criminal history information without authorization by law (Penal Code § 11143).

Authorized persons or agencies violating state regulations regarding the security of Criminal Offender Record Information (CORI) maintained by the California Department of Justice may lose direct access to CORI (11 CCR 702).

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Park Ranger Division may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Administrative Services to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of park rangers, other City of Los Angeles Park Ranger Division members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

Individuals requesting to review their own California criminal history information shall be referred to the Department of Justice (Penal Code § 11121).

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Individuals shall be allowed to review their arrest or conviction record on file with the Park Ranger Division after complying with all legal requirements regarding authority and procedures in Penal Code § 11120 through Penal Code § 11127 (Penal Code § 13321).

805.6 SECURITY OF PROTECTED INFORMATION

The Chief Park Ranger will select a member of the Park Ranger Division to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief Park Ranger and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

805.8 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not release personal information from any agency database for the purpose of investigation or enforcement of any program compiling data on individuals based on religious belief, practice, affiliation, national origin or ethnicity (Government Code § 8310.3).

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Computers and Digital Evidence

806.1 PURPOSE AND SCOPE

This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

806.2 SEIZING COMPUTERS AND RELATED EVIDENCE

Computer equipment requires specialized training and handling to preserve its value as evidence. Park Rangers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

(a) Photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.

(b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.

(c) If the computer is off, do not turn it on.

(d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.

1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
2. Disconnect the power cable from the back of the computer box or if a portable notebook style, disconnect any power cable from the case and remove the battery).

(e) Label each item with case number, evidence sheet number, and item number.

(f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) All computer items that are evidence shall be booked at the LAPD division of occurrence property room or other location as directed by LAPD. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, park rangers should document the following in related reports:

1. Where the computer was located and whether or not it was in operation.
2. Who was using it at the time.

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3. Who claimed ownership.

4. If it can be determined, how it was being used.

(i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives, and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

806.2.1 BUSINESS OR NETWORKED COMPUTERS

If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving networks require specialized handling. Park Rangers should contact the Los Angeles Police Department to have a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence.

806.2.2 FORENSIC EXAMINATION OF COMPUTERS

If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to a computer forensic examiner:

(a) Copy of report(s) involving the computer, including the Evidence/Property sheet.

(b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.

(c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).

(d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

806.3 SEIZING DIGITAL STORAGE MEDIA

Digital storage media including hard drives, floppy discs, CD's, DVD's, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.

(b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation request assistance from an LAPD specialist to copy the contents to an appropriate form of storage media.

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(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

(e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

806.4 SEIZING PCDS

Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

(a) Park Rangers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

(b) Do not turn the device on or off. The device should be placed in a solid metal container such as a paint can or in a faraday bag, to prevent the device from sending or receiving information from its host network.

(c) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

806.5 DIGITAL EVIDENCE RECORDED BY OFFICERS

Park Rangers handling and submitting recorded and digitally stored evidence from digital cameras and audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

806.5.1 COLLECTION OF DIGITAL EVIDENCE

Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

806.5.2 SUBMISSION OF DIGITAL MEDIA

The following are required procedures for the submission of digital media used by cameras or other recorders:

(a) The recording media (smart card, compact flash card or any other media) shall be booked at the LAPD division of occurrence property room or other property location as directed as soon as possible for submission into evidence.

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(b) Park Rangers are not authorized to review or copy memory cards. The evidence technicians are the only employees authorized to copy and/or distribute digital media made from the memory cards.

(c) As soon as possible following the collection of evidence, the camera operator is to remove the memory card from their digital camera and place the card into a plastic carrier. The card and carrier are then to be placed into a zip-lock type baggie. The camera operator shall write their name and the related case number on the outside of the baggie before placing in the film drop box along with the evidence form.

(d) Evidence technicians will make a copy of the memory card using appropriate storage media. Once they have verified that the images properly transferred to the storage media, the technicians will erase the memory card for re-use. The storage media will be marked as the original.

(e) Park Rangers requiring a copy of the digital files must make the request to LAPD on the evidence form when submitted to evidence.

806.5.3 DOWNLOADING OF DIGITAL FILES

Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

(a) Files should not be opened or reviewed prior to downloading and storage.

(b) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

806.5.4 PRESERVATION OF DIGITAL EVIDENCE

(a) Only evidence technicians are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.

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Animal Control

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

807.2 POLICY

It is the policy of the Los Angeles Park Rangers to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

807.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include:

(a) Animal-related matters during periods when Animal Control is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints should be referred to the Animal Services office responsible for for handling during periods that Animal Control is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

807.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine the appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

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2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

807.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Penal Code § 597 et seq. (cruelty to animals, failure to care for animals).

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty.

807.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

807.7 DOG ENCOUNTERS

During the course of their duties, park rangers may come into contact with dogs. Dogs can vary in weight, ranging from the smallest companion dog of 1.5 Ibs. to that of the huge working breeds that may weigh over 200 Ibs.

807.7.1 STRAY DOGS

If a stray dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate animal care facility.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

807.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

807.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

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807.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property should be removed from the roadway and marked with caution tape or a cone for removal by Sanitation.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

When handling deceased animals, members should attempt to identify and notify the owner of the final disposition of the animal.

807.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to the animal shelter that serves the area and notice shall be given to the owner pursuant to the requirements of Penal Code § 597.1.

807.11.1 VETERINARY CARE

The injured animal should be taken to a veterinarian as follows:

(a) During normal business hours, the animal should be taken to the closest Animal Services shelter.

(b) If after normal business hours, the Communications Center shall call the local Animal Services shelter for response or direction to a contract authorized Veterinary Emergency and Critical Care Services Clinic.

(c) An exception to the above exists when the animal is an immediate danger to the community or the owner of the animal is identified and takes responsibility for the injured animal.

Each incident shall be documented and, at minimum, include the name of the reporting party and veterinary hospital and/or person to whom the animal is released.

807.11.2 INJURED WILDLIFE

Injured wildlife should be referred to the local Animal Services shelter.

807.11.3 RESCUE OF ANIMALS IN VEHICLES

If an animal left unattended in a vehicle appears to be in distress, members may enter the vehicle for the purpose of rescuing the animal. Members should (Penal Code § 597.7(d)):

(a) Make a reasonable effort to locate the owner before entering the vehicle.

(b) Take steps to minimize damage to the vehicle.

(c) Refrain from searching the vehicle or seizing items except as otherwise permitted by law.

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(d) Leave notice on or in the vehicle identifying the location where the animal has been taken and the name and Department of the member involved in the rescue.

(e) Make reasonable efforts to contact the owner or secure the vehicle before leaving the scene.

(f) Take the animal to an animal care facility, a place of safekeeping or, if necessary, a veterinary hospital for treatment.

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Chapter 9 - Custody

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Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Los Angeles Park Rangers for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Park Ranger Division.

Safety checks - Direct, visual observation by a member of the Park Ranger Division shall be performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The time period an adult is in custody at the Los Angeles Police Department division of occurrence prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Los Angeles Park Rangers is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Los Angeles Police Department division of occurrence. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Los Angeles Park Rangers, but should be transported to a jail facility, a medical facility, or another type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision, or medication while he/she is in temporary custody.

(c) Any individual who is seriously injured.

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(d) Individuals who are a suspected suicide risk (see the Mental Illness Commitments Policy).

1. If the park ranger taking custody of an individual believes that he/she may be a suicide risk, the park ranger shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed (15 CCR 1030).

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance, or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to him/herself or others (15 CCR 1053; 15 CCR 1055).

(h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

(j) Any individual who is obviously developmentally disabled (15 CCR 1057).

(k) Any individual who appears to be a danger to him/herself or others due to a mental disorder, or who appears gravely disabled (15 CCR 1052).

(l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).

(m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).

Park Rangers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Park Ranger Division unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (15 CCR 1027).

At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process (15 CCR 1027).

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Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present (Penal Code § 4021).

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Watch Commander.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY

The park ranger responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The park ranger should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving park ranger should ask the arresting park ranger if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The park ranger should promptly notify the Watch Commander of any conditions that may warrant immediate medical attention or other appropriate action. The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

900.4.1 SCREENING AND PLACEMENT

The park ranger responsible for an individual in custody shall (15 CCR 1050):

(a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

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2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
    (a) Continuous, direct sight and sound supervision.
    (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.
5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Operations Bureau Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
    1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
    1. If the country is on the mandatory notification list, then:
        (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
        (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
        (c) Forward any communication from the individual to his/her consular officers without delay.

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(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Los Angeles Police Departments division of occurrence the arresting Park Ranger shall make sure the arrestee is promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of arrival at the Department.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks (15 CCR 1027).

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Los Angeles Park Rangers.

The LAPD Watch Commander should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The LAPD Watch Commander should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins.

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(d) There is reasonable access to a drinking fountain or water.

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members (15 CCR 1220). At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by a park ranger.

Those who require medication while in temporary custody should not be at the Los Angeles Park Rangers. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the member supervising the individual has probable cause to believe the possession of the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Watch Commander shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists (Penal Code § 2656; 15 CCR 1207).

900.5.5 TELEPHONE CALLS

Immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional

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calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations and logistics should be balanced against the individual's desire for further telephone access.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.

    1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

    2. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

    1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.

    2. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that he/she may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded (Penal Code § 851.5(b)(1); 15 CCR 1068).

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated (15 CCR 1072). Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

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900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 REPORTING PHYSICAL HARM OR SERIOUS THREAT OF PHYSICAL HARM

In addition to a custody log entry, any incident that results in physical harm or serious threat of physical harm to a member, person in custody or any other person shall be documented as stated in the Use of Force or On-Duty Injuries policies, or other applicable reporting process. A copy of all reports generated regarding the above circumstances shall be submitted as soon as reasonably practicable. The Watch Commander will retain a record of these reports for inspection purposes (15 CCR 1044).

900.5.9 ATTORNEYS AND BAIL BONDSMEN

(a) An attorney may visit at the request of the individual in custody or a relative (Penal Code § 825).

(b) Attorneys and bail bondsmen who need to interview an individual in custody should do so inside a secure interview room.

(c) The individual in custody as well as the attorney or bail bondsman should be searched for weapons prior to being admitted to the interview room and at the conclusion of the interview.

(d) Attorneys must produce a current California Bar card as well as other matching appropriate identification.

(e) Interviews between attorneys and their clients shall not be monitored or recorded (15 CCR 1068).

900.5.10 DISCIPLINE

Discipline will not be administered to any individual in custody. Any individual in custody who repeatedly fails to follow directions or facility rules should be transported to the appropriate jail, mental health facility or hospital as soon as practicable. Such conduct should be documented and reported to the receiving facility (15 CCR 1081).

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Los Angeles Park Rangers unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

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Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS
Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Watch Commander shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Watch Commander shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to City of Los Angeles Park Ranger Division members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by City of Los Angeles Park Ranger Division members shall occur no less than every 15 minutes (15 CCR 1027.5).

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1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.8.1 USE OF SOBERING CELL

Inmates who are to be held in the Temporary Holding Facility and who present a threat to their own safety or the safety of others due to their state of intoxication should be placed in a sobering cell until their condition allows for continued processing.

The following guidelines apply when placing any inmate in a sobering cell (15 CCR 1056):

(a) Placement of an inmate into the cell requires approval of the Watch Commander.

(b) A cell log shall be initiated every time an inmate is placed in the cell. The log shall be maintained for the entire time the inmate is housed in the cell.

(c) A safety check consisting of direct visual observation sufficient to assess the inmate's well-being and behavior shall occur at least once every 30 minutes. Each safety check shall be documented in the cell log. Supervisors shall check the logs for completeness every two hours and document this action on the cell log.

(d) Under no circumstances shall an inmate be held in a sobering cell for more than six hours without being evaluated by qualified medical personnel to ensure that the inmate does not have an urgent medical issue.

(e) Inmates will be removed from the cell when they no longer pose a threat to their own safety and the safety of others, and are able to continue processing.

900.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Los Angeles Park Rangers unless escorted by a member of the Department.

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(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, park rangers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.9.1 FORM REQUEST FOR PETITION TO SEAL RECORDS

Upon request, a detained arrestee released from custody shall be provided with the appropriate Judicial Council forms to petition the court to have the arrest and related records sealed (Penal Code § 851.910).

The Park Ranger Division shall display the required signage that complies with Penal Code § 851.91 advising an arrestee of the right to obtain the Judicial Council forms.

900.10 ASSIGNED ADMINISTRATOR

The Operations Bureau Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

(a) General security

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment (15 CCR 1200)

(e) Escapes

(f) Evacuation plans

(g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032

(h) Disaster plans

(i) Building and safety code compliance

(j) Civil and other disturbances including hostage situations

(k) Periodic testing of emergency equipment

(l) Emergency suspension of Title 15 regulations and notice to the Board of State and Community Corrections as required in 15 CCR 1012

(m) Inspections and operations reviews

(n) Any other applicable requirements under 15 CCR 1029

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Annual review and evaluation of security measures including internal and external security measures, sanitation, safety and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

900.11 TRAINING

Park Ranger Division members should be trained and familiar with this policy and any supplemental procedures.

Park Ranger Division members responsible for supervising adults in temporary custody shall complete the Corrections Officer Core Course or eight hours of specialized training within six months of assignment. Such training shall include but not be limited to the following (15 CCR 1024):

(a) Applicable minimum jail standards

(b) Jail operations liability

(c) Inmate segregation

(d) Emergency procedures and planning, fire safety, and life safety.

(e) Suicide prevention

Eight hours of refresher training shall be completed once every two years (15 CCR 1024).

The Training Ranger shall maintain records of all such training in the member’s training file.

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Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Los Angeles Park Rangers facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

A park ranger should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by a park ranger of the same sex as the person being searched. If a park ranger of the same sex is not reasonably available, a witnessing park ranger should be present during the search.

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901.4 SEARCHES AT PARK RANGER FACILITIES

Custody searches shall be conducted on all individuals in custody, prior to entry to Los Angeles Police Department facilities. Park Ranger Division facilities are not set up for the temporary detention of arrestees. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Los Angeles Park Rangers identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

No individual in temporary custody at any Los Angeles Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

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(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Los Angeles Police Department facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):

(a) Written authorization from the Los Angeles Police Department watch commander shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.

2. The reasons less intrusive methods of searching were not used or were insufficient.

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3. The written authorization for the search, obtained from the Los Angeles Police Department Watch Commander.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(h) If the individual has been arrested for a misdemeanor or infraction offense, the written authorization from the Los Angeles Police Department Watch Commander shall include specific and articulable facts and circumstances upon which the reasonable suspicion determination for the search was made.

(i) A copy of the written authorization shall be retained and made available upon request to the individual or the individual's authorized representative. A record of the time, date, place of the search, the name and sex of the person conducting the search, and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

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These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Watch Commander authorization does not need to be in writing.

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.

(c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall

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also be retained and made available upon request to the individual or the individual's authorized representative.

901.7 BODY SCANNER SEARCH

If a body scanner is available, a body scan search should be performed on all inmates/arrestees upon entering the secure booking area of the facility. Members (Penal Code § 4030):

(a) Within sight of the visual display of a body scanner that is depicting the body during a scan shall be of the same sex as the person being scanned, except for physicians or licensed medical personnel.

(b) Should ask female inmates if they are pregnant prior to a body scan and should not knowingly use a body scanner on a woman who is pregnant.

901.8 TRAINING

The Training Ranger shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Los Angeles Park Rangers and that are promulgated and maintained by the Department of Human Resources.

1000.2 POLICY

In accordance with applicable federal, state and local law, the Los Angeles Park Rangers provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Support Services Bureau Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Support Services Bureau Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents consistent with Labor Code § 1019.1. This required documentation should not be requested until a candidate is hired.This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state and federal criminal history record checks

(h) Lie detector test (when legally permissible) (Labor Code § 432.2)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

See attachment: 404.pdf - EMPLOYMENT - GENERAL POLICIES 404 - PROCEDURE FOR FILLING A VACANT POSITION - 04/27/09

See attachment: 405.pdf - EMPLOYMENT - GENERAL POLICIES 405 - SELECTION OF THE BEST QUALIFIED CANDIDATE - 07/01/05

See attachment: 406.pdf - EMPLOYMENT - GENERAL POLICIES 406 - USE OF DEPARTMENT APPLICATION FOR EMPLOYMENT - 07/01/05

See attachment: 407.pdf - EMPLOYMENT - GENERAL POLICIES 407 - SELECTION AND APPOINTMENT OF PART-TIME EXEMPT EMPLOYEES - 04/27/09

See attachment: 408.pdf - EMPLOYMENT - GENERAL POLICIES 408 - PART TIME EMPLOYMENT - 07/01/05

See attachment: 412.pdf - EMPLOYMENT - GENERAL POLICIES 412 - EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9 - 04/27/09

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1000.4.1 VETERAN'S PREFERENCE

Qualifying veterans of the United States Armed Forces who receive a passing score on an entrance examination shall be ranked in the top rank of any resulting eligibility list. The veteran's preference shall also apply to a widow or widower of a veteran or a spouse of a 100 percent disabled veteran (Government Code § 18973.1).

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Los Angeles Park Rangers (11 CCR 1953).

The narrative report and any other relevant background information shall be shared with the psychological evaluator. Information shall also be shared with others involved in the hiring process if it is relevant to their respective evaluations (11 CCR 1953).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and the California Investigative Consumer Reporting Agencies Act (15 USC § 1681d; Civil Code § 1786.16).

1000.5.2 STATE NOTICES

If information disclosed in a candidate's criminal offender record information (CORI) is the basis for an adverse employment decision, a copy of the CORI shall be provided to the applicant (Penal Code § 11105).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Support Services Bureau Commander shall not require candidates to provide passwords, account information or access to password-protected social media accounts (Labor Code § 980).

The Support Services Bureau Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Park Ranger Division fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Support Services Bureau Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

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1000.5.4 DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a narrative report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file (11 CCR 1953).

1000.5.5 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.6 BACKGROUND INVESTIGATION UPDATE
A background investigation update may, at the discretion of the Chief Park Ranger, be conducted in lieu of a complete new background investigation on a peace officer candidate who is reappointed within 180 days of voluntary separation from the Los Angeles Park Rangers or is transferred to a different department within the City as provided in 11 CCR 1953(f).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community. The California Commission on Peace Officer

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Standards and Training (POST) developed a Job Dimensions list, which is used as a professional standard in background investigations.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

See attachment: 413.pdf - PERSONNEL INSTRUCTIONS - EMPLOYMENT GENERAL POLICIES 413 - MANDATORY FINGERPRINGING OF PART-TIME EMPLOYEES - 07/01/05

1000.7.1 STANDARDS FOR PARK RANGERS

Candidates shall meet the minimum standards established by POST (Government Code § 1029; Government Code § 1031; 11 CCR 1950 et seq.):

(a) Free of any felony convictions

(b) Citizen of the United States, or permanent resident alien eligible for and has applied for citizenship

(c) At least 18 years of age

(d) Fingerprinted for local, state and national fingerprint check

(e) Good moral character as determined by a thorough background investigation (11 CCR 1953)

(f) High school graduate, passed the GED or other high school equivalency test or obtained a two year, four year or advanced degree from an accredited or approved institution

(g) Free from any physical, emotional or mental condition which might adversely affect the exercise of police powers (11 CCR 1954; 11 CCR 1955)

(h) Candidates must also satisfy the POST selection requirements, including (11 CCR 1950 et seq.):

1. Reading and writing ability assessment (11 CCR 1951)
2. Oral interview to determine suitability for law enforcement service (11 CCR 1952)

In addition to the above minimum POST required standards, candidates may be subjected to additional standards established by the Department (Penal Code § 13510(d)).

1000.7.2 STANDARDS FOR DISPATCHER

Candidates shall satisfy the POST selection requirements, including (11 CCR 1956)

(a) A verbal, reasoning, memory and perceptual abilities assessment (11 CCR 1957)

(b) An oral communication assessment (11 CCR 1958)

(c) A medical evaluation (11 CCR 1960)

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1000.8 SECTION TITLE

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Evaluation of Employees

1001.1 PURPOSE AND SCOPE

The Department's employee performance evaluation system is designed to record work performance for both the Department and the employee, providing recognition for good work and developing a guide for improvement.

1001.2 POLICY

The Los Angeles Park Rangers utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

See attachment: 441.pdf - PERSONNEL SUPERVISION POLICY 441 - EMPLOYEE EVALUATIONS - 07/01/05

1001.3 EVALUATION PROCESS

Evaluation reports will cover a specific period of time and should be based on documented performance during that period. Evaluation reports will be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the immediate supervisor for their input.

All sworn and civilian supervisory personnel shall attend an approved supervisory course that includes training on the completion of performance evaluations within one year of the supervisory appointment.

Each supervisor should discuss the tasks of the position, standards of performance expected and the evaluation criteria with each employee at the beginning of the rating period. Supervisors should document this discussion in the prescribed manner.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

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Employees who disagree with their evaluation and who desire to provide a formal response or a rebuttal may do so in writing in the prescribed format and time period.

1001.3.1 RESERVE PARK RANGER EVALUATIONS

Reserve park ranger evaluations are covered under the Reserve Park Rangers Policy.

1001.4 FULL TIME PROBATIONARY PERSONNEL

Civilian personnel are on probation for six months before being eligible for certification as permanent employees. An evaluation is completed monthly for all full-time civilian personnel during the probationary period.

Sworn personnel begin their probation upon successful completion of a POST approved Basic Course or a Basic Requalification Course while employed by the Park Ranger Division. **Probation shall last a minimum of six months from their graduation date. Upon successful completion of probation they will be appointed to the permanent classification of Park Ranger.** Probationary park rangers are evaluated daily, weekly and monthly during the probationary period.

1001.5 FULL-TIME PERMANENT STATUS PERSONNEL

Permanent employees are subject to three types of performance evaluations:

Regular - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor on the anniversary of the employee's date of hire except for employees who have been promoted in which case an Employee Performance Evaluation shall be completed on the anniversary of the employee's date of last promotion.

Transfer - If an employee is transferred from one assignment to another in the middle of an evaluation period and less than six months have transpired since the transfer, then an evaluation shall be completed by the current supervisor with input from the previous supervisor.

Special - A special evaluation may be completed any time the rater and the rater's supervisor feel one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (action plan, remedial training, retraining, etc.). The evaluation form and the attached documentation shall be submitted as one package.

1001.5.1 RATINGS

When completing the Employee Performance Evaluation, the rater will place a check mark in the column that best describes the employee's performance. The definition of each rating category is as follows:

Outstanding - Is actual performance well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds Standards - Represents performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant outstanding.

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Meets Standards - Is the performance of a fully competent employee. It means satisfactory performance that meets the standards required of the position.

Needs Improvement - Is a level of performance less than that expected of a fully competent employee and less than standards required of the position. A needs improvement rating must be thoroughly discussed with the employee.

Unsatisfactory - Performance is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be tolerated.

Space for written comments is provided at the end of the evaluation in the rater comments section. This section allows the rater to document the employee's strengths, weaknesses, and suggestions for improvement. Any rating under any job dimension marked unsatisfactory or outstanding shall be substantiated in the rater comments section.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results of the just completed rating period and clarify any questions the employee may have. If the employee has valid and reasonable protests of any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement, specialty positions and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the Employee Comments section of the performance evaluation report.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee’s annual evaluation, the reviewing supervisor shall require the employee to read the City and Department harassment and discrimination policies. Following such policy review, the supervisor shall provide the employee a form to be completed and returned by the employee certifying the following:

(a) That the employee understands the harassment and discrimination policies.

(b) Whether any questions the employee has have been sufficiently addressed.

(c) That the employee knows how and where to report harassment policy violations.

(d) Whether the employee has been the subject of, or witness to, any conduct that violates the discrimination or harassment policy which has not been previously reported.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week.

The employee’s completed answers shall be attached to the evaluation. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall insure that appropriate follow up action is taken.

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1001.7 EVALUATION REVIEW

After the supervisor finishes the discussion with the employee, the signed performance evaluation is forwarded to the rater's supervisor (Bureau Commander). The Bureau Commander shall review the evaluation for fairness, impartiality, uniformity, and consistency. The Bureau Commander shall evaluate the supervisor on the quality of ratings given.

1001.8 EVALUATION DISTRIBUTION

The original performance evaluation shall be maintained in the employee's personnel file in the office of the Chief Park Ranger for the tenure of the employee's employment. A copy will be given to the employee and a copy will be forwarded to City Department of Human Resources.

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Promotional and Transfer Policy

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Los Angeles Park Rangers.

1002.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

(a) Present a professional, neat appearance.

(b) Maintain a physical condition which aids in their performance.

(c) Demonstrate the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to organizational goals and objectives in a positive manner.

1002.2 SWORN NON-SUPERVISORY SELECTION PROCESS

The following positions are considered transfers and are not considered promotions:

(a) Special Enforcement Team member

(b) Detective

(c) Motor Park Ranger

(d) Accident Investigator

(e) Field Training Officer

(f) Community Relations/Training Officer

(g) D.A.R.E. Officer

(h) Court Officer

1002.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for transfer:

(a) Three years experience

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(b) Off probation

(c) Has shown an expressed interest in the position applied for

(d) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.

(e) Complete any training required by POST or law

1002.3 SELECTION PROCESS

The following criteria apply to transfers.

(a) Administrative evaluation as determined by the Chief Park Ranger. This shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit these recommendations.

(b) The supervisor recommendations will be submitted to the Bureau Commander for whom the candidate will work. The Bureau Commander will schedule interviews with each candidate.

(c) Based on supervisor recommendations and those of the Bureau Commander after the interview, the Bureau Commander will submit his/her recommendation(s) to the Chief Park Ranger.

(d) Appointment by the Chief Park Ranger

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

1002.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the Los Angeles Department of Human Resources.

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Grievance Procedure

1004.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

1004.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents by the person(s) affected:

- The employee bargaining agreement (Memorandum of Understanding)
- This Policy Manual
- City rules and regulations covering personnel practices or working conditions

Grievances may be brought by an individual affected employee or by a group representative.

Specifically outside the category of grievance are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity are subject to the complaint options set forth in the Discriminatory Harassment Policy, and personnel complaints consisting of any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy, federal, state or local law set forth in the Personnel Complaint Policy.

1004.2 PROCEDURE

Except as otherwise required under a collective bargaining agreement, if an employee believes that he or she has a grievance as defined above, then that employee shall observe the following procedure:

(a) Attempt to resolve the issue through informal discussion with immediate supervisor.

(b) If after ten days the grievance cannot be settled at the informal level by the immediate supervisor, the employee may request an interview with the Bureau Commander of the affected bureau or bureau.

(c) If a successful resolution is not found with the Bureau Commander, the employee may request a meeting with the Chief Park Ranger.

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(d) If the employee and the Chief Park Ranger are unable to arrive at a mutual solution, then the employee shall proceed as follows:

1. Submit in writing a written statement of the grievance and deliver one copy to the Chief Park Ranger and another copy to the immediate supervisor and include the following information:

(a) The basis for the grievance (i.e., what are the facts of the case?).

(b) Allegation of the specific wrongful act and the harm done.

(c) The specific policies, rules or regulations that were violated.

(d) What remedy or goal is being sought by this grievance.

(e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.

(f) The Chief Park Ranger will receive the grievance in writing. The Chief Park Ranger and the General Manager will review and analyze the facts or allegations and respond to the employee within 14 calendar days. The response will be in writing, and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the General Manager is considered final.

1004.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

1004.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Support Services for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the General Manager’s office to monitor the grievance process.

1004.5 GRIEVANCE AUDITS

The Training Ranger shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Training Ranger shall record these findings in a confidential and generic memorandum to the Chief Park Ranger without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Training Ranger should promptly notify the Chief Park Ranger.

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Anti-Retaliation

1005.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or memorandum of understanding.

1005.2 POLICY

The Los Angeles Park Rangers has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1005.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1005.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief Park Ranger or the City Director of Human Services.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1005.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief Park Ranger via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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1005.6 COMMAND STAFF RESPONSIBILITIES

The Chief Park Ranger should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1005.7 WHISTLE-BLOWING

California law protects members who (Labor Code § 1102.5; Government Code § 53296 et seq.):

(a) Report a violation of a state or federal statute or regulation to a government or law enforcement agency, including the member's supervisor or any other member with the authority to investigate the reported violation.

(b) Provide information or testify before a public body if the member has reasonable cause to believe a violation of law occurred.

(c) Refuse to participate in an activity that would result in a violation of a state or federal statute or regulation.

(d) File a complaint with a local agency about gross mismanagement or a significant waste of funds, abuse of authority, or a substantial and specific danger to public health or safety. Members shall exhaust all available administrative remedies prior to filing a formal complaint.

(e) Are family members of a person who has engaged in any protected acts described above.

Members are encouraged to report any legal violations through the chain of command (Labor Code § 1102.5).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Professional Standards Unit for investigation pursuant to the Personnel Complaints Policy.

1005.7.1 DISPLAY OF WHISTLE-BLOWER LAWS

The Park Ranger Division shall display a notice to members regarding their rights and responsibilities under the whistle-blower laws, including the whistle-blower hotline maintained by the Office of the Attorney General (Labor Code § 1102.8).

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1005.8 RECORDS RETENTION AND RELEASE

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1005.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Employee Convictions

1006.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

The Support Services Supervisor shall submit in a timely manner a notice to the Commission on Peace Officer Standards and Training (POST) of any appointment, termination, reinstatement, name change or status change regarding any peace officer, reserve peace officer, public safety dispatcher and records supervisor employed by this department (11 CCR 1003).

The Support Services Supervisor shall submit in a timely manner a notice to POST of a felony conviction or Government Code § 1029 reason that disqualifies any current peace officer employed by this department or any former peace officer if this department was responsible for the investigation (11 CCR 1003).

1006.2 DOMESTIC VIOLENCE CONVICTIONS, OUTSTANDING WARRANTS AND RESTRAINING ORDERS

California and federal law prohibit individuals convicted of, or having an outstanding warrant for, certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Penal Code § 29805).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1006.3 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendre plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on an employee's ability to fully perform the duties of the job.

Outstanding warrants as provided in Penal Code § 29805 also place restrictions on a member's ability to possess a firearm.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this City of Los Angeles Park Ranger Division may be inherently in conflict with law enforcement duties and the public trust.

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1006.4 REPORTING PROCEDURE

All members of this City of Los Angeles Park Ranger Division and all retired park rangers with an identification card issued by the Park Ranger Division shall promptly notify their immediate supervisor (or the Chief Park Ranger in the case of retired park rangers) in writing of any past or current criminal arrest, outstanding warrant or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired park rangers with an identification card issued by the Park Ranger Division shall further promptly notify their immediate supervisor (or the Chief Park Ranger in the case of retired park rangers) in writing if the member or retiree becomes the subject of a domestic violence restraining order or similar court order or becomes the subject of an outstanding warrant.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member on his/her own time and expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

1006.5 PROCEDURE FOR RELIEF

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each employee shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm as a part of their employment. Relief from any domestic violence or other restriction shall also be pursued through the employee’s own resources and on the employee’s own time.

Pending satisfactory proof of relief from any legal restriction imposed on an employee’s duties, the employee may be placed on administrative leave, reassigned or disciplined. The Department may, but is not required to return an employee to any assignment, reinstate any employee or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

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Drug- and Alcohol-Free Workplace

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1007.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

See attachment: 485.pdf - PERSONNEL INSTRUCTIONS - EMPLOYEE CONDUCT AND DISCIPLINE - POLICY 485 - ALCOHOL AND DRUG ABUSE - 10-18-10

1007.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1007.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

1007.3.2 USE OF MARIJUANA

Possession of marijuana, including medical marijuana, or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1007.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

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Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1007.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1007.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1007.7 REQUESTING SCREENING TESTS

The supervisor may request an employee to submit to a screening test under the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.

(c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

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1007.7.1 SUPERVISOR RESPONSIBILITY
The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1007.7.2 SCREENING TEST REFUSAL
An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test as requested.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

1007.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT
No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1007.9 CONFIDENTIALITY
The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

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Sick Leave

1008.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) and the California Family Rights Act, and leave related to domestic violence, sexual assault, stalking or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

1008.2 POLICY

It is the policy of the Los Angeles Park Rangers to provide eligible employees with a sick leave benefit.

See attachment: SICK LEAVE IMPROVEMENT PROGRAM - Policy 486.pdf - 04/28/09

1008.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1008.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Park Ranger Division with no less than 30 days' notice of the impending absence (Labor Code § 246).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

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1008.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days after the first three days of paid sick leave are used in a 12-month period.

1008.5 REQUIRED NOTICES

The Director of Human Services shall ensure:

(a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.

(b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.

1008.6 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

1. Negatively affected the member's performance or ability to complete assigned duties.
2. Negatively affected City of Los Angeles Park Ranger Division operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

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Communicable Diseases

1009.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of City of Los Angeles Park Ranger Division members contracting and/or spreading communicable diseases.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Los Angeles Park Rangers. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1009.2 POLICY

The Los Angeles Park Rangers is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1009.3 EXPOSURE CONTROL OFFICER

The Chief Park Ranger will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that City of Los Angeles Park Ranger Division members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them (15 CCR 1051; 15 CCR 1207).

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

2. Bloodborne pathogen mandates including (8 CCR 5193):

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(a) Sharps injury log.

(b) Needleless systems and sharps injury protection.

3. Airborne transmissible disease mandates including (8 CCR 5199):

(a) Engineering and work practice controls related to airborne transmissible diseases.

(b) Distribution of appropriate personal protective equipment to minimize exposure to airborne disease.

4. Promptly notifying the county health officer regarding member exposures (Penal Code § 7510).

5. Establishing procedures to ensure that members request exposure notification from health facilities when transporting a person that may have a communicable disease and that the member is notified of any exposure as required by Health and Safety Code § 1797.188.

6. Informing members of the provisions of Health and Safety Code § 1797.188 (exposure to communicable diseases and notification).

(f) Provisions for acting as the designated officer liaison with health care facilities regarding communicable disease or condition exposure notification. The designated officer should coordinate with other City of Los Angeles Park Ranger Division members to fulfill the role when not available. The designated officer shall ensure that the name, title and telephone number of the designated officer is posted on the Park Ranger Division website (Health and Safety Code § 1797.188).

The ECO should also act as the liaison with the Division of Occupational Safety and Health (Cal/OSHA) and may request voluntary compliance inspections. The ECO shall annually review and update the exposure control plan and review implementation of the plan (8 CCR 5193).

1009.4 EXPOSURE PREVENTION AND MITIGATION

1009.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (8 CCR 5193):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or City of Los Angeles Park Ranger Division vehicles, as applicable.

(b) Wearing City of Los Angeles Park Ranger Division-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

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(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1009.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (8 CCR 5193).

1009.5 POST EXPOSURE

1009.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable.

1009.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

(a) Name and Social Security number of the member exposed

(b) Date and time of the incident

(c) Location of the incident

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(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1009.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Park Ranger Division members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (8 CCR 5193).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1009.5.4 COUNSELING

The Park Ranger Division shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (8 CCR 5193).

1009.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate (8 CCR 5193). Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member’s supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Complying with the statutory scheme of Health and Safety Code § 121060. This includes seeking consent from the person who was the source of the exposure and seeking a court order if consent is not given.

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(c) Testing the exposed member for evidence of a communicable disease and seeking consent from the source individual to either access existing blood samples for testing or for the source to submit to testing (Health and Safety Code § 120262).

(d) Taking reasonable steps to immediately contact the County Health Officer and provide preliminary information regarding the circumstances of the exposure and the status of the involved individuals to determine whether the County Health Officer will order testing (Penal Code § 7510).

(e) Under certain circumstances, a court may issue a search warrant for the purpose of HIV testing a person when the exposed member qualifies as a crime victim (Penal Code § 1524.1).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1009.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1009.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (8 CCR 5193):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Smoking and Tobacco Use

1010.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Los Angeles Park Rangers facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1010.2 POLICY

The Los Angeles Park Rangers recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (Government Code § 7597; Labor Code § 6404.5).

1010.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Los Angeles Park Rangers.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1010.4 ADDITIONAL PROHIBITIONS

No person shall use tobacco products within 20 feet of a main entrance, exit or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University and California community colleges, whether present for training, enforcement or any other purpose (Government Code § 7596 et seq.).

1010.4.1 NOTICE

The Chief Park Ranger or the authorized designee should ensure that proper signage is posted at each entrance to the Department facility (Labor Code § 6404.5).

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Personnel Complaints

1011.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Los Angeles Park Rangers. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1011.2 POLICY

The Los Angeles Park Rangers takes seriously all complaints regarding the service provided by the Park Ranger Division and the conduct of its members.

The Park Ranger Division will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this City of Los Angeles Park Ranger Division to ensure that the community can report misconduct without concern for reprisal or retaliation.

1011.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of City of Los Angeles Park Ranger Division policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate City of Los Angeles Park Ranger Division policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Park Ranger Division.

1011.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Professional Standards Unit, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or

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the Professional Standards Unit, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1011.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any City of Los Angeles Park Ranger Division member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1011.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1011.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the park ranger facility and be accessible through the City of Los Angeles Park Ranger Division website. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1011.4.2 ACCEPTANCE

All complaints will be courteously accepted by any City of Los Angeles Park Ranger Division member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

A complainant shall be provided with a copy of his/her statement at the time it is filed with the Park Ranger Division (Penal Code § 832.7).

1011.4.3 AVAILABILITY OF WRITTEN PROCEDURES

The Park Ranger Division shall make available to the public a written description of the investigation procedures for complaints (Penal Code § 832.5).

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1011.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Park Ranger Division should audit the log and send an audit report to the Chief Park Ranger or the authorized designee.

1011.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1011.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief Park Ranger or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.

    1. The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.

    2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Bureau Commander or the Chief Park Ranger, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

    1. Follow-up contact with the complainant should be made within 24 hours of the Park Ranger Division receiving the complaint.

    2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Watch Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Watch Commander and the Chief Park Ranger are notified via the chain of command as soon as practicable.

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(e) Promptly contacting the Department of Human Resources and the Watch Commander for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Watch Commander, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:

1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed (Government Code § 3303 et seq.).

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1011.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Professional Standards Unit, the following applies to members covered by the Public Safety Officers Procedural Bill of Rights Act (POBR) (Government Code § 3303):

(a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated.

(b) Unless waived by the member, interviews of an accused member shall be at the Los Angeles Park Rangers or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused member.

(d) Prior to any interview, a member shall be informed of the nature of the investigation, the name, rank and command of the park ranger in charge of the investigation, the interviewing officers and all other persons to be present during the interview.

(e) All interviews shall be for a reasonable period and the member's personal needs should be accommodated.

(f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Lybarger* advisement. Administrative investigators

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should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview.

(i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All members shall provide complete and truthful responses to questions posed during interviews.

(k) No member may be requested or compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation (Government Code § 3307).

No investigation shall be undertaken against any park ranger solely because the park ranger has been placed on a prosecutor's *Brady* list or the name of the park ranger may otherwise be subject to disclosure pursuant to *Brady v. Maryland*. However, an investigation may be based on the underlying acts or omissions for which the park ranger has been placed on a *Brady* list or may otherwise be subject to disclosure pursuant to *Brady v. Maryland* (Government Code § 3305.5).

1011.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

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Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1011.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve City of Los Angeles Park Ranger Division members. Complaints that are determined to be frivolous will fall within the classification of unfounded (Penal Code § 832.8).

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - A final determination by an investigating agency, commission, board, hearing officer, or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Government Code § 3304 and Government Code § 3304.5 that the actions of a park ranger were found to violate law or City of Los Angeles Park Ranger Division policy (Penal Code § 832.8).

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1011.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation (Government Code § 3304).

In the event that an investigation cannot be completed within one year of discovery, the assigned investigator or supervisor shall ensure that an extension or delay is warranted within the exceptions set forth in Government Code § 3304(d) or Government Code § 3508.1.

1011.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1011.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

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Lockers and storage spaces may only be administratively searched in the member's presence, with the member’s consent, with a valid search warrant or where the member has been given reasonable notice that the search will take place (Government Code § 3309).

1011.7.1 DISCLOSURE OF FINANCIAL INFORMATION
An employee may be compelled to disclose personal financial information under the following circumstances (Government Code § 3308):

(a) Pursuant to a state law or proper legal process

(b) Information exists that tends to indicate a conflict of interest with official duties

(c) If the employee is assigned to or being considered for a special assignment with a potential for bribes or other improper inducements

1011.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Park Ranger Division, the Chief Park Ranger or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any City of Los Angeles Park Ranger Division badge, identification, assigned weapons and any other City of Los Angeles Park Ranger Division equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1011.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief Park Ranger shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief Park Ranger may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be advised of his/her constitutional rights (Government Code § 3303(h)). The member should not be administratively ordered to provide any information in the criminal investigation.

The Los Angeles Park Rangers may release information concerning the arrest or detention of any member, including a park ranger, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

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1011.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief Park Ranger through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Chief Park Ranger may accept or modify any classification or recommendation for disciplinary action.

1011.10.1 DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Bureau Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Bureau Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief Park Ranger, the Bureau Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief Park Ranger, the Bureau Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1011.10.2 CHIEF PARK RANGER RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief Park Ranger shall review the recommendation and all accompanying materials. The Chief Park Ranger may modify any recommendation and/or may return the file to the Bureau Commander for further investigation or action.

Once the Chief Park Ranger is satisfied that no further investigation or action is required by staff, the Chief Park Ranger shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief Park Ranger shall provide the member with a pre-disciplinary procedural due process hearing (*Skelly*) by providing written notice of the charges, proposed action and reasons for the proposed action. Written notice shall be provided within one year from the date of discovery of the misconduct (Government Code § 3304(d)). The Chief Park Ranger shall also provide the member with:

(a) Access to all of the materials considered by the Chief Park Ranger in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief Park Ranger within five days of receiving the notice.

    1. Upon a showing of good cause by the member, the Chief Park Ranger may grant a reasonable extension of time for the member to respond.

    2. If the member elects to respond orally, the presentation may be recorded by the Park Ranger Division. Upon request, the member shall be provided with a copy of the recording.

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Once the member has completed his/her response or if the member has elected to waive any such response, the Chief Park Ranger shall consider all information received in regard to the recommended discipline. The Chief Park Ranger shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief Park Ranger has issued a written decision, the discipline shall become effective.

1011.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief Park Ranger or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint (Penal Code § 832.7(f)).

1011.10.4 NOTICE REQUIREMENTS
The disposition of any civilian's complaint shall be released to the complaining party within 30 days of the final disposition. This release shall not include what discipline, if any, was imposed (Penal Code § 832.7(f)).

1011.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief Park Ranger after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief Park Ranger to consider.

(d) In the event that the Chief Park Ranger elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief Park Ranger on the limited issues of information raised in any subsequent materials.

1011.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

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1011.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement, Memorandum of Understanding and/or personnel rules.

In the event of punitive action against an employee covered by the POBR, the appeal process shall be in compliance with Government Code § 3304 and Government Code § 3304.5.

During any administrative appeal, evidence that a park ranger has been placed on a *Brady* list or is otherwise subject to *Brady* restrictions may not be introduced unless the underlying allegations of misconduct have been independently established. Thereafter, such *Brady* evidence shall be limited to determining the appropriateness of the penalty (Government Code § 3305.5).

1011.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and those members other than non-probationary employees may be released from employment for non-disciplinary reasons (e.g., failure to meet standards) without adherence to the procedures set forth in this policy or any right to appeal. However, any probationary park ranger subjected to an investigation into allegations of misconduct shall be entitled to those procedural rights, as applicable, set forth in the POBR (Government Code § 3303; Government Code § 3304).

At-will, probationary employees and those other than non-probationary employees subjected to discipline or termination as a result of allegations of misconduct shall not be deemed to have acquired a property interest in their position, but shall be given the opportunity to appear before the Chief Park Ranger or authorized designee for a non-evidentiary hearing for the sole purpose of attempting to clear their name or liberty interest. There shall be no further opportunity for appeal beyond the liberty interest hearing and the decision of the Chief Park Ranger shall be final.

1011.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

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Seat Belts

1012.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Vehicle Code § 27315.5).

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1012.2 POLICY

It is the policy of the Los Angeles Park Rangers that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1012.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

1012.4 TRANSPORTING CHILDREN

Children under the age of 8 shall be transported in compliance with California's child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).

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1012.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1012.6 INOPERABLE SEAT BELTS

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief Park Ranger.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1012.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1012.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

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Personnel Records

1014.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1014.2 POLICY

It is the policy of this City of Los Angeles Park Ranger Division to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of California (Penal Code § 832.7).

1014.3 PARK RANGER DIVISION FILE

The City of Los Angeles Park Ranger Division file shall be maintained as a record of a person's employment/appointment with this City of Los Angeles Park Ranger Division. The City of Los Angeles Park Ranger Division file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained pursuant to the established records retention schedule and at least two years (Government Code § 26202; Government Code § 34090).

2. Disciplinary action resulting from a sustained civilian's complaint shall be maintained pursuant to the established records retention schedule and at least five years (Penal Code § 832.5). Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment (Government Code § 3305).

(f) Adverse comments such as supervisor notes or memos may be retained in the City of Los Angeles Park Ranger Division file after the member has had the opportunity to read and initial the comment (Government Code § 3305).

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days (Government Code § 3306).

2. Any member response shall be attached to and retained with the original adverse comment (Government Code § 3306).

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3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment and the member should sign or initial the noted refusal. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file (Government Code § 3305).

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1014.4 BUREAU FILE

Bureau files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Bureau file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

All materials intended for this interim file shall be provided to the employee prior to being placed in the file in accordance with Government Code § 3305 and Government Code § 3306.

1014.5 TRAINING FILE

An individual training file shall be maintained by the Training Ranger for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Ranger or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Ranger or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1014.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Professional Standards Unit in conjunction with the office of the Chief Park Ranger. Access to these files may only be approved by the Chief Park Ranger or the Professional Standards Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition (Penal Code § 832.12). Investigations of complaints that result in the following findings shall not be placed in the member's file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

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Investigation files arising out of civilian's complaints shall be maintained pursuant to the established records retention schedule and for a period of at least five years. Investigations that resulted in other than a sustained finding may not be used by the Park Ranger Division to adversely affect an employee's career (Penal Code § 832.5).

Investigation files arising out of internally generated complaints shall be maintained pursuant to the established records retention schedule and for at least two years (Government Code § 26202; Government Code § 34090).

1014.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1014.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the General Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1014.8.1 RELEASE OF PERSONNEL INFORMATION

Personnel records shall not be disclosed except as allowed by law (Penal Code § 832.7; Evidence Code § 1043) (See also Records Maintenance and Release Policy).

Any person who maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates, or otherwise discloses the residence address or telephone number of any member of this City of Los Angeles Park Ranger Division may be guilty of a misdemeanor (Penal Code § 146e).

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The Park Ranger Division may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement (Penal Code § 832.7).

1014.8.2 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made (Evidence Code § 1043).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member’s personnel records shall be logged in the corresponding file.

1014.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief Park Ranger through the chain of command. The Park Ranger Division shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member’s request and the written response from the Park Ranger Division shall be retained with the contested item in the member’s corresponding personnel record (Government Code § 3306.5).

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Park Ranger Division for staff management planning, including judgments or recommendations concerning future salary increases and other wage

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treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Park Ranger Division and the member that may be discovered in a judicial proceeding.

1014.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief Park Ranger.

(c) If, in the opinion of the Chief Park Ranger, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

1014.11 RELEASE OF PERSONNEL RECORDS AND RECORDS RELATED TO CERTAIN INCIDENTS, COMPLAINTS, AND INVESTIGATIONS OF PARK RANGERS

Personnel records and records related to certain incidents, complaints, and investigations of park rangers shall be released pursuant to a proper request under the Public Records Act and subject to redaction and delayed release as provided by law.

The Custodian of Records should work as appropriate with the Chief Park Ranger or the Professional Standards Unit supervisor in determining what records may qualify for disclosure when a request for records is received and if the requested record is subject to redaction or delay from disclosure.

For purposes of this section, a record includes (Penal Code § 832.7(b)(2)):

- All investigation reports.
- Photographic, audio, and video evidence.
- Transcripts or recordings of interviews.
- Autopsy reports.

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- All materials compiled and presented for review to the District Attorney or to any person or body charged with determining whether to file criminal charges against a park ranger in connection with an incident, or whether the park ranger's action was consistent with law and City of Los Angeles Park Ranger Division policy for purposes of discipline or administrative action, or what discipline to impose or corrective action to take.
- Documents setting forth findings or recommending findings.
- Copies of disciplinary records relating to the incident, including any letters of intent to impose discipline, any documents reflecting modifications of discipline due to the *Skelly* or grievance process, and letters indicating final imposition of discipline or other documentation reflecting implementation of corrective action.

Unless a record or information is confidential or qualifies for delayed disclosure as provided by Penal Code § 832.7(b)(7) or other law, the following records shall be made available for public inspection upon request (Penal Code § 832.7):

(a) Records relating to the report, investigation, or findings of:

1. The discharge of a firearm at another person by a park ranger.
2. The use of force against a person resulting in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) by a park ranger.

(b) Records relating to an incident where a sustained finding (see the Personnel Complaints Policy) was made by the City of Los Angeles Park Ranger Division or oversight agency regarding:

1. A park ranger engaged in sexual assault of a member of the public (as defined by Penal Code § 832.7(b)).
2. Dishonesty of a park ranger relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another park ranger, including but not limited to any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing of evidence.

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure (Penal Code § 832.7(b)(3)).

When an investigation involves multiple park rangers, the Park Ranger Division shall not release information about allegations of misconduct or the analysis or disposition of an investigation of a park ranger unless it relates to a sustained finding of a qualified allegation as provided by Penal Code § 832.7(b)(4) against the park ranger. However, factual information about the action of the park ranger during an incident or the statements of a park ranger shall be released if the statements are relevant to a sustained finding of the qualified allegation against another park ranger that is subject to release (Penal Code § 832.7(b)(4)).

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1014.11.1 REDACTION

The Custodian of Records, in consultation with the Chief Park Ranger or authorized designee, shall redact the following portions of records made available for release (Penal Code § 832.7(b)(5)):

(a) Personal data or information (e.g., home address, telephone number, identities of family members) other than the names and work-related information of park rangers

(b) Information that would compromise the anonymity of complainants and witnesses

(c) Confidential medical, financial, or other information where disclosure is prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in records about misconduct and serious use of force

(d) Where there is a specific, articulable, and particularized reason to believe that disclosure of the record would pose a significant danger to the physical safety of the park ranger or another person

Additionally, a record may be redacted, including redacting personal identifying information, where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosing it (Penal Code § 832.7(b)(6)).

1014.11.2 DELAY OF RELEASE

Unless otherwise directed by the Chief Park Ranger, the Custodian of Records should consult with a supervisor familiar with the underlying investigation to determine whether to delay disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury due to any of the following conditions (Penal Code § 832.7):

(a) Active criminal investigations

1. Disclosure may be delayed 60 days from the date the use of force occurred or until the District Attorney determines whether to file criminal charges, whichever occurs sooner.
2. After the initial 60 days, delay of disclosure may be continued if the disclosure could reasonably be expected to interfere with a criminal enforcement proceeding against a park ranger or against someone other than a park ranger who used the force.

(b) Filed criminal charges

1. When charges are filed related to an incident where force was used, disclosure may be delayed until a verdict on those charges is returned at trial or, if a plea of guilty or no contest is entered, the time to withdraw the plea has passed.

(c) Administrative investigations

1. Disclosure may be delayed until whichever occurs later:
   (a) There is a determination from the investigation whether the use of force violated law or City of Los Angeles Park Ranger Division policy, but no

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longer than 180 days after the date of the City of Los Angeles Park Ranger Division's discovery of the use of force or allegation of use of force

(b) Thirty days after the close of any criminal investigation related to the park ranger's use of force

1014.11.3 NOTICE OF DELAY OF RECORDS

When there is justification for delay of disclosure of records relating to the discharge of a firearm or use of force resulting in death or in great bodily injury during an active criminal investigation, the Custodian of Records shall provide written notice of the reason for any delay to a requester as follows (Penal Code § 832.7):

(a) Provide the specific basis for the determination that the interest in delaying disclosure clearly outweighs the public interest in disclosure. The notice shall also include the estimated date for the disclosure of the withheld information.

(b) When delay is continued beyond the initial 60 days because of criminal enforcement proceedings against anyone, at 180-day intervals provide the specific basis that disclosure could reasonably be expected to interfere with a criminal enforcement proceeding and the estimated date for disclosure.

1. Information withheld shall be disclosed when the specific basis for withholding the information is resolved, the investigation or proceeding is no longer active, or no later than 18 months after the date of the incident, whichever occurs sooner, unless:

(a) When the criminal proceeding is against someone other than a park ranger and there are extraordinary circumstances to warrant a continued delay due to the ongoing criminal investigation or proceeding, then the Park Ranger Division must show by clear and convincing evidence that the interest in preventing prejudice to the active and ongoing criminal investigation or proceeding outweighs the public interest for prompt disclosure of records about use of serious force by park rangers.

In cases where an action to compel disclosure is brought pursuant to Government Code § 6258, the Park Ranger Division may justify delay by filing an application to seal the basis for withholding if disclosure of the written basis itself would impact a privilege or compromise a pending investigation (Penal Code § 832.7(b)(7)).

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Request for Change of Assignment

1015.1 PURPOSE AND SCOPE

It is the intent of the Department that all requests for change of assignment are considered equally. To facilitate the selection process, the following procedure is established whereby all such requests will be reviewed on an equal basis as assignments are made.

See attachment: 410.pdf - PERSONNEL INSTRUCTIONS - POLICY 410 - REASSIGNMENT OF PERSONNEL - 04/27/09

1015.2 REQUEST FOR CHANGE OF ASSIGNMENT

Personnel wishing a change of assignment are to complete a Request for Change of Assignment form. The form should then be forwarded through the chain of command to their Bureau Commander.

1015.2.1 PURPOSE OF FORM

The form is designed to aid employees in listing their qualifications for specific assignments. All relevant experience, education and training should be included when completing this form.

All assignments an employee is interested in should be listed on the form.

The Request for Change of Assignment form will remain in effect until the end of the calendar year in which it was submitted. Effective January 1st of each year, employees still interested in new positions will need to complete and submit a new Change of Assignment Request form.

1015.3 SUPERVISOR'S COMMENTARY

The park ranger's immediate supervisor shall make appropriate comments in the space provided on the form before forwarding it to the Bureau Commander of the employee involved. In the case of patrol park rangers, the Watch Commander must comment on the request with his/her recommendation before forwarding the request to the Bureau Commander. If the Watch Commander does not receive the Change of Assignment Request Form, the Bureau Commander will initial the form and return it to the employee without consideration.

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Commendations and Awards

1016.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Los Angeles Park Rangers and individuals from the community.

1016.2 POLICY

It is the policy of the Los Angeles Park Rangers to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1016.3 COMMENDATIONS

Commendations for members of the Park Ranger Division or for individuals from the community may be initiated by any City of Los Angeles Park Ranger Division member or by any person from the community.

1016.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1016.4.1 PARK RANGER DIVISION MEMBER DOCUMENTATION

Members of the Park Ranger Division should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Park Ranger Division - name, bureau and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1016.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Park Ranger Division members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

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1. For members of the Park Ranger Division - name, bureau and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1016.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Park Ranger Division should be forwarded to the appropriate Bureau Commander for his/her review. The Bureau Commander should sign and forward the documentation to the Chief Park Ranger for his/her review.

The Chief Park Ranger or the authorized designee will present the commendation to the City of Los Angeles Park Ranger Division member for his/her signature. The documentation will then be returned to the Support Services secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Support Services Bureau Commander. The documentation will be signed by the Bureau Commander and forwarded to the Chief Park Ranger for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1016.5 AWARDS

Awards may be bestowed upon members of the Park Ranger Division and individuals from the community. These awards include:

- Award of Merit.
- Award of Valor.
- Lifesaving Award.
- Meritorious Conduct.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief Park Ranger.

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Fitness for Duty

1017.1 PURPOSE AND SCOPE

All park rangers are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all park rangers of this department remain fit for duty and able to perform their job functions (Government Code § 1031).

1017.2 EMPLOYEE RESPONSIBILITIES

(a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.

(b) Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.

(c) During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.

(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1017.3 SUPERVISOR RESPONSIBILITIES

(a) A supervisor observing an employee, or receiving a report of an employee who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.

(b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made in an effort to determine the level of inability of the employee to perform his/her duties.

(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.

(d) In conjunction with the Watch Commander or employee’s available Bureau Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.

(e) The Chief Park Ranger shall be promptly notified in the event that any employee is relieved from duty.

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1017.4 NON-WORK RELATED CONDITIONS

Any employee suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or other reasonable rest period.

1017.5 WORK RELATED CONDITIONS

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of the Watch Commander or unit supervisor and concurrence of a Bureau Commander, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the wellbeing of the employee and until such time as the following may be completed:

(a) A preliminary determination that the employee's conduct appears to be in compliance with policy and, if appropriate.

(b) The employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

See attachment: 473.pdf - PERSONNEL INSTRUCTIONS - POLICY 473 - RETURN TO WORK (LIGHT DUTY ASSIGNMENT) - 02/22/10

1017.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief Park Ranger may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Department of Human Resources to determine the level of the employee’s fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action/ grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding (Civil Code § 56.10(c)(8)).

(c) In order to facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/ or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee’s confidential personnel file.

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(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

(f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

1017.7 LIMITATION ON HOURS WORKED

Absent emergency operations members should not work more than:

- 16 hours in one day (24 hour) period or
- 30 hours in any 2 day (48 hour) period or
- 84 hours in any 7 day (168 hour) period

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1017.8 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty examination shall be entitled to an administrative appeal as outlined in the Personnel Complaints Policy.

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Meal Periods and Breaks

1018.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all City employees that has been established by the General Manager.

1018.1.1 MEAL PERIODS

Sworn employees, security officers and dispatchers shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

Security Officers and park rangers shall notify the the Communications Center prior to taking a meal period. Uniformed park rangers shall take their breaks within close proximity to thier assinged patrol areaimits unless on assignment outside of their assinged area.

The time spent for the meal period shall not exceed the authorized time allowed.

1018.1.2 15 MINUTE BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee’s shift unless approved by a supervisor.

park rangers will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field park rangers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Communications Center.

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Lactation Break Policy

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child (29 USC § 207 and Labor Code §§ 1030-1032).

1019.2 POLICY

It is the policy of this department to provide, in compliance with the Fair Labor Standards Act, reasonable break time and appropriate facilities to accommodate any employee desiring to express breast milk for her nursing infant child (29 USC § 207 and Labor Code § 1030).

1019.3 LACTATION BREAK TIME

A rest period should be permitted each time the employee has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030).

Employees desiring to take a lactation break shall notify the Communications Center or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1019.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207 and Labor Code § 1031).

Employees occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

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1019.5 STORAGE OF EXPRESSED MILK

Any employee storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the employee ends her shift.

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Payroll Record Procedures

1020.1 PURPOSE AND SCOPE

Payroll records are submitted to Support Services on a bi-weekly basis for the payment of wages.

1020.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

See attachment: 466.pdf - PERSONNEL INSTRUCTIONS - TIMEKEEPING POLICY 466 - TIMEKEEPING: RECREATION AND PARKS EMPLOYEES - 07/01/05

See attachment: 467.pdf - PERSONNEL INSTRUCTIONS - TIMEKEEPING POLICY 467 - TIMEKEEPING CODES - 04/27/09

1020.1.2 TIME REQUIREMENTS

All employees are paid on a bi-weekly basis usually on Wednesday with certain exceptions such as holidays. Payroll records shall be completed and submitted in the time keeping system no later than 1500 hours or if working at the endo your shift on the final Saturday of the pay period, unless specified otherwise.

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Overtime Compensation Requests

1021.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the Memorandum of Understanding (MOU), or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Request for Overtime Payment prior to working it for approval or as soon as practical after overtime is worked.

See attachment: 402-9.pdf - PERSONNEL INSTRUCTIONS - GENERAL POLICIES 402-9 - OVERTIME - 07/01/05

See attachment: 469.pdf - PERSONNEL INSTRUCTIONS - TIMEKEEPING POLICY 469 - OVERTIME - 11/29/06

1021.1.1 DEPARTMENT POLICY

Because of the nature of emergency service work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

1021.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to their immediate supervisors as soon as practicable for verification and forwarding to the Support Services Bureau.

Failure to submit a request for overtime compensation in a timely manner may result in discipline.

1021.2.1 EMPLOYEES RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor or the Watch Commander. Employees submitting overtime cards for on-call pay when off duty shall submit cards to their supervisor the first day after returning for work.

1021.2.2 SUPERVISORS RESPONSIBILITY

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

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After the entry has been made on the employee's time card, the overtime payment request form is forwarded to the employee's Bureau Commander for final approval.

1021.2.3 BUREAU COMMANDERS RESPONSIBILITY
Bureau Commanders, after approving payment, will then forward the form to the Chief Park Ranger for review.

1021.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding provides that a minimum number of hours will be paid, (e.g., two hours for Court, four hours for outside overtime). The supervisor will enter the actual time worked.

1021.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR
When accounting for less than a full hour, time worked shall be rounded up to the nearest tenth of an hour as indicated by the following chart:

TIME WORKED	INDICATE ON CARD
1 to 6 minutes	.1
7 to 12 minutes	.2
13 to 18 minutes	.3
19 to 24 minutes	.4
25 to 30 minutes	.5
31 to 36 minutes	.6
37 to 42 minutes	.7
43 to 48 minutes	.8
49 to 45 minutes	.9
55 to 60 minutes	1.0

1021.3.2 VARIATION IN TIME REPORTED
Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other park ranger, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation in writing via email or memo.

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Outside Employment

1022.1 PURPOSE AND SCOPE

In order to avoid actual or perceived conflicts of interest for departmental employees engaging in outside employment, all employees shall obtain written approval from the Chief Park Ranger prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief Park Ranger in accordance with the provisions of this policy.

See attachment: 402-8.pdf - PERSONNEL INSTRUCTIONS - GENERAL POLICIES 402-8 - OUTSIDE EMPLOYMENT - 07/01/05

See attachment: 483.pdf - PERSONNEL INSTRUCTIONS - EMPLOYEE CONDUCT AND DISCIPLINE POLICY 483 - OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY - 02/22/10

1022.1.1 DEFINITIONS

Outside Employment - Any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

Outside Overtime - Any member of this department who performs duties or services on behalf of an outside organization, company, or individual within this jurisdiction. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

1022.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief Park Ranger. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete an Outside Employment Application which shall be submitted to the employee's immediate supervisor. The application will then be forwarded through channels to the Chief Park Ranger for consideration.

If approved, the employee will be provided with a copy of the approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial (Penal Code § 70(e)(3)).

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1022.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT
If an employee's Outside Employment Application is denied or withdrawn by the Department, the employee may file a written notice of appeal to the Chief Park Ranger within ten days of the date of denial.

If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Memorandum of Understanding (MOU).

1022.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS
Any outside employment permit may be revoked or suspended under the following circumstances:

(a) Should an employee's performance at this department decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Chief Park Ranger may, at his or her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee's performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit

(b) Suspension or revocation of a previously approved outside employment permit may be included as a term or condition of sustained discipline

(c) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of department policy, the permit may be suspended or revoked

(d) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subject to similar restrictions as those applicable to the employee's full time duties until the employee has returned to a full duty status

1022.3 PROHIBITED OUTSIDE EMPLOYMENT

Consistent with the provisions of Government Code § 1126, the Department expressly reserves the right to deny any Outside Employment Application submitted by an employee seeking to engage in any activity which:

(a) Involves the employee's use of departmental time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage

(b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department

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(c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department

(d) Involves time demands that would render performance of the employee's duties for this department less efficient

1022.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT

Consistent with the provisions of Penal Code § 70, and because it would further create a potential conflict of interest, no member of this department may engage in any outside or secondary employment as a private security guard, private investigator or other similar private security position.

Any private organization, entity or individual seeking special services for security or traffic control from members of this department must submit a written request to the Chief Park Ranger in advance of the desired service. Such outside extra duty overtime assignments will be assigned, monitored and paid through the Department.

(a) The applicant will be required to enter into an indemnification agreement prior to approval.

(b) The applicant will further be required to provide for the compensation and full benefits of all employees requested for such outside security services.

(c) Should such a request be approved, any employee working outside overtime shall be subject to the following conditions:

1. The park ranger(s) shall wear the departmental uniform/identification.
2. The park ranger(s) shall be subject to the rules and regulations of this department.
3. No park ranger may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
4. Compensation for such approved outside security services shall be pursuant to normal overtime procedures.
5. Outside security services shall not be subject to the collective bargaining process.
6. No park ranger may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Chief Park Ranger.

1022.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE

Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

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1022.3.3 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Division Commander, undercover park rangers or park rangers assigned to covert operations shall not be eligible to work overtime or other assignments in a uniformed or other capacity which might reasonably disclose the park ranger's law enforcement status.

1022.4 DEPARTMENT RESOURCES
Employees are prohibited from using any department equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

1022.4.1 REVIEW OF FINANCIAL RECORDS
Employees approved for outside employment expressly agree that their personal financial records may be requested and reviewed/audited for potential conflict of interest (Government Code § 3308; Government Code § 1126). Prior to providing written approval for an outside employment position, the Department may request that an employee provide his/her personal financial records for review/audit in order to determine whether a conflict of interest exists. Failure of the employee to provide the requested personal financial records could result in denial of the off-duty work permit. If, after approving a request for an outside employment position, the Department becomes concerned that a conflict of interest exists based on a financial reason, the Department may request that the employee provide his/her personal financial records for review/audit. If the employee elects not to provide the requested records, his/her off-duty work permit may be revoked pursuant to the Revocation/Suspension of Outside Employment Permits section of this policy.

1022.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS
If an employee terminates his or her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief Park Ranger through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief Park Ranger any material changes in outside employment including any change in the number of hours, type of duties, or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1022.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY
Department members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor's orders, and make a recommendation to the Chief Park Ranger whether such outside employment should continue.

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In the event the Chief Park Ranger determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.

(c) The employee’s failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Los Angeles Park Rangers, a request (in writing) may be made to the Chief Park Ranger to restore the permit.

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Occupational Disease and Work-Related Injury Reporting

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, psychiatric injuries and work-related injuries.

For Department of Recreation and Parks Personnel Instruction Policy regarding On Duty Injury, see the City Personnel Instructions, Policy 472.

See attachment: 472 split a.pdf

See attachment: 472 split b.pdf

See attachment: 472 split c.pdf

See attachment: 472 split d.pdf

See attachment: 472 split e.pdf

For the Department of Recreation and Parks Safety Instructions, see the City Safety Manual

1023.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease or psychiatric injury arising out of employment (Labor Code § 3208; Labor Code § 3208.3; Labor Code § 3212 et seq.).

1023.2 POLICY

The Los Angeles Park Rangers will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (Labor Code § 3200 et seq.).

1023.3 RESPONSIBILITIES

1023.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (8 CCR 14300.35).

1023.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

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Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related Citywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1023.3.3 BUREAU COMMANDER RESPONSIBILITIES

The Bureau Commander who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief Park Ranger, the City's risk management entity, and the Support Services Bureau Commander to ensure any required Division of Occupational Health and Safety Administration (Cal/OSHA) reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1023.3.4 CHIEF PARK RANGER RESPONSIBILITIES

The Chief Park Ranger shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Park Ranger Division shall be filed in the member's confidential medical file.

1023.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Bureau Commander through the chain of command and a copy sent to the Support Services Bureau Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1023.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1023.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief Park Ranger with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief Park Ranger. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement

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for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Personal Appearance Standards

1024.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance so as to present a professional image appropriate for this department and for their assignment.

1024.2 HAIR STANDARDS

All employees shall maintain their hair in a neat, clean, and well-groomed manner, to proect a professional and businesslike appearance. Unacceptable hair styles include, but are not limited to, design(s) sculpted into the hair or wearing long hair over a shaved (to scalp) portion of the head. Dyeing or highlighting the hair is acceptable, provided the shade is consistent with a natural hair color, and without obvious blocks, patterns, or spots of color.

Note: Color sheens and overdyes are not acceptable.

1024.3 HAIR STANDARDS - UNIFORMED PERSONNEL

Male employees shall maintain their hair properly trimmed and at least moderately tapered. The hair shall not extend below the top of the shirt collar or cover any portion of the ear, and shall not interfere with the employee's vision. Male employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or of protective head gear.

Female employees shall arrange their hair so it does not extend below the bottom edge of the shirt collar. It shall not interfere with the employee's vision and shall not be arranged in a way that would be advantageous for a suspect to grab, such as a ponytail. Female employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or protective head gear.

1024.3.1 HAIR ORNAMENTATION

Male employees shall not wear hair ornamentation.

Female uniformed employees shall not wear hair ornamentation.

Hair control devices may be worn by female employees. Inconspicuous hair control devices such as cloth covered rubber bands (not to exceed one quarter inch in diameter) and plain hairpins or clips may be used to comply with department standards.

Hair control devices shall be either black or consistent with the employee's hair color and in no way detract from an employee's uniform appearance. Hair control devices shall not interfere with the proper wearing of the uniform hat or protective head gear.

1024.3.2 MUSTACHES

Male employees may wear a short and neatly trimmed mustache of natural color. Mustaches shall not extend below the corners of the mouth and may not extend to the side more than one half inch beyond the corners of the mouth.

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1024.3.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat. The flare (terminal point of the sideburn) shall not exceed the width of the main portion of the sideburn by more than one fourth of the unflared width. Sideburns shall be trimmed and neat in appearance.

1024.3.4 FACIAL HAIR

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn by uniformed personnel, unless authorized by the Chief Park Ranger or his or her designee.

1024.3.5 FINGERNAILS

Employee's fingernails shall be neat, clean, and free of decals or ornamentation. Fingernails shall not extend more than one fourth of an inch beyond the tip of the finger, and shall not interfere with employee's duty performance, such as the safe drawing and deployment of safety equipment.

Uniformed female employees may wear only clear or neutral (beige or cream) nail polish. White tips are not allowed. Male employees may wear only clear fingernail polish.

1024.3.6 JEWELRY AND ACCESSORIES

No jewelry or personal ornaments shall be worn by park rangers on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Earrings shall not be worn by male uniformed sworn members, or special assignment personnel without permission of the Chief Park Ranger or his/her designee. Only one ring may be worn on each hand of the employee while on-duty.

1024.3.7 MAKE - UP

Female employees may wear make-up in moderation, and shall be consistent with a professional and businesslike appearance.

Male employees may wear make-up to conceal skin imperfections. Make-up shall be worn in moderation and shall be consistent with a professional and businesslike appearance.

1024.3.8 ORNAMENTATION

A uniformed employee may wear one conservative ring on each hand (engagement and wedding ring, when worn on the same finger, count as one ring), a conservative wristwatch, a religious ornament worn underneath the uniform, a police or military killed-in-the-line-of-duty remembrance bracelet, and a medical alert necklace, worn underneath the uniform or worn as a bracelet.

Uniformed employees shall not wear any other type of visible body ornamentation including, but not limited to earrings, nose studs, nose or eyebrow rings, ear gauges, tongue studs or rings, lip studs or rings, non medical-alert necklaces, bracelets, or large, conspicuous rings. Jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment.

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Female employees may wear a single matched pair of earrings, one earring on each lobe. The earrings shall be conservative, professional, and businesslike in appearance.

1024.4 TATTOOS

Employees while on duty shall not display any tattoo(s) and/or branding(s). Employees shall cover all tattoo(s)/branding(s) by wearing an authorized long sleeved uniform shirt if in uniform, or, if in business attire, the business attire shall cover all tattoo(s)/branding(s) with the following exceptions:

- If an employee has a visible tattoo(s)/branding(s) that does not extend below the elbow, the employee may wear a black or flesh-colored sleeve or bandage that does not extend below the elbow and/or:
- If an employee only has only one tattoo/branding covering an area three inch square or less that is visible on the arm, the employee may, instead of wearing a long-sleeved shirt, cover that area with only one patch, of a color as close to the wearer's skin color as is reasonably available. The patch used for this purpose may not exceed three inch square in size. If the tattoo/branding cannot be covered by a three inch square skin patch, the officer shall wear the long-sleeved uniform shirt or business attire, as appropriate for the assignment.

The intent is that no tattoo(s)/branding(s) shall be visible, and that no more than one three-inch square skin patch shall be visible on each arm. If a sleeve bandage is used, it shall not extend below the elbow.

Employees who are on work details, fire suppression, or engaged in physical training, are expected to abide by this policy. The Chief Park Ranger or his designee are the only personnel permitted to make modifications to this policy.

1024.5 BODY PIERCING OR ALTERATION

Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features,unless it is medically required, is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement.

(c) Abnormal shaping of the ears, eyes, nose or teeth

(d) Branding or scarification.

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Uniform Regulations

1025.1 PURPOSE AND SCOPE

The uniform policy of the Los Angeles Park Rangers is established to ensure that uniformed park rangers will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

Department Owned and Personal Property

Body Armor

Personal Appearance Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Chief Park Ranger or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Los Angeles Park Rangers will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

See attachment: 495.pdf - PERSONNEL INSTRUCTIONS - MISCELLANEOUS PERSONNEL POLICIES 495 - UNIFORMS - 07/01/05

1025.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Park Ranger employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.

(b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Personnel shall wear only the uniform specified for their rank and assignment.

(d) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications that are maintained separately from this policy.

(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

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(g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official department functions or events.

(h) If the uniform is worn while in transit, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.

(i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform, including the uniform pants.

(j) Mirrored sunglasses will not be worn with any Department uniform.

(k) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Chief Park Ranger or the authorized designee.

1. Wrist watch
2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand
3. Females may wear a single stud type ear ring in each earlobe.
4. Medical alert bracelet

1025.2.1 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department issued identification card at all times while on duty.

Whenever on duty or acting in an official capacity representing the department, employees shall display their department issued identification in a courteous manner to any person upon request and as soon as practical.

Park Rangers working specialized assignments may be excused from the possession and display requirements when directed by their Bureau Commander.

1025.3 UNIFORM CLASSES

1025.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions such as funerals, graduations, ceremonies, or as directed. The Class A uniform is required for all sworn personnel. The Class A uniform includes the standard issue uniform with:

(a) Polished shoes

(b) Long sleeve shirt with tie and tie bar.

(c) Leather belt with brass buckle and accessories with brass snaps.

Nylon belt and accessories may not be worn as part of the Class A uniform.

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Boots with pointed toes are not permitted.

1025.3.2 CLASS B UNIFORM
All park rangers will possess and maintain a serviceable Class A, Class B and wildland fire uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

(a) The long or short sleeve shirt may be worn with the collar open. No tie is required

(b) A white or department approved gray crew neck t-shirt must be worn with the uniform

(c) All shirt buttons must remain buttoned except for the last button at the neck

(d) Shoes for the Class B uniform may be as described in the Class A uniform

(e) Approved all black unpolished boots may be worn

(f) Boots with pointed toes are not permitted

1025.3.3 CLASS C UNIFORM
The Class C uniform may be established to allow field personnel cooler clothing during the summer months or special duty. The Chief Park Ranger will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

1025.3.4 SPECIALIZED UNIT UNIFORMS
The Chief Park Ranger may authorize special uniforms to be worn by park rangers in specialized units such as ATV, Wildland Fire, Bicycle Patrol, and other specialized assignments.

1025.3.5 FOUL WEATHER GEAR
The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

See attachment: 497.pdf - PERSONNEL INSTRUCTIONS - MISCELLANEOUS PERSONNAL POLICIES 497 RAIN GEAR - 07/01/05

1025.4 INSIGNIA AND PATCHES

(a) Shoulder Patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.

(b) Service stripes, stars, etc. - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.

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(c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. If an employee's first initial and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief Park Ranger. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.

(d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.

(e) Assignment Insignias - Assignment insignias may be worn as designated by the Chief Park Ranger.

(f) Flag Pin - A United States flag pin may be worn, centered below the nameplate on the uniform pocket flap.

(g) Badge - The department issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.

(h) Rank Insignia - The designated insignia indicating the employee’s rank must be worn at all times while in uniform. The Chief Park Ranger may authorize exceptions.

1025.4.1 MOURNING BADGE

Uniformed employees wearing a Class A or Class B uniforn shall wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

(a) A park ranger of this department - From the time of death until midnight on the 14th day after the death.

(b) A park ranger from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out of region fallen officer.

(d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.

(e) As directed by the Chief Park Ranger.

1025.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

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(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.

(d) The following items shall not be worn on duty:

1. T-shirt alone
2. Open toed sandals or thongs
3. Swimsuit, tube tops, or halter-tops
4. Spandex type pants or see-through clothing
5. Distasteful printed slogans, buttons or pins

(e) Variations from this order are allowed at the discretion of the Chief Park Ranger or designee when the employee's assignment or current task is not conducive to the wearing of such clothing.

(f) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Los Angeles Park Rangers or the morale of the employees.

1025.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS

Unless specifically authorized by the Chief Park Ranger, Los Angeles Park Rangers employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of another employee, or identify himself/herself as an employee of the Los Angeles Park Rangers to do any of the following (Government Code §§ 3206 and 3302):

(a) Endorse, support, oppose, or contradict any political campaign or initiative.

(b) Endorse, support, oppose, or contradict any social issue, cause, or religion.

(c) Endorse, support, or oppose, any product, service, company or other commercial entity.

(d) Appear in any commercial, social, or non-profit publication, or any motion picture, film, video, public broadcast, or any website.

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1025.7 OPTIONAL EQUIPMENT - MAINTENANCE, AND REPLACEMENT

(a) Any of the items listed in the Uniform and Equipment Specifications as optional shall be purchased totally at the expense of the employee. No part of the purchase cost shall be offset by the Department for the cost of providing the Department issued item.

(b) Maintenance of optional items shall be the financial responsibility of the purchasing employee. For example, repairs due to normal wear and tear.

(c) Replacement of items listed in this order as optional shall be done as follows:

1. When the item is no longer functional because of normal wear and tear, the employee bears the full cost of replacement.

2. When the item is no longer functional because of damage in the course of the employee's duties, it shall be replaced following the procedures for the replacement of damaged personal property (see the Department Owned and Personal Property Policy).

1025.7.1 RETIREE BADGES

The Chief Park Ranger may issue identification in the form of a badge, insignia, emblem, device, label, certificate, card or writing that clearly states the person has honorably retired from the Los Angeles Park Rangers. This identification is separate and distinct from the identification authorized by Penal Code § 25455 and referenced in the Retired Park Ranger CCW Endorsement Policy in this manual.

A badge issued to an honorably retired peace officer that is not affixed to a plaque or other memento will have the words “Honorably Retired” clearly visible on its face. A retiree shall be instructed that any such badge will remain the property of the Los Angeles Park Rangers and will be revoked in the event of misuse or abuse (Penal Code § 538d).

1025.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Los Angeles Park Rangers employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief Park Ranger or designee.

Los Angeles Park Rangers employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief Park Ranger or designee.

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Nepotism and Conflicting Relationships

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

Los Angeles Department of Recreation and Parks, Park Ranger Division Procedures Manual: 1100.1.2 General Policy 402-4 - Relationships between Department Employees - 07/01/05

See attachment: 409.pdf - PERSONNEL INSTRUCTIONS - GENERAL POLICIES - POLICY 409 - RELATIONSHIPS BETWEEN DEPARTMENT EMPLOYEES - 07/01/05

1026.1.1 DEFINITIONS

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Department employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

Nepotism - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Public official - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

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1026.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940):

(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/ subordinate situations. The Department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) To avoid actual or perceived conflicts of interest, members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender or who engages in serious violations of state or federal laws.

1026.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with

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whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1026.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief Park Ranger of such actual or potential violations through the chain of command.

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Department Badges

1027.1 PURPOSE AND SCOPE

The Los Angeles Park Rangers badge and uniform patch as well as the likeness of these items and the name of the Los Angeles Park Rangers are property of the Department and their use shall be restricted as set forth in this policy.

1027.2 POLICY

The uniform badge shall be issued to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1027.2.1 FLAT BADGE

park rangers, with the written approval of the Chief Park Ranger will be provided a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of departmental policy as the uniform badge. The flat badge shall be the property of the City of Los Angeles Park Ranger Division.

(a) A park ranger may not sell, exchange, or transfer the flat badge he or she has been issued to another.

(b) Should the flat badge become lost, damaged, or otherwise removed from the park ranger's control, he/she shall make the proper notifications to his or her supervisor and a police report shall be completed with the appropriate jurisdiction.

(c) An honorably retired park ranger may request in writing a retirement badge and I.D.

(d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1027.2.2 CIVILIAN PERSONNEL

Badges and departmental identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Security Officer, Dispatcher).

(a) Non-sworn personnel shall not display any department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Non-sworn personnel shall not display any department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

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1027.3 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees and civilian uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief Park Ranger.

Employees shall not loan his/her department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1027.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the expressed authorization of the Chief Park Ranger and shall be subject to the following:

(a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Los Angeles Park Rangers. The following modifications shall be included:

    1. The text on the upper and lower ribbons is replaced with the name of the employee association.

    2. The badge number portion displays the acronym of the employee association.

(b) The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief Park Ranger.

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Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Los Angeles Park Rangers may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Los Angeles Park Rangers shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief Park Ranger or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle, engaging in outside employment, or being otherwise limited in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

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Employees seeking a temporary modified-duty assignment should submit a written request to their Bureau Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Bureau Commander will make a recommendation through the chain of command to the Chief Park Ranger regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief Park Ranger or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Bureau Commander, with notice to the Chief Park Ranger.

See attachment: 473.pdf - PERSONNEL INSTRUCTIONS - SAFETY POLICY 473 - RETURN TO WORK (LIGHT DUTY ASSIGNMENT)

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Bureau Commander.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

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(d) Submitting a written status report to the Bureau Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

(a) Periodically apprising the Bureau Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Bureau Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1028.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1028.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

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1028.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Employee Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or park ranger associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1030.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1030.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Los Angeles Park Rangers will carefully balance the individual employee’s rights against the Department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1030.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Los Angeles Park Rangers employees, such as posting personal information in a public forum, can result in compromising an employee’s home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

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- Disclosing a photograph and name or address of a park ranger who is working undercover.
- Disclosing the address of a fellow park ranger.
- Otherwise disclosing where another park ranger can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the department's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or park ranger associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Los Angeles Park Rangers or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Los Angeles Park Rangers and tends to compromise or damage the mission, function, reputation or professionalism of the Los Angeles Park Rangers or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Los Angeles Park Rangers.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief Park Ranger or the authorized designee.

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(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Los Angeles Park Rangers on any personal or social networking or other website or web page, without the express authorization of the Chief Park Ranger.

(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or park ranger associations, employees may not represent the Los Angeles Park Rangers or identify themselves in any way that could be reasonably perceived as representing the Los Angeles Park Rangers in order to do any of the following, unless specifically authorized by the Chief Park Ranger (Government Code § 3206; Government Code § 3302):

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or park ranger associations), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Los Angeles Park Rangers.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized

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bargaining unit or park ranger associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department. This includes the department e-mail system, computer network or any information placed into storage on any department system or device.

It also includes records of all key strokes or web-browsing history made at any department computer or over any department network.

The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through a department computer or network. However, the Department may not require an employee to disclose a personal user name or password or open a personal social website, except when access is reasonably believed to be relevant to the investigation of allegations of work related misconduct (Labor Code § 980).

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief Park Ranger or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member’s appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

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1030.7 TRAINING

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

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Illness and Injury Prevention

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Los Angeles Park Rangers, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1031.2 POLICY

The Los Angeles Park Rangers is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1031.3 ILLNESS AND INJURY PREVENTION PLAN

The Support Services Bureau Commander is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the Department to meet relevant standards.

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(f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR § 342).

See attachment: injuryIllness.pdf

1031.4 SUPPORT SERVICES BUREAU COMMANDER RESPONSIBILITIES

The responsibilities of the Support Services Bureau Commander include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring department compliance to meet standards regarding the following:
    (a) Respiratory protection (8 CCR § 5144)
    (b) Bloodborne pathogens (8 CCR § 5193)
    (c) Aerosol transmissible diseases (8 CCR § 5199)
    (d) Heat illness (8 CCR § 3395)
    (e) Emergency Action Plan (8 CCR § 3220)
    (f) Fire Prevention Plan (8 CCR § 3221)

(e) Making available the Identified Hazards and Correction Record form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

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(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1031.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Support Services Bureau Commander.

(e) Notifying the Support Services Bureau Commander when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1031.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on an Identified Hazards and Correction Record form. This form should be forwarded to the Support Services Bureau Commander via the chain of command.

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The Support Services Bureau Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1031.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Support Services Bureau Commander shall ensure that the appropriate documentation is completed for each inspection.

1031.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the Identified Hazards and Correction Record form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1031.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

(g) Completion of an Investigation/Corrective Action Report form.

(h) Completion of an Identified Hazards and Correction Record form.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

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1031.9 TRAINING

The Support Services Bureau Commander should work with the Training Ranger to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1031.9.1 TRAINING TOPICS

The Training Ranger shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

1031.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Attachments

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hazCom.pdf

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412.pdf

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 412
		DATE 04/27/09
	SUBJECT: EMPLOYMENT ELIGIBILITY VERIFICATION	DIST. P / ORIGINATOR HR
		PAGE 1 of 3

Reference: Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 states one may hire only American Citizens and aliens who are authorized to work in the United States and requires all employers to implement an "Employment Verification System."

It also makes it unlawful to discriminate against a person with respect to employment on the basis of citizenship status or national origin. The law adopted penalties for employers who illegally employ aliens or fail to comply with the verification procedures for all employees hired after November 6, 1986.

There are four components to the employment verification process:

1. Employers must give the employee the Instructions sheet.

2. Employers must examine certain documents that establish both:

    a. The true identity of the individual who is being hired
    b. The individual's legal authority to work in the United States

3. The employer must attest, under penalty of perjury, that it has been verified that each individual hired is not an unauthorized alien. The employer must inspect documents that verify the candidate's true identity and authority to work before it can complete the proper form and attest that the employee has authority to work.

4. Each employee must attest under penalty of perjury that he/she is authorized to work and remain in the United States.

PROCEDURE:

It is the responsibility of the Supervisor, except where noted in the procedure, to verify the part-time employee's identity and authorization to work within three business days after the hire date. Human Resources Division staff is responsible for verifying all new full-time employees. The three-day "grace period" does not apply if the individual's anticipated duration of employment will be less than three business days. In that case, the employee must provide the necessary documentation and the employer must physically examine that documentation and complete Form I-9 before the end of the employee's first working day. If an employee is unable to provide the required documentation necessary to verify identity and employment status, the employee may present a receipt which shows that he or she has made application for the document. This receipt will serve in lieu of those documents, at which time he or she then has 90 calendar days to present the employer with the actual documentation.

Supervisors are required to examine and photocopy only one of the documents from Category A or one from both Categories B and C. Supervisors may not specify which documents the employee must produce. A prospective employee whose documents appear genuine should not be denied employment based on subjective doubts about his/her eligibility for employment or if there is a future expiration date on the document. All documents examined must be originals.

Category A: Documents that show both identity and employment eligibility:

1. U.S. Passport (unexpired or expired)
2. An unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization
3. Unexpired Temporary Resident Card, INS (Form I-688)
4. Unexpired Employment Authorization Card (Form I-688A)
5. Unexpired Employment Authorization document issued by DHS that contains a photograph, (Form I-688B)
6. Unexpired Employment Authorization document (Form I-766)

Category B: Documents that are considered adequate evidence of identity only:

1. Driver license, whether issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. School ID card with photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

Category C: Documents that Establish Employment Eligibility:

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form CD-1350)
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. U.S. Citizen ID Card (Form I-197)
5. ID Card for use of Resident Citizen in the United States (Form I-179)
6. Unexpired employment authorization document issued by DHS (other than those listed under List A)

Candidates who present documents other than those which are identified should be referred to the Human Resources Division of Recreation and Parks, or to Personnel Department's Background Unit, Room 235, 700 E. Temple Street, for verification.

Once this information has been verified, the supervisor must complete Federal Form I-9 to attest that the Department has verified that each person hired is eligible to work in the United States. In addition, each new appointee must attest under penalty of perjury on the same Form I-9 that he/she is (1) a U.S. citizen or national; (2) an alien lawfully admitted to be hired; or (3) an alien who is legally authorized to be hired.

Supervisors who engage the labor services of an independent contractor are not responsible for verification of the employment eligibility of the employees of the independent contractor.

NOTE: Individual employees under Personal Services contract must complete the Form I-9, and this must be kept on file in the Region office for a period of three years from date of hire or one year from date of termination, whichever is longer.

Once this form has been completed, the Supervisor shall forward the I-9 along with the photocopied documents and completed Part-time Employment Package to the Human Resources Division, Stop 625-24, 221 N Figueroa Street, 7th Fl., Los Angeles, CA 90012,for processing. Once the Human Resources Division approves the candidate for hiring, the Form I-9 will be filed in the Human Resources Division's Records Section. The Form I-9 will be retained for three years from date of hire or one year from date of termination, whichever is longer. Should the Human Resources Division's Records staff return the Form I-9 to the supervisor as incomplete or unacceptable, the supervisor must comply as soon as possible with staff instructions and provide the appropriate documentation. Failure to do so will result in removal of the employee from the payroll.

Employees who do not comply within the specified time limits will be terminated for "Failure to comply with the requirements of the Immigration Reform and Control Act of 1986". Please contact your liaison analyst for procedures.

402-10.pdf

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WEA worksheet.pdf

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CITY OF LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT
Duty Officer: (213) 200-6414
emddutyofficer@lacity.org

NOTIFY LA/WIRELESS EMERGENCY ALERTS (WEA) WORKSHEET

DATE:	**TIME:**
TYPE OF THREAT: [ ] **FIRE** [ ] **LAW** [x] **OTHER** **(Specify)** EVACUATION	
REQUESTING AGENCY: DEPARTMENT OF RECREATION AND PARKS	
REQUESTOR NAME: PARK RANGER DISPATCH	
CONTACT NUMBER: (323) 644 - 6661	
ALTERNATE CONTACT NUMBER: (213) 312 - 7967	

CONSIDER THE FOLLOWING

- ◯ **SEVERITY** – Is there a significant threat to public safety and life?
- ◯ **PUBLIC PROTECTION** – Is there a need for the public to take protective action?
- ◯ **WARNING** – Is there a need to provide warning information to the public?
- ◯ **TIMING** – Does the situation require immediate public knowledge to avoid adverse impacts?
- ◯ **GEOGRAPHICAL AREA** – Is the situation limited to a defined geographical area?
- ◯ **TRADITIONAL MEDIA** – Is TV, radio or traditional media alternatives for timely delivery of information?

TYPE OF MASS NOTIFICATION MESSAGE TO BE SENT

☐ **Hard Line Phone** This option will send a voice message to all hard line phone in the identified area and a voice and text message to those who have registered their cell phones. Messages will also be delivered to TTY-TTD devices for the hearing impaired.	☒ **Wireless Emergency Alerts** This option will send a voice and text message to cell phones in the identified area. **(NOTE: This delivery option uses cell phone towers in the area and does not have pinpoint accuracy. There may be bleed over into surrounding areas.)**

MESSAGING INFORMATION

TYPE OF WARNING:
PROTECTIVE ACTION: EVACUATION

AREA TO BE NOTIFIED

STREET BOUNDARIES	**AREA AROUND AN INTERSECTION/POINT**
NORTH:	CROSS STREET 1: Vista Del Valle Drive
SOUTH:	CROSS STREET 2: Mount Hollywood Drive
EAST:	RADIUS FROM THE INTERSECTION: 2.0 Mi feet or miles
WEST:	

If a map is available, attach it showing the area to be notified.

WIRELESS EMERGENCY ALERTS (WEA) MESSAGE

Messages are limited to 90 characters (including punctuation and spaces.)

P	l	e	a	s	e		e	x	i	t		t	h	e		p	a	r	k
i	n		a		s	a	f	e		m	a	n	n	e	r		a	n	d
f	o	l	l	o	w		d	i	r	e	c	t	i	o	n	s		o	f
e	m	e	r	g	e	n	c	y		p	e	r	s	o	n	n	e	l	.

INITIAL AUDIO MESSAGE

Limit to 30 seconds.

*This is the City of Los Angeles.*_____

_____

_____

_____

INITIAL TEXT MESSAGE

Text messages are limited to 138 characters (including punctuation and spaces).

C	I	T	Y		O	F		L	.	A	.								

CLOSING THE LOOP MESSAGE

Limit to 30 seconds.

*This is the City of Los Angeles.*_____

_____

_____

_____

CLOSING THE LOOP MESSAGE

Text messages are limited to 138 characters (including punctuation and spaces).

C	I	T	Y		O	F		L	.	A	.								

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483.pdf

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 483
		DATE 02/22/10
	SUBJECT: OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY	DIST. P / ORIGINATOR HR
		PAGE 1 of 5

Reference: California Government Code Section 1125, 1126, 1127, 1128
L.A.M.C. Section 49.5.5 (C)

I. GENERAL

It is the policy of the Department of Recreation and Parks to permit employees to engage in outside employment or self employment, or to participate in outside business activity provided that such employment or business activity is not detrimental, incompatible, or an interference with his/her official duties or work performance, and that no conflict of interest will result between the employee and the Department of Recreation and Parks or the City of Los Angeles.

The primary responsibility of Department of Recreation and Parks employees is the performance of their duties with the Department. Employees may engage in outside employment or business activity provided they have obtained prior approval using the procedure outlined below. An employee who is on sick or Injury-on-Duty (ID) status may not engage in outside employment or business activity of any kind during the duration of their sick or ID time. It is not the intention of management to prohibit outside employment or business activity or to infringe on the privacy of employees without good cause.

Approval of a request by an employee to engage in outside employment or business activity does not represent approval for the employee to furnish outside services, material, or product to the Department of Recreation and Parks for compensation. Approval to furnish outside services, material, or product to the Department for compensation can only be obtained from the Department's Board of Commissioners or as part of a contract awarded through an accepted competitive process.

The Department of Recreation and Parks **does not** permit its employees to have another job within the City of Los Angeles while working for the Department. Having a job with another City department in addition to a position with the Department of Recreation and Parks could set up a Fair Labor Standards Act violation.

Employees are **required** to notify the Human Resources Division in writing immediately if they accept another full-time or part-time position with another City of Los Angeles department. This requirement does not apply to transfers and/or promotions that result in termination from employment with the Department of Recreation and Parks, or the acceptance of full-time or part-time employment working:

1. in a craft classification (e.g., Electrician, Plumber, Communications Electrician) on an **overtime basis** for the City of Los Angeles Convention Center, or

2. as a poll worker for the City of Los Angeles City Clerk in support of *City elections*.

All Department of Recreation and Parks employees, including employees who fall into the above two exceptions, must obtain advance approval to engage in outside employment or business activity using the below procedure.

II. PROCEDURE

A. Every employee shall, before engaging in any outside employment or business activity, complete Section A of the "Report of Outside Employment or Business Activity" (See Figure 1 on Page 4) and submit it to his/her immediate supervisor for approval.

B. The immediate supervisor shall review the employees' attendance for the past 12 month period and then forward the report to his/her Division Head with a recommendation to approve or disapprove the request to engage in outside employment or business activity.

C. The Division Head shall review and then forward the report to the Director of Human Resources (Mail Stop 625/24) with a recommendation to approve or disapprove the request.

D. The Director of Human Resources may approve the request whenever the Division Head has recommended approval, the employee has an acceptable attendance record, and the outside employment or business activity will not create or appear to create a conflict of interest. The following are examples of situations that create a conflict of interest or the appearance of a conflict of interest:

1. The time or physical demands of the outside employment or business activity can reasonably be expected to make the performance of the employee's Department duties less efficient (e.g., requests to engage in outside employment in excess of 20 hours per week);

2. The outside employment or business activity will be performed while on Department/City property;

3. The outside employment or business activity will be performed using the Department's time, facilities, equipment, or supplies;

4. The outside employment or business activity will be performed using the badge, uniform, prestige, or influence of the employee's official position;

5. The outside employment or business activity is directly or indirectly connected with the employee's duties in the Department, including any activity or work which may be controlled, inspected, reviewed, or enforced by the Department of Recreation and Parks;

6. The outside employment or business activity involves such hours or location of work that it would reasonably be expected to interfere with an employee's availability for emergency service to the Department, particularly when an employee is assigned to be "on call" or on "stand by";

7. The outside employment or business activity causes the employee to have a financial or other interest in any contract, sale, act, or transaction to which the Department is a party and which may come before the employee for an opinion, recommendation, or action in the course of his/her duties; or

8. The outside employment or business activity is of such a nature that it would reflect detrimentally on the Department/City or the employee's suitability for employment with the Department/City.

E. An employee will have returned to him/her a copy of the report marked "approved" or "disapproved." If approved, the employee may engage in the outside employment or business activity until:

1. The Department notifies the employee to submit a new report; or

2. The type of activity or amount of time required of the outside employment or business activity changes, at which time it is the responsibility of the employee to submit a new request using the "Report of Outside Employment or Business Activity" that reflects all changes.

F. If an employee's outside employment or business activity request is disapproved, the employee may appeal the decision through written memorandum to the General Manager. This letter should include any additional information the employee wishes the General Manager to consider. The employee will be notified in writing of the decision of the General Manager which shall be final.

G. A copy of the approved or disapproved report will be kept in the employees' personnel file and one will be sent to his/her Division Head.

III. VIOLATIONS OF POLICY

Employees who do not report their participation in outside employment or business activity, who continue to participate in disapproved outside employment or business activity, or who misrepresent information to gain approval to engage in outside employment or business activity shall be subject to disciplinary action, including discharge.

In addition to administrative action by the Department of Recreation and Parks, employees engaging in outside employment while on City time or while using City/Department resources can be charged with violating Los Angeles Municipal Code Section 49.5.5 (C) and fined up to $5,000 per occurrence or criminally prosecuted under City or State law.

LOS ANGELES CITY DEPARTMENT OF RECREATION AND PARKS

REPORT OF OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY

(See Instruction #483)

TO: **DEPARTMENT PERSONNEL OFFICER, STOP 625/24**

FROM: (1) SUPERVISOR _____ DIV _____

THRU: (2) DIV HEAD _____ SECTION _____

SECTION A

To be completed by employee and submitted to supervisor. DO NOT leave any blank spaces.

PRINT NAME _____ DAYS OFF _____

CIVIL SERVICE TITLE _____ SHIFT: From _____ To _____

I request permission to engage in outside employment or business activity as described below:

1. NAME OF COMPANY _____ PHONE _____
2. ADDRESS OF COMPANY _____
3. DAYS OF THE WEEK TO WORK _____
4. TIME SCHEDULED TO WORK _____ TOTAL HOURS PER WEEK _____
5. POSITION TITLE _____
6. SUMMARY OF DUTIES _____

I have read Instruction #483 (Outside Employment or Business Activity Policy) and to the best of my knowledge the above described outside employment or business activity complies with Instruction #483 and will not be detrimental, incompatible, or an interference with my Department duties or work performance. I understand that final approval to engage in outside employment or business activity does not mean approval to furnish outside services, material, or product to the Department for compensation. Approval to furnish services, material, or product to the Department for compensation can only be obtained from the Department's Board of Commissioners or as part of a contract awarded through the Department's Request for Proposal (RFP) process. I understand that any change in the type of activity or amount of time required of the outside employment or business activity must be reported on a new form.

_____ _____

EMPLOYEE SIGNATURE **DATE**

SECTION B

To be completed by the supervisor and Division Head and forwarded to the Personnel Division with recommendation.

☐ APPROVE
☐ DISAPPROVE*

_____ _____

SUPERVISOR SIGNATURE **DATE**

☐ APPROVE
☐ DISAPPROVE*

_____ _____

DIV. HEAD SIGNATURE **DATE**

ATTENDANCE RECORD FOR THE PAST 12 MONTHS

Days_____ Hrs_____ SICK/ABSENT

_____ TIMES TARDY

*REASON FOR DISAPPROVAL _____

SECTION C

Action of Department Personnel Officer. Signed copies will be returned to employee and the supervisor.

SIGNATURE _____ DATE _____ ☐ APPROVED ☐ DISAPPROVED

PERSONNEL.....Original **SUPERVISOR.....Pink** **EMPLOYEE.....Yellow**

Figure 1

OTHER CITY EMPLOYMENT

Are you currently employed either full-time or part-time (intermittent or half-time) with another department of the City of Los Angeles? _____

If so, are you employed full-time or part-time? _____

If so, in what classification are you employed? _____

If so, in what City department are you employed? _____

The Department of Recreation and Parks **does not** permit its employees to have a job working for another department of the City of Los Angeles. Having another position within the City could set up a Fair Labor Standards Act violation. If you have a part-time (be it intermittent or half-time) position with another City department, you will be required to resign from that position before being hired by the Department of Recreation and Parks. The only exceptions to this requirement are if you are working (1) in a craft classification (e.g., Electrician, Plumber, Communications Electrician) on an **overtime basis** for the Los Angeles Convention Center Department, or (2) as a poll worker for the Los Angeles Office of the City Clerk in support of City elections.

Hereafter, you are **required** to notify the Human Resources Division and your management in writing immediately if you accept another full-time or part-time position in the City of Los Angeles while still continuing to work for the Department of Recreation and Parks. This requirement does not apply to transfers and/or promotions to another City department that will lead to your termination from employment with the Department of Recreation and Parks.

If are a full-time employee and you have outside employment with any company or any outside business activity, you must complete the "Report of Outside Employment or Business Activity" in compliance with Personnel Instruction No. 483. All Personnel Instructions are available via the intranet at "rapintra" for viewing and printing.

By my signature below I attest that I understand the above information and requirements, that I will abide by the requirements, and that the information that I have provided on this form is true and complete:

_____ _____

Signature of Employee Date

cc: Employee
Employee's file

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confidentiality forms0001.pdf

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DEPARTMENT OF
RECREATION AND PARKS

INSTRUCTION

INSTRUCTION NO. 408

DATE 07/01/05

DIST. P | ORIGINATOR HR

SUBJECT:

PART-TIME EMPLOYMENT

The purpose of this Instruction is to clarify a number of areas concerning the employment of intermittent part-time exempt employees.

The Department of Recreation and Parks employs many intermittent part-time exempt employees. These employees are "at will" employees and are exempt from civil service, which means they do not have to be appointed from a civil service eligible list.

Usually intermittent part-time employees are scheduled to work 20 hours per week. In some instances employees are needed to work 40 hours a week for a limited period of time. An example of such a situation is Aquatic personnel during the summer months. However, under no circumstances may an intermittent part-time exempt employee exceed 1039 hours in a service year.

DISCIPLINARY PROCEDURE

The City of Los Angeles, Department of Recreation and Parks does not guarantee continued employment for part-time employees. These positions are considered at will and may be eliminated at any time.

Consult with your liaison analyst in the event of proposed termination. Part-time exempt employees who are terminated have no appeal rights to the Civil Service Commission. The at-will nature of the employment relationship of part-time employees cannot be modified by any statement, action, or representation.

TERMINATION REVIEW

Consult with your liaison analyst for applicable Memoranda of Understanding (MOU) provisions regarding termination review.

CONVICTIONS

Employees who fail to admit the conviction(s) on Form RP 88-904 Application for Employment will automatically be disqualified and subject to termination. Employees who are convicted while employed may be terminated. The employee's record will be evaluated by the Human Resources Division.

RESIGNATIONS

A Notice of Vacancy (Form 900) must be processed for part-time employees who resign. The reason for the resignation should be cited in the remarks section of the Form 900. Under no circumstances are inactive part-time employees to remain on the payroll for an indefinite period of time. In so doing a supervisor jeopardizes the Department by possibly causing an otherwise ineligible employee to qualify for unemployment benefits due to incomplete records or by increasing the odds of a timekeeping error to be made due to an excessive number of employees on the part-time payroll.

UNEMPLOYMENT BENEFITS

Claims for unemployment benefits must be forwarded immediately to Employers Unity Inc., P. O. Box 749000, Arvada, California 80006-9000. Former employees filing for unemployment benefits should go to the nearest State of California Employment Development Department. They should bring with them any official Notice of Separation from City employment (resignation, discharge or layoff statement) and a recent City paycheck stub.

The City has contracted with a private firm, Employers Unity, to conduct unemployment insurance claims investigations. Employers Unity is entitled to receive any information they request related to an employee's discharge, resignation, or other form of separation from or interruption in City service. Most of their contacts will be with our Department's Human Resources Division.

PAY PERIODS

The pay period for a part-time employee is different from a full-time employee. While the pay period ending date shown on the paycheck of a part-time employee is the same as a full-time employee the pay period actually ends one week prior. Consequently this causes some confusion among part-time employees in figuring out how many hours they are to be paid. Below is an example of pay periods.

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	Pay period ending date for Part-time
8	9	10	11	12	13	14	Pay period ending date for Full-time
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Payday for Part-time employees whose pay period ended on the 7th and for Full-time employees whose pay period ended on the 14th.

BENEFITS

Listed below are a number of benefits afforded half-time employees. Whether or not intermittent part-time exempt employees qualify is indicated under each benefit.

Bereavement Leave
Intermittent part-time exempt employees do not qualify.

Holiday
Intermittent part-time exempt employees do not qualify to be paid for a holiday not worked.

Holiday Pay
Intermittent part-time exempt employees who work the holiday will be paid at their normal hourly rate.

Family Illness
Intermittent part-time exempt employees do not qualify.

Floating Holiday
Intermittent part-time exempt employees do not qualify for a floating holiday.

Injured On Duty
When injured in the course of their employment, part-time exempt employees are paid at the rate equal to the regular bi-weekly take home pay at the time of the injury. A part-time employee will be removed from the City payroll when it can be assumed that his or her employment would have ended. At that time the employee will be paid at the State rate if he or she is still disabled.

Jury Duty
Intermittent part-time exempt employees do not qualify to be paid while off on jury duty.

Health Insurance and Dental Insurance
Intermittent part-time exempt employees do not qualify.

Overtime
Whenever a part-time exempt employee is scheduled to work over 40 hours in a work week, that individual qualifies to be compensated for each hour worked at the rate of time and a half. Compensation will usually be in the form of time off rather than pay. For specific information concerning overtime consult Instruction No. 448 "Overtime" and the appropriate Memorandum of Understanding. It is the Department's policy, however, not to work employees over 40 hours in a work week.

Preventative Medicine
Intermittent part-time exempt employees do not qualify.

Retirement
Intermittent part-time exempt employees contribute to the Pension Savings Plan, which is a retirement program for part-time, temporary and seasonal employees. Intermittent part-time exempt employees are not members of the City Employees' Retirement System. Under the Plan Intermittent part-time exempt employees will contribute 4.5% of their monthly pay through a before-tax payroll deduction and the City will make a contribution equal to 3% of their monthly pay to their account. This plan is in-lieu of participation in Social Security.

Salary Step Increases
Intermittent part-time exempt employees do not qualify for step increases. If an intermittent part-time exempt employee is employed in other than a flat rated classification he or she shall be paid on the entering step of the salary range for his or her classification.

Seniority
Part-time exempt employees do not accrue seniority for the purpose of layoff or civil service examinations.

Sick Leave

Intermittent part-time exempt employees do not qualify for sick leave.

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 497
		DATE 07/01/05
	SUBJECT: RAIN GEAR	DIST. P / ORIGINATOR HR
		PAGE 1 of 2

I. PURPOSE

The purpose of this Instruction is to set forth procedures involving the requisition, distribution, and use of rain gear by Department employees.

II. GENERAL

Rain gear shall be standardized throughout the Department and shall consist of Department approved yellow or orange pants and jackets with detachable hoods. Hard hats shall be worn in place of hoods when deemed necessary by the supervisor for safety reasons.

A. All Department rain gear shall be requisitioned by designated supervisors by electronically requesting a "Contract Purchase Order" (CPO) through the Recreation & Parks (R&P) CPO Budget System. Once the "Supervisory" approval has been completed, the request for "CPO" will electronically forward to R&P, Purchasing Support, for creation of a Contract Purchase Order. The requesting supervisor will be notified electronically and by hard copy of the completed CPO. This complete, approved CPO should be provided to the approved vendor for placing the rain gear order.

B. Supervisors are reminded that they must specify on their request, "Please imprint City of Los Angeles, Department of Recreation and Parks," and verify that the imprint has been done when picking up rain gear from the vendor.

C. In order to have the necessary rain gear available prior to the rainy season; supervisors should request rain gear before September 1st each year.

D. It shall be the responsibility of the designated supervisors to issue emergency rain gear as necessary and ensure its return. All available rain gear shall be stored in a designated secured area.

III. ALLOCATION OF RAIN GEAR

A. REGION OPERATIONS

Rain gear shall be assigned to the following positions:

Equipment Operators

Light Equipment Operators

Truck Operators

Water Utility Workers

In addition, sets of rain gear shall be kept and maintained in reserve, and made available by supervisors in all Region or Area offices, in sufficient numbers to carry out necessary maintenance functions during inclement weather.

B. COMMUNITY SERVICES

Sets of rain gear, in sufficient numbers to carry out the necessary functions of the section/unit, shall be kept and maintained in reserve and made available by supervisors in each of the following offices.

1. City-Wide Facility Repair
2. Griffith/Metro Facility Repair
3. Pacific Region Facility Repair
4. Valley Region Facility Repair
5. Golf Maintenance
6. Golf Operations
7. Forestry
8. Park Rangers

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472 split b.pdf

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ATTACHMENT IV
CITY OF LOS ANGELES
Personnel Department
Workers' Compensation Division

PHYSICIAN'S AUTHORIZATION OF MODIFIED DUTY
Return to Work Release Form

PATIENT'S NAME _____ DATE OF INJURY _____

CLASSIFICATION _____ WC CASE NUMBER _____

EFFECTIVE DATE OF LIGHT DUTY _____ DATE OF NEXT APPOINTMENT _____

RETURN TO WORK

☐ May return to work with no restrictions: ☐ Immediately ☐ or Beginning _____

☐ Employee is deemed temporarily totally disabled: from _____ through _____

☐ May return to work with the following restrictions: from _____ through _____
(note: schedule appointment)

Patient's capabilities:

Patient is able to lift up to: _____ lbs.

Patient is able to use hands: ☐ Right ☐ Left ☐ Both

Hands/Wrist/Elbow/Shoulder restrictions: ☐ Right ☐ Left ☐ Both _____

IN AN 8 HOUR DAY THE PATIENT MAY (IN HOURS):

	None	1 – 2	3 – 4	4 – 6	6 – 8
Stand & Walk	☐	☐	☐	☐	☐
Bend & Squat	☐	☐	☐	☐	☐
Carry & Level Lift	☐	☐	☐	☐	☐
Bend & Lift	☐	☐	☐	☐	☐

	None	1 – 2	3 – 4	4 – 6	6 – 8
Sit	☐	☐	☐	☐	☐
Drive	☐	☐	☐	☐	☐
Push/Pull	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐

Other Restrictions: _____

Estimated Return to Full Duty is ____/____/_____ (If unable to return on full duty date, patient should return).

PHYSICIAN'S AUTHORIZATION

My signature authorizes that the above-indicated employee is temporarily partially disabled and capable of working a _____ hour shift if light (restricted) duty.

EXAMINING PHYSICIAN'S SIGNATURE: _____

EXAMINING PHYSICIAN'S PRINTED NAME: _____

NAME OF MEDICAL FACILITY:
_____

DATE: _____ TELEPHONE NUMBER: _____

EMPLOYEE'S INSTRUCTIONS

1. **Take this authorization to your regularly assigned supervisor.**
2. **Upon notification of your light duty assignment, take a copy of this authorization to your light duty supervisor.**
3. **Give your light duty supervisor an updated statement (from the City's workers' compensation physician) no later than the working day following each medical appointment.**

Figure #1

PDAR-48 (REV 2/98)

CITY OF LOS ANGELES

DUTY CERTIFICATE

Personnel Department
700 E. Temple Street, Room 210
Los Angeles, CA 90012
(213) 847-9405 - Civilian Employees
(800) 877-0288 - Police Officers
(800) 367-0535 - Firefighters

SECTION A

DATE		
EMPLOYEE NAME (LAST, FIRST, MIDDLE)		DEPARTMENT / BUREAU
CLASSIFICATION		SOCIAL SECURITY NUMBER
P.D. - RANK, DIV.) (F.D. - RANK, ASSMT., PLT.)	DATE OF INJURY OR ILLNESS	WORKERS' COMPENSATION CASE NUMBER

SECTION B

☐ CERTIFIED OFF DUTY	DATE	EST. DATE OF RETURN TO DUTY		IOD ☐	HOOD ☐
☐ CONTINUED ON DUTY	REGULAR	RESTRICTED - (EXPECTED DURATION)			
☐ RETURN - REGULAR DUTY	DATE	P.D. - TIME / FD	CHRO INIT. DATE	DAYS OFF THIS ABSENCE	TOTAL OFF TO DATE
☐ RETURN - RESTRICTED DUTY	DATE	EST. DATE OF RETURN TO REG. DUTY			
LIST RESTRICTIONS / CONTINUED TREATMENT					
WORKERS' COMPENSATION ANALYST		PHONE			

SECTION C **COMPLETED BY WORKERS' COMPENSATION ANALYST**

NOTICE TO INJURED EMPLOYEE'S PAYROLL SECTION
STOP IOD PAYMENTS EFFECTIVE _____

☐ STATE RATE TEMPORARY DISABILITY
☐ PERMANENT DISABILITY
☐ OTHER REMARKS _____

DWC LETTER DATE: _____

TYPE: ☐ BEGIN SALARY CONTINUATION ☐ END SALARY CONTINUATION

DIARY DATE _____ REASON _____

REMARKS _____

SECTION D **FOR POLICE DEPARTMENT USE ONLY**

SERIAL NUMBER	FIRST DAY OFF DUTY	DATE RETURNED TO DUTY	NUMBER OF DAYS OFF DUTY: TOTAL	IOD	SICK	REG HOL
REMARKS		COMMANDING OFFICER'S SIGNATURE				

SECTION E **FOR FIRE DEPARTMENT USE ONLY**

RETURN TO DUTY:	TYPE OF LEAVE:		COMMANDING OFFICER'S SIGNATURE
☐ OCCUPATIONAL HEALTH & SAFETY DIVISION ☐ WORKERS' COMPENSATION DOCTOR ☐ PRIVATE MEDICAL DOCTOR	☐ CIVIL SERVICE LEAVE ☐ MILITARY LEAVE ☐ DISCIPLINARY LEAVE	☐ SPECIAL LEAVE ☐ FAMILY, DEATH OR ILLNESS ☐ BEREAVEMENT LEAVE	

Figure 2

City of Los Angeles – Personnel Department

CLAIMS ADMINISTRATORS

Civilian Employees

City of Los Angeles
Workers' Compensation Division
700 E. Temple Street, Room 210
Los Angeles, CA 90012
(213) 847-9405
(213) 473-3574 TDD

Sworn Employees

(Police Sworn)
Cambridge
P.O. Box 29106
Glendale, CA 91209-9106
(800) 977-0285
(626) 296-4402

(Fire Sworn)
Cambridge
P.O. Box 29104
Glendale, CA 91209-9104
(800) 287-0324
(626) 296-4200

Facts About On-The-Job Injuries

Revised 1/26/05

Figure 3

INTRODUCTION

Under California law, if you are injured or become ill, either physically or mentally, because of your job, you may be entitled to workers' compensation benefits. The City of Los Angeles is self-insured for workers' compensation. Claims by injured civilian City employees are administered by the Workers' Compensation Division of the Personnel Department, while those by sworn City employees are administered by a third party administrator under the direction of the Workers' Compensation Division. The addresses and telephone numbers of the City's claims administrators appear on the back of this pamphlet.

WHAT IS COVERED?

Workers' compensation covers most work-related injuries (even those that require only first aid) or illnesses, including those resulting from a workplace crime. An on-the-job injury or illness is one which arises out of and in the course of your employment with the City. It can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over). However, the City may not be liable for any injury that arises from your voluntary participation in any off-duty, recreational, social, or athletic activity that is not part of your work-related duties.

YOUR RESPONSIBILITIES

A. You must report all injuries to your supervisor immediately. If the injury is serious and no supervisor is present, obtain medical attention first by calling 911 or have someone take you to the nearest emergency hospital. Then, you must report it to your supervisor as soon as possible.

B. Your supervisor will provide you with a claim form, **(Workers' Compensation Claim Form & Notice of Potential Eligibility)** within one working day of notification. Benefits cannot start until the claims administrator knows of the injury, so complete the claim form as soon as possible. There are also time limits. If you wait too long, you may lose your right to benefits.

C. You must obtain an injury status report from your doctor each time you are being treated for an injury. The report should include clear and specific work restrictions anytime you are taken off duty or returned to restricted duty, so that you can be evaluated for placement in the City's Temporary Modified Duty Program. **You are responsible for notifying your doctor of this program and for notifying your supervisor whenever you are taken off duty or returned to work.**

D. If you are unable to return to duty after being returned to work by your doctor, contact your doctor and the claims administrator immediately.

WHAT ARE THE BENEFITS?

Medical Care: The City wants you to have excellent care. The City will pay all reasonable and necessary medical care for your work injury or illness. Medical benefits may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, and medicines. The City will pay the costs directly, so you should never see a bill. For injuries occurring on/after 1/1/04, there is a limit on some medical services.

Within one working day after you file a claim form, the claims administrator will authorize the provision of all medical treatment, consistent with the applicable treating guidelines, for the alleged injury or illness. Treatment will continue to be provided until the date that liability for the claim is accepted or rejected. Until that date, liability for medical treatment is limited to $10,000. *Please note that salary continuation, also known as Injured On Duty (IOD) pay, will not be available until the claim is accepted. At which point, time used for lost work days may be converted to IOD as appropriate.*

The primary treating physician is the doctor with overall responsibility for treatment of your work injury or illness. The City selects the physician you will see for the first 30 days. However, you may be treated by your personal physician if you have a pre-designated physician form on file with the Workers' Compensation Division prior to your injury or illness. This form is provided to all new employees, and can also be obtained from the Workers' Compensation Division. By law, your pre-designated physician must be your regular and primary care physician under your non-occupational health coverage, have previously treated you, retain your medical records, and agree to be pre-designated. After 30 days, you may switch to a physician of your choice. If you need physician recommendations, the claims administrator can provide you a list of physicians. Special rules apply after the City's medical provider network (MPN) is established. Employees will receive information on the proper use of the MPN when this occurs.

If you elect to change to another treating physician or facility, you must notify the claims administrator of the name of the physician or facility. You must also inform the physician or facility that they must notify the claims administrator of their name and address within 3 working days after commencing treatment and provide a report of examination within 5 working days. The physician must also submit progress reports to the City at reasonable

Figure 3 cont.

intervals as required by Section 4603.2 of the State Labor Code.

After you make a claim for workers' compensation benefits, your medical records will not have the same privacy that you usually expect. If you don't agree to voluntarily release medical records, a workers' compensation judge may decide what records will be released. If you request privacy, the judge may "seal" certain medical records.

Temporary Disability (Lost Wages): If your treating physician determines that you are unable to work after a job-related injury or illness, the City automatically pays IOD in lieu of State-required temporary disability for a maximum period of 261 working days. IOD payments are set by the Administrative Code or your MOU and continue while you are under medical treatment and determined unable to work by the treating physician for a maximum period of 261 days.

If you are still disabled after one year, temporary disability payments continue at the State rate. State rate is two-thirds of your average weekly pay, subject to minimums and maximums set by State law. Currently, State rate is a maximum of $728 per week for injuries occurring in 2004 and $840 per week for injuries occurring in 2005.

Temporary disability payments are limited to 2 years. However, this limit may be extended if an employee sustains a severe injury that requires a longer recuperation period.

Permanent Disability: If your work-related injury or illness causes permanent disability, you may be entitled to compensation based on a rating system devised and controlled by the State of California. The claims administrator will assist you in obtaining such a rating. Future medical care may also be included as part of the rating when medically warranted. The amount of your permanent disability benefit will depend on the type of injury, your age, occupation, and date of injury.

Vocational Rehabilitation: If your work injury or illness occurs prior to 1/1/04 and results in permanent disability which prevents you from returning to the same job, you may qualify for vocational rehabilitation. Vocational rehabilitation may involve modification of your regular duties, reassignment to another position, or training to prepare you for a different job, either with the City or in private industry.

The City will pay up to $16,000 to cover costs associated with the rehabilitation plan, including tuition, counseling fees, mileage payments, and maintenance allowance payments. The current vocational rehabilitation maintenance allowance rate is $246 per week and is paid bi-weekly.

Supplemental Job Displacement: If your injury or illness occurs on/after 1/1/04, results in permanent disability, you don't return to work within 60 days after your temporary disability ends, and modified/alternative work is not available, you may qualify for a non-transferable voucher payable to a school for retraining and/or skill enhancement. The maximum amount of the voucher ranges from $4,000 - 10,000 and is based on your level of permanent disability.

Death Benefits: If the injury or illness causes death, payments may be made to relatives or household members who were financially dependent on the deceased worker. The current death benefit ranges from $125,000 to $250,000 and is paid biweekly at the weekly temporary disability rate in effect at the date of injury or death until paid in full. Up to $5,000 is also provided for burial expenses.

FIRE & POLICE PENSIONS

Pursuant to the Los Angeles City Charter, workers' compensation benefits that have been or will be paid to a member of the Fire and Police Pension System will be offset (recovered) from any disability pension subsequently or simultaneously received by the member. Except for IOD payments, this includes all cash awards, State rate disability payments, vocational rehabilitation allowances, and the amount the Workers' Compensation Appeals Board takes out of awards to pay attorney's fees.

MILEAGE REIMBURSEMENT

You may be reimbursed for mileage driven to and from medical appointments in your own car while under medical treatment. Requests for mileage reimbursements should be submitted when medical care is concluded or on a semi-annual basis, whichever occurs first. Forms for this purpose are available from the claims administrator. Mileage payments are based on rates for the year in which treatment occurs. The current rate is $.34 per mile.

REHABILITATION NURSES

If you have a serious work injury or illness, you may be contacted by a City rehabilitation nurse. The nurses are available to assist in your recovery by providing nursing advice, coordinating treatment and care prescribed by the treating physician, and assisting with medical problems.

BILLING PROCEDURES

To receive payment, all medical bills must be itemized and sent to the appropriate address listed on the back of this

Figure 3 cont.

pamphlet. Please be sure your physician and pharmacy use this address. The bill should include your full name, Social Security Number, date of injury, your department name, your claim number, itemized services (including dates and amounts), and the Relative Value Scale (RVS) used.

WHO DO YOU CALL IF PROBLEMS ARISE?

The claims administrator will assist you with problems resulting from your injury, try to clear up any misunderstanding, and help you receive your benefits in the shortest possible time.

You can also contact any Information and Assistance Officer at one of the numbers below.

WHAT IF YOU ARE DISSATISFIED WITH YOUR BENEFITS?

The type and amount of workers' compensation benefits paid to injured employees is established and closely controlled by State law with very little latitude allowed the City. However, if after discussion with a workers' compensation representative, you believe you are not receiving all the benefits to which you are entitled, you may contact an Information and Assistance Officer at the State Division of Workers' Compensation, an impartial State agency. They are available at no charge to answer questions, review problems, and provide information about workers' compensation. The addresses and telephone numbers of the nearest Information and Assistance Offices are listed below for your convenience. You may also call (800) 736-7401 for recorded information and other local offices.

Long Beach:	(562) 590-5240 300 Oceangate Street, 3rd Floor
Los Angeles:	(213) 576-7389 320 W. 4th Street, 9th Floor
Oxnard:	(805) 485-3528 2220 E. Gonzales Road, Suite 100
San Bernardino:	(909) 383-4522 464 W. 4th Street, Suite 239
Santa Ana:	(714) 558-4597 28 Civic Center Plaza, Room 451
Santa Monica:	(310) 452-1188 2701 Ocean Park Blvd., Suite 222
Van Nuys:	(818) 901-5367 6150 Van Nuys Blvd., Room 105

Page 6

You may also consult with an attorney. If you hire an attorney, his/her fee will be taken out of some of your benefits.

FRAUD WARNING

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. The City prosecutes fraud vigorously, and City ordinances require that such employees be terminated and barred from future employment with the City.

DISCRIMINATION

It is illegal for your employer to punish or fire you for having a job injury or illness, filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set by the State.

SAFETY FIRST

All City employees are important to fulfilling the mission of their department. It is critical that employees follow safety rules and guidelines to prevent injury and to follow doctors' restrictions while recuperating from an injury or illness. Failure to do so may result in disciplinary action.

REMEMBER

You are the one who knows the most about your care. Be sure to keep your supervisor informed of your progress and expected date of return to work. Also, keep the claims administrator informed of any changes in medical appointments or treatment progress, and follow the physician's instructions carefully. This will help you make the quickest possible recovery so you can return to your job in a timely manner.

FOR MORE INFORMATION

Please visit the Personnel Department intranet site at http://per.ci.la.ca.us for more information, forms, and the most recent version of this pamphlet.

Page 7

Figure 3 cont

402-2.pdf

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DEPARTMENT OF
RECREATION AND PARKS

INSTRUCTION

INSTRUCTION NO.	
469	
DATE	
11/29/06	
DIST.	ORIGINATOR
P	HR
PAGE	
1 of 4	

SUBJECT:

OVERTIME

Reference: L.A.A.C. 4.113-4.116
Personnel Instruction 402-9
Personnel Resolution, Section 2K, & 3 A&B
Memoranda of Understanding
Fair Labor Standard Act

I. GENERAL

A. Overtime provisions are determined by the Fair Labor Standards Act (FLSA) and the employee's MOU, or in the case of employees who are not represented, Administrative Code Sections 4.113 through 4.116. The definition that applies to the majority of Department employees is that overtime is based on time compensated in excess of forty (40) hours in any one defined work week.

B. No compensation for overtime, whether in cash or in time off, shall be provided for work performed during any one workweek if the employee has not been compensated for 40 hours. This includes all authorized absences with pay.

C. Employees covered by the overtime provisions of the FLSA working an alternate work shift such as the 9-80 qualify for overtime upon completion of 40 hours in a workweek. A workweek is defined as a regularly recurring period of seven (7) days (168 consecutive hours). A workweek need not be the same as the calendar week and will not conflict with pay periods. It will begin on a specific day of the week and a specific hour of the day as determined by the employee's schedule.

See Figure #2 on page 5 for examples of 9-80 workweek schedules for FLSA covered employees.

II. AUTHORIZATION PROCEDURE

A. ADVANCE APPROVAL

Except in emergency situations, overtime must be authorized prior to the date worked as overtime.

1. The employee must complete a Request for Overtime form (Form RP 0427B, Figure 1) in duplicate. The request should include a clear description of the work to be performed and the necessity for the overtime. In some cases, the exact number of the overtime hours to be worked will not be known in advance. In these situations, an estimate of the overtime hours should be noted on the Form RP 0427B. A revised Form RP 0427B can be submitted after the overtime is worked if the amount of overtime differs from the estimate.

2. To be authorized, the Form RP 0427B must be approved by:

   a. Employee's supervisor
   b. Division Head (for accumulated time)
   c. Branch Head (for paid overtime)

3. Both copies of the approved Form RP 0427B will be sent to the Payroll Section, Stop 625-2.

B. EMERGENCY APPROVAL

Emergency situations arise which require overtime work and where there is insufficient time to secure all the necessary approvals prior to performing the work. In these emergency situations, the employee must have prior approval of the supervisor only. However, a Request for Overtime form (Form RP 0427B) must be completed by the employee immediately, and the form approved and distributed in the same manner as advance approval.

III. COMPENSATION

If overtime is authorized, most employees will be compensated at the rate of one and one half (1-1/2) hours for each hour of overtime worked. Salaried employees are not eligible to receive overtime compensation. See III D for a listing of classifications which are considered to be salaried.

A. COMPENSATORY TIME OFF

1. Accumulated time off will be granted at the discretion of the supervisor. It is the policy of the Department that employees should not accumulate more than 80 hours of compensatory time at any one time.

2. There is no required time limit within which compensatory time off must be used so long as an employee has accumulated no more than 80 hours of compensatory time.

B. CASH PAYMENTS

1. Cash payments for overtime worked are limited and available only as funds in the Department's overtime account permit.

2. Cash payment will not be allowed for less than one hour of work consisting of a full 60 minute period. Cash payment for work in excess of one hour of work will be allowed only in units of one tenth (1/10) hours consisting of a full 6 minute period.

C. If an employee is transferred, laid off, resigns, retires, or is discharged, s/he will be paid for all unused accumulated time off.

D. Employees in the following classes receive no compensation for overtime whether in cash or time off:

Chief Financial Officer
Chief Management Analyst
Departmental Chief Accountant III
Director of Systems
Executive Director Exposition Park Complex
Fiscal Systems Specialist II
Golf Manager
Landscape Architect II
Observatory Director I and II
Personnel Director III
Senior Civil Engineer/Project Manager III
Senior Management Analyst II
Senior Personnel Analyst II
Supt. Of Recreation & Parks Operations

RP.0427B
Submit in Duplicte

DEPARTMENT OF RECREATION AND PARKS
ACCOUNTING AND FINANCE DIVISION
PAYROLL/TIMEKEEPING SECTION

REQUEST FOR OVERTIME: _____ **ACCUMULATED (OT) or** _____ **PAID (PA)**

DATE: _____ **TOTAL HOURS WORKED:** _____

NAME: _____ **CIVIL SERVICE TITLE:** _____

DEPT #: _____ **DIV.#:** _____ **SS #:** _____

LOCATION: _____

REASON FOR OVERTIME: _____

_____

_____

APPROVED BY: _____ **SUPERVISOR/DIVISION HEAD**

_____ **ASSISTANT GENERAL MANAGER**

Figure 1

STANDARD 9/80 WORKWEEK SCHEDULES

The workweek for employees who work nine days (eight 9-hour days, one 8-hour day) during a two calendar week period must be adjusted to one of the following day off/work shift schedules. On the 8-hour day only, the employee must take his/her meal period at the specific time.

PAY PERIOD DAYS OFF

M-1: 1st Monday Off; 2nd Monday Short
M-2: 2nd Monday Off; 1st Monday Short

F-1: 1st Friday Off; 2nd Friday Short
F-2: 2nd Friday Off; 1st Friday Short

WORK SHIFTS*	DAY OFF		WORK WEEK BEGINS MONDAY
	M-1	M-2	
6:00-3:30 (2:30) Lunch: 10:00-10:30	1	10	10:30
6:00-3:45 (2:45) Lunch: 10:00-10:45	2	11	10:30
6:15-4:00 (3:00) Lunch: 10:15-11:00	3	12	10:30
6:30-4:15 (3:15) Lunch: 10:30-11:15	4	13	11:15
6:45-4:30 (3:30) Lunch: 10:45-11:30	5	14	11:15
7:00-4:45 (3:45) Lunch: 11:00-11:45	6	15	11:15
7:15-5:00 (4:00) Lunch: 11:15-12:00	7	16	Noon
7:30-5:15 (4:15) Lunch: 11:30-12:15	8	17	Noon
7:45-5:30 (4:30) Lunch: 11:45-12:30	9	18	Noon

WORK SHIFTS*	DAY OFF		WORK WEEK BEGINS MONDAY
	F-1	F-2	
Lunch: 10:00-10:30	19	28	10:30
6:00-3:45 (2:45) Lunch: 10:00-10:45	20	29	10:30
6:15-4:00 (3:00) Lunch: 10:15-11:00	21	30	10:30
6:30-4:15 (3:15) Lunch: 10:30-11:15	22	31	11:15
6:45-4:30 (3:30) Lunch: 10:45-11:30	23	32	11:15
7:00-4:45 (3:45) Lunch: 11:00-11:45	24	33	11:15
7:15-5:00 (4:00) Lunch: 11:15-12:00	25	34	Noon
7:30-5:15 (4:15) Lunch: 11:30-12:15	26	35	Noon
7:45-5:30 (4:30) Lunch: 11:45-12:30	27	36	Noon

* The hour in parenthesis indicates the time the 8-hour day work shift ends.

Figure 2

486.pdf

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 486
		DATE 04/28/09
	SUBJECT: SICK LEAVE IMPROVEMENT PROGRAM (S.L.I.P.)	DIST. P / ORIGINATOR HR
		PAGE 1 of 9

I. PURPOSE

The purpose of the Sick Leave Improvement Program (S.L.I.P.) is to improve the attendance of Department fulltime employees.

Consistent attendance is a basic condition of employment and is essential to the operations of the Department. Because sick leave is subject to abuse, and because the abuse of sick leave weakens the Department's ability to operate efficiently, supervisors must deal with the problem firmly but fairly.

II. FORMS TO BE USED

Sick Leave Detail Report (Figure #1)
Sick Leave Usage Review Report (Form 318, Figure #2)
Attendance Counseling Record (Form 319, Figure #3)
Requirement for Doctor's Verification (Figure #4)
Sample Physician's Certificate (Form 321, Figure #5)
Employee Log (Form 322, Figure #6)

III. PROCEDURE

A. A Sick Leave Detail Report (Figure #1) will be issued quarterly for each employee who has used over 96 hours of sick leave, or who has been off sick on at least 12 separate occasions during the preceding twelve-month period.

The codes used on the Sick Leave Detail Report will be:

TOT - Total Hours
AW - Absent without approval
EI - Employee Illness
LW - Leave without pay
FI - Family Illness
PM - Preventative Medicine
Start - First day of sick leave
End - Last day of sick leave

B. The Sick Leave Detail Report will be reviewed by the Human Resources Division and distributed with a Sick Leave Usage Review Report (Form 318, Figure #2) to the appropriate Assistant General Manager or Division Head, to distribute to the immediate supervisor.

C. In order to complete the Sick Leave Usage Review Report, the immediate supervisor will review the Sick Leave Detail Report and will determine if sick leave usage is appropriate. The supervisor will also indicate if a situation exists where he/she is unable to take action, such as when an employee is on leave with/without pay. If no action is required or no action can be taken, an explanation must be included in the Comments Section (Section 1). Call the Human Resources Division at (213)202-3223 for assistance if you have any questions.

D. The Sick Leave Usage Review Report (Form 318) is to be signed and dated by the immediate supervisor and Division Head, and then returned to the Human Resources Division.

E. An absence rate of more than 96 hours of sick leave or 12 separate occasions constitutes unsatisfactory attendance unless extenuating circumstances apply, such as:

1. If hospitalized, sick leave usage may be appropriate.

2. Maternity: A one time instance is normally at least 240 hours (6 weeks) of sick use if there are no complications for delivery and recovery.

3. Examples of one long illness of 96 hours.

F. Counseling of the employee should be considered before the employee reaches the 96 hour/12 incident period where there is suspicion of sick leave abuse. The following are examples of absences supervisors should watch out for:

1. Patterned absences: Use of sick leave next to days off such as vacation, holidays, and weekends. Use of sick leave the day after payday.

2. Numerous one day absences for illness.

3. Absence when it rains for employees who work outdoors.

G. When an employee cannot satisfy the supervisor as to the reasons for continued use of sick leave, it is recommended that the supervisor should:

Step 1 Orally warn the employee if the abuse appears to be a first time occurrence or if it has been infrequent (not more than once in three months).

Step 2 Request a doctor's certificate for each subsequent absence until the supervisor is satisfied that no abuse is occurring;

Step 3 Issue a written memo to the employee including his/her sick leave record for the period in question, if the problem persists;

Step 4 Prepare a Notice to Correct Deficiencies if the abuse is not curtailed;

Step 5 Consult with the Human Resources Division if the abuse appears to warrant more severe discipline.

H. If when completing the Sick Leave Usage Review Report (Form 318) the supervisor determines that action is required, Section 2 must be completed. Section 2 summarizes action taken by the supervisor. If the problem has gone beyond the written warning state, the Liaison Analyst in the Human Resources Division must be contacted before completing the Attendance Counseling Record (Form 319). In all other cases, complete the Attendance Counseling Record (Form 319). This is to be signed and dated by the employee, immediate supervisor, and Division Head, and returned to the Human Resources Division. Employees may submit a written statement regarding the reasons for their absences which will also be placed in the employee's personnel folder. See Figure #5 for a sample of the information that may be requested if the supervisor is requiring a Doctor's note for future sick leave usage.

NOTE: Supervisors may require a Doctor's note at any time, even if use has not exceeded 96 hours or 12 absences.

I. Human Resources Division staff will review each Sick Leave Usage Review Report and Attendance Counseling Record (Form 318 and 319).

J. If you believe that alcohol or drug abuse is the problem, refer to Instruction No. 485 Alcohol and Drug Abuse.

K. Should it appear that further action is necessary, refer to Department Instruction No. 481 Disciplinary Procedure.

P190SSSZ SICK LEAVE DETAIL REPORT PAGE 3

EMPLOYEE : 12 SOC SEC NUM:
NAME : _____ CLASS:
REPORT DATE: 04/17/04 PERIOD: 03/23/03 TO 03/20/04
DEPT/BUREAU: 7901 - REC PARKS RED FULL TIME DIVISION:

START DATE	END DATE	DEPT USED	CODE	TOT HRS	AW HRS	EI HRS	FI HRS	LW HRS	PW HRS	INCIDENTS
05/06/03 TUE	05/09/03 FRI	7901	EI	32.0	0.0	32.0	0.0	0.0	0.0	1.0
05/12/03 MON	05/14/03 WED	7901	EI	24.0	0.0	24.0	0.0	0.0	0.0	1.0
07/28/03 MON		7901	FI	8.0	0.0	0.0	8.0	0.0	0.0	1.0
09/09/03 TUE		7901	EI	8.0	0.0	8.0	0.0	0.0	0.0	1.0
09/23/03 TUE	09/24/03 WED	7901	EI	12.0	0.0	12.0	0.0	0.0	0.0	1.0
10/06/03 MON	10/07/03 TUE	7901	FI	11.0	0.0	0.0	11.0	0.0	0.0	1.0
01/05/04 MON	01/07/04 WED	7901	EI	24.0	0.0	24.0	0.0	0.0	0.0	1.0
03/16/04 TUE		7901	EI	8.0	0.0	8.0	0.0	0.0	0.0	1.0
TOTAL				127.0	0.0	108.0	19.0	0.0	0.0	8.0

Figure 1

DEPARTMENT OF RECREATION AND PARKS - HUMAN RESOURCES DIVISION
SICK LEAVE USAGE REVIEW REPORT

Date: «date1» Date Due: «date2»

To: APPROPRIATE SUPERVISOR

Via: «DivisionHead» Division Head | «Division» Division | «DivisionNo» Division No.

The employee listed below meets or exceeds the Sick Leave usage review criteria for the last reporting period. Please review the attached employee's sick leave log, meet with the employee if applicable, and determine the appropriate action to take. This form **must** be returned to the Personnel Division by the above due date.

Employee: «Employee» Classification: «Classification»

SICK LEAVE RECORD

Reporting Period: From «Date3» To «Date4»

Number of Incidents: «Incidents» Hours Sick Leave: «HoursSickLeave»

INSTRUCTIONS: **Complete one of the sections below. If section 2 is applicable, you must also complete the Attendance Counseling Report.**

1. SICK LEAVE USAGE APPROPRIATE / NO COUNSELING GIVEN

If you determine that all sick leave usage was appropriate or you are unable to have a meeting with the employee at this time, check the appropriate box below, and provide explanation in comments section below. (Do not complete the Attendance Counseling Report).

- ☐ No action required - All sick leave usage appropriate
- ☐ Unable to meet with employee - Employee on vacation, sick leave, leave without pay, etc. (Specify below).

COMMENTS: _____

_____

_____

2. SICK LEAVE USAGE NEEDS REVIEW/COUNSEL EMPLOYEE

If you determine that a counseling meeting is required based on the employees' record, meet with the employee first, then check the appropriate box below and complete the Attendance Counseling Report.

- ☐ Reviewed record and counseled employee on attendance
- ☐ Orally warned employee regarding unacceptable record
- ☐ Written warning (Notice to Correct Deficiencies attached)
- ☐ Physician's Certificate required for future sick leave payment
- ☐ Requesting formal disciplinary action by separate memo

I HAVE REVIEWED THIS FORM PRIOR TO SUBMISSION TO THE HUMAN RESOURCES DIVISION:

_____ Supervisor's Signature _____ Date _____ Division Head Signature _____ Date

Figure 2

ATTENDANCE COUNSELING REPORT

NOTE TO SUPERVISOR: This form must be completed, signed and distributed to the following:
Original to Human Resources Division; 1 copy to Supervisor; 1 copy to Employee

1. **Employee Work Schedule:** **Work Hours:**

   Regular Days off (circle): Sun Mon Tue Wed Thurs Fri Sat

2. **Absences without authorization (AW):**
   Dates of absence during reporting period when employee failed to call or properly notify supervisor.

   _____

   _____

3. **History of Previous Counseling:**
   List all dates employee was counseled during past 12-months and action taken.

   _____

   _____

4. **Employee Explanation:**
   Please detail, or employee may attach separate sheet with explanation.

   _____

   _____

5. **The purpose if this form is to review your sick leave usage record. After careful review, your attendance record is currently considered.**

   ❑ Unsatisfactory ❑ Improvement Needed ❑ Satisfactory ❑ Significantly Improved

   Comments: _____

   _____

I CERTIFY THAT I HAVE REVIEWED AND RECEIVED A COPY OF THIS FORM

_____ _____ _____ _____

Employee's Signature **Date** **Supervisor's Signature** **Date**

Figure 3

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
[WEST VALLEY MAINTENANCE]

DATE: _____

TO: _____

FROM: _____

SUBJECT: **ATTENDANCE IMPROVEMENT - REQUIREMENT OF PHYSICIAN'S VERIFICATION**

You have used _____ hours of sick leave on _____ occasions for the period from _____ to _____. A detail of your absences is attached.

Effective this date you are required to provide your supervisor with a doctor's verification of illness in order to be paid for sick leave. This verification must include the date you were treated, the date(s) you were disabled, and the date you may return to work. In order to be authorized sick leave for the entire absence, you must be evaluated by the physician **on the first day of your absence.** You will be marked absent without authorization (AW) for the time you were not at work and did not provide the required confirmation of disability.

A Doctor's certificate satisfactory to your supervisor must be given to your supervisor on the first day you return to duty. On any occasion when satisfactory proof is not submitted, you will not be granted vacation or any other compensated time for the absence. Nor will you be granted 'emergency' vacation while you are under this requirement for physician's verification. All vacation time allowed must be arranged at least one week in advance. Exceptions will be made only under the most serious circumstances.

If there are any problems unknown to me that are affecting your attendance, please discuss them with me as soon as possible. Your attendance will be reviewed again on _____ to determine the need for continuing this requirement.

I have received a copy of this memorandum.

Employee's signature_____ Date: _____

Figure 4

PHYSICIAN'S WORK STATUS/LIMITATION NOTIFICATION FOR DEPARTMENT OF RECREATION AND PARKS EMPLOYEES (Non Confidential)

CONFIDENTIALITY: To ensure medical confidentiality, do NOT list medical diagnosis.

Employee: _____ _____
Last Name First Name

Date of injury or illness: ___/___/___ Date of examination: ___/___/___

____ Instructed to return to regular work on ___/___/___
Date

____ Disabled from ___/___/___ to ___/___/___
Date Date

____ Instructed to return to work on ___/___/___ with the following limitations:
Date

No Use of:
____ Right Arm ____ Left Arm
____ Right Hand ____ Left Hand

Limited Use of (List specific limitation below):
____ Right Arm ____ Left Arm
____ Right Hand ____ Left Hand

_____
_____
_____

No:
____ Pushing over ____ pounds.
____ Pulling over ____ pounds.
____ Lifting over ____ pounds.

____ No Steps/Ladder Climbing
____ No Work on Elevations Above ____ Feet
____ No Work With Hazardous Machinery
____ Limited Standing
____ Limited Bending/Stooping
____ No Walking
____ Limited Walking
____ Not to drive Motor Vehicle
____ Other Physical Limitation: _____
_____
_____
____ Other Psychological Limitation: _____
_____
_____

____ Instructed to return on ___/___/___ for additional medical examination..
Date

____ Released from medical care on ___/___/___
Date

_____ ___/___/___
Physician's signature Date

Figure 5

Form 322

EMPLOYEE LOG

Employee: _____ Physician's Certificate Required _____

Supervisor: _____ Division: _____

Work Schedule: SU M T W TH FR SA Date Started: _____

1st Week: _____ 2nd Week: _____

Date of Absence	Day of Week	Call Time	No Call	Reason (Use Code Below	No. of Hours	Comments - Reason for Illness, expected return, call-in instructions, etc.	Proof Received

Reason Codes: Employee Illiness - EI
Family Illness - FI
Preventive Medicine - PM

Proof Code: Physician's Certificate - PC

Figure 6

402-1.pdf

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Supervisor's Guide to Workers' Compensation

General Manager
Margaret M. Whelan

Assistant General Managers
Tom Coultas
Phyllis Lynes
Rhonda Sims-Lewis

Division Chief
Lois Pace

Administrative Chief
Angie Chang

Principal Staff
Benjamin Reynolds
Bridget Talley
Daniel Wilson

Board of Civil Service Commissioners
Sharon Schuster, President
Dick Davis
Connie J. Friedmann
Helen R. Mars

Revised 5/02

Prepared by the
Personnel Department
City of Los Angeles

Available online @ http://per.ci.la.ca.us/Guide/SupGuide.pdf

Figure 10

Supervisor's Investigation Report For Workers' Compensation

Injured Employee: _____ Department: _____

Job title: _____ Where assigned: _____ Date of injury: _____

Date reported: _____ By: _____ Time of injury: _____

Employee's Description of Injury: [Describe the injury as precisely as possible. Include how the injury occurred and what body parts were injured in the accident. Complete this section of the report as soon after the accident as possible. Add blank pages if necessary.]

What happened? _____

Where did the injury occur? _____

What caused the accident? _____

How could it have been prevented? _____

Who witnessed the accident? _____

List tools or devices being used at the time? _____

Did such tool or device cause or contribute to the accident? _____

If so, describe: _____

Did you receive medical treatment? Yes [ ] No [ ] If so, who provided it? _____

Who transported injured employee to hospital? _____ Date: _____ Time: _____

IF VEHICLE ACCIDENT IS INVOLVED: [Complete the below section at the earliest possible time during your investigation.]

City owned vehicle? Yes [ ] No [ ] Registered owner ? _____ License No: _____

Injured employee was: Driver [ ] Passenger [ ] Police Report taken? Yes [ ] No [ ] Police Dept or Division: _____

Who caused the accident? City employee [ ] Third party [ ] Did police determine who was at fault? Yes [ ] No [ ] Unknown [ ]

Injured Employee's Comments: _____

The above information is true and correct to the best of my knowledge.

Date signed: _____ Employee's signature: _____

Supervisor must initial the following sections regarding ACTIVITY and verify that employee was working at the time and place of the injury described in this report. If the injury occurred off city premises or during vehicle transit, the supervisor must determine if the injury should be classified as In-Service or Non-In-Service. Both of the following sections must be answered.

What work duties was employee performing at the time of injury? _____

_____

Assigned duties were verified by: _____ Title/Position: _____

Was the employee working in accordance with policy? Yes [ ] No [ ] If not, why? _____

Was employee operating his/her own vehicle? Yes [ ] No [ ] If not, why? _____

Was the employee authorized to operate a city vehicle? Yes [ ] No [ ] If so, where and why? _____

_____

Where did the trip begin? _____ Travel Destination: _____

Primary purpose of this trip was for: _____

The employee's purpose for travel was verified by: _____ Title/Position: _____

Was the route of travel consistent with the employee's purpose? Yes [ ] No [ ] If not, describe deviation: _____

_____

Employee's reason for deviation: _____

Does the employee work at home or at/near city premises at the location of his or her duty assignment? Yes [ ] No [ ]

If so, describe the arrangement for work off premises: _____

_____

Off premises work and travel approval verified by: _____ Title/Position: _____

City personnel or public or travel activity? Yes [ ] No [ ] Describe: _____

Is employee on permanent light duty? Yes [ ] No [ ] Amount of assignment: 0 _____ Hours [ ] Week [ ]

Employee's normal assignment: _____

SUPERVISOR'S CHECKLIST [Verify that all of the following items are covered in your investigative report of this employee injury.]

[ ] All witnesses have been interviewed and their statements recorded.
[ ] Supervisor / Manager of the injured employee have been interviewed to confirm relevant duty and/or travel circumstances.
[ ] The cause of the injury was sufficient to confirm that conditions were as reported by the witnesses and injured employee.
[ ] Injured employee was questioned regarding use of safety equipment or protective work safety techniques.
[ ] Photos of any unsafe conditions relevant to this claim have been submitted or taken by the supervisor.
[ ] Tools and/or devices in use during the accident have been examined for safety and proper use. If any evidence of equipment malfunction, defective design or manufacture, such is to be reported for evidence in any potential claim.
[ ] Injured witness have been examined and recorded in the investigation. Specifically the following witness have been reviewed: [ ] Employee [ ] Co-worker [ ] Citizen Witness
[ ] Employee [ ] Supervisor [ ] Witness to Accident [ ] Witness to Injury
[ ] Safety personnel were consulted: [ ] were not, or [ ] have been satisfied regarding safety, for the following reasons:

_____

_____

[ ] Documentation from the City Attorney's Office have been satisfied if the employee is suspected in this case.

LIST OF WITNESSES: [Attach brief description of their personal observations/statements.] Do any of the following:

Name: _____ Position: _____ [ ] Co-worker [ ] Citizen Witness

Statement: _____

_____

_____

_____

PART 3 – SUPERVISOR'S REPORT

Name: _____ Position: _____ [ ] Co-worker [ ] Citizen Witness

Statement: _____

Name: _____ Position: _____ [ ] Co-worker [ ] Citizen Witness

Statement: _____

Name: _____ Position: _____ [ ] Co-worker [ ] Citizen Witness

Statement: _____

[Use additional sheets of paper if more witness statements are needed, or if statements exceed the limits of this form.]

SUPERVISOR'S PRELIMINARY FINDINGS:

Cause of accident: _____

Action taken to prevent future accidents of this nature: _____

Safety policy information sent to City Attorney: _____

Field Comments: _____

Date: _____ Supervisor's signature: _____

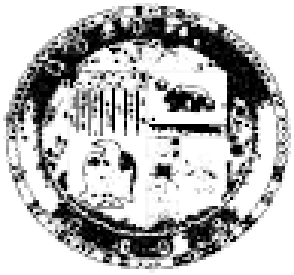
CITY OF LOS ANGELES

OFFICE OF THE CITY ATTORNEY

Rockard J. Delgadillo, City Attorney

PERSONNEL DEPARTMENT

Margaret Whelan, Department Manager



INVESTIGATING WORKER'S COMPENSATION INJURIES

RECREATION & PARKS DEPARTMENT

THE SUPERVISOR'S GUIDE FOR INVESTIGATING AND REPORTING INJURIES IN THE WORKPLACE

May 2005

INVESTIGATING WORKERS' COMPENSATION INJURIES

THE REASON FOR THIS TRAINING

- Train managers and supervisors regarding basic workers' compensation principles.
- Enable Operating Departments to conduct timely and detailed investigations of workers' compensation claims to ensure expeditious handling of claims.
- Increase cooperation between the Operating Departments, Personnel Department and the Office of the City Attorney.

THE ULTIMATE GOALS

- Improve safety in the workplace.
- Ensure fair and efficient administration of workers' compensation claims and prompt delivery of medical care and other benefits to injured employees.
- The timely identification of suspicious claims, legal defenses, and workers' compensation fraud.

THE ROLE OF SUPERVISORS

- Supervisors have the best opportunity to investigate and report work-related injuries. They have a duty to ensure prompt medical care for injured employees, and are responsible for the identification of safety hazards, suspicious claims, legal defenses, and fraudulent claims.
- Investigations conducted months or years later rarely produce helpful information and may yield misleading entries.
- Supervisors need to understand basic principles of workers' compensation before they can be expected to investigate and report on workplace injuries.

WORKERS' COMPENSATION PRINCIPLES THAT SUPERVISORS NEED TO UNDERSTAND

1. Industrial Injury – AOE/COE
2. Reporting Work-related Injuries
3. Duty to Provide Medical Treatment
4. Workplace Safety
5. Subrogation
6. Legal Defenses to Claims
7. Employer's Right to Investigate Claims
8. Investigative Techniques

1. INDUSTRIAL INJURY – AOE/COE

Injury, for workers' compensation purposes includes any "*...injury or illness arising out of the employment... [AOE] while the employee is acting within the course of employment [COE] and which results in disability or necessitates medical treatment beyond the first aid.*"

This is a threshold test that supervisors and managers must fully understand as they investigate or review the investigations of workers' compensation claims. AOE/COE is the most important legal principle presented in this material.

Part 1. ARISING OUT OF EMPLOYMENT - "AOE"

General Legal Principle: For an injury to "arise out of employment" it must occur by reason of a condition or incident of the employment. It must have its origin a risk connected with the employment.

- Must be a link between the injury and a requirement of the employment?
- Employment, and the duties thereof must expose the employee to the risk or hazard that actually caused the injury?

Part 2. IN THE COURSE OF EMPLOYMENT - "COE"

General Legal Principle: An injury is in the "course of employment" when it occurs at a time when employment requires the worker to be where he is and must occur while he is actually engaged in some activity expected by the employer.

- Must be actually engaged in conduct, which the employment expressly or impliedly requires or permits, and such conduct must be a causative factor in the injury.

Part 3. DISABILITY OR NEED FOR MEDICAL CARE

General Legal Principle: The injury must result in the need for medical treatment OR the loss of time from work (disability) before it is compensable for workers' compensation purposes. The medical care must be more than first aid, and the time loss from work must extend beyond the date of the incident that caused the injury. The injury must either require medical care or result in disability. It does not require both.

TYPES OF INDUSTRIAL INJURIES

There are three basic types of industrial injuries that managers and supervisors should understand when they are investigating workers' compensation claims.

- Specific Injuries occur as the result of a single incident or sudden exposure, which causes an immediate disability or need for medical care.
- Cumulative Trauma Injuries result from months or years of repetitive physical trauma or insult that causes gradual development of a medical condition, which requires medical care or results in some disability. Trauma is the key word in these injuries. [Presumptive type included.]
- Cumulative Illness or Occupational Disease occur through long term exposure to specific hazardous substances or environmental conditions in the workplace which lead to the development of medical conditions requiring medical treatment or cause disability. [Presumptive type included.]
- Other recognized forms of industrial injuries exist but usually involve subsequent or pre-existing conditions that are deemed industrial through case law or specific provisions of the Labor Code. [Example: Injury while participating in vocational rehab for an industrial condition.]

2. REPORTING WORK-RELATED INJURIES

Supervisors must comply with city policies and procedures for reporting work injuries and be familiar with the forms required for this purpose.

- Employers Report of Occupational Illness or Injury - [Form 5020] This form shall be completed by a manager or supervisor to report any occupational injury which results in lost time beyond the date of the incident, OR requires medical treatment beyond first aid.

- There is one exception where a report is required without the need for medical care or a loss of time from work. Exposure to known hazardous substance over time or in a single exposure, where the substance is likely to result in serious health problems months or years later. [Asbestos – Cement]

- Employee's Claim Form - [DWC-1] This form shall be provided to an injured worker by a supervisor within 24 hours of knowledge, from any source, of a work-related injury or illness. The supervisor shall not complete this form. The injured worker has the responsibility for the completion of this form. Supervisors should however advise the injured worker of the possible delay or loss of benefits if the form is not timely filed.

- Both forms must be forwarded for processing without delay.

3. SUPERVISOR'S DUTY TO ARRANGE FOR MEDICAL CARE FOR INJURED EMPLOYEES

The first responsibility of a supervisor or manager who learns that a city employee has suffered an industrial injury is to ensure that he or she received prompt medical treatment. The law requires employers to authorize and provide medical treatment within one working day after the filing of the claim form.

- $5000 imposed on obligation on employers to authorize and provide medical treatment within one working day after the filing of a claim. Whether it is an accepted injury or a denied injury treatment shall be provided up to $10,000.00.

- Timely and competent medical care is in the best interest of the employee and employer. Such care usually results in a more complete and early recovery and a timely return to the workplace.

4. WORKPLACE SAFETY

Workplace hazards and unsafe work practices must be corrected immediately upon discovery. When an injury occurs, the cause must be identified and corrected immediately to prevent future injuries.

- The employer has a legal duty to provide employment and a place of employment that is safe for the employee therein.
- Breach of this duty can result in penalties equal to 50% of all compensation paid to an injured employee. No maximum limit on the amount of this penalty. (Serious and Willful safety violations)
- If a supervisor or manager is aware of a condition or practice in the workplace that places employees in danger they must fix it or secure it to prevent any injury.
- If employer is aware of Safety Order and willfully violates it; Serious & Willful.

Two ways for an employer to commit a Serious and Willful violation:

1. Intentional act or failure to act exposing a known peril or hazard with resulting injury from such peril or hazard.
   - Mere negligence is not enough…requires "intent" or "willful" decision to continue a course of conduct knowing that injury is likely…not just possible, but likely!
2. Willful violation of a known safety order with reckless disregard for the likely consequences with subsequent related to the subject of the safety order.
   - A manager or supervisor must have actual knowledge of the safety order and intend to ignore it (beyond the imminent threat to workers.

5. SUBROGATION

Subrogation is related to a third-party liability. It is the process by which one party "steps into the shoes" of another in an action against a third party. Subrogation places the burden of loss on the party who causes it.

When a third-party causes injury to a city employee and the city provides workers' compensation benefits, the city can file a lawsuit against the third-party to recover the cost of benefits related to that party's negligence.

Timely identification of subrogation rights, when accompanied by the preservation of physical evidence can result in the recovery of all costs related to the injury.

Supervisors must consider the possibility of subrogation in every investigation of a workplace injury. They must understand the basic issues presented in typical subrogation actions.

THE SUBROGATION INQUIRY.

1. Was the injury caused by a defective tool or device? What was the defect? Was it a design defect or manufacturing defect? Did it involve safety devices?
2. Did a hazardous substance cause the injury? Was it clearly identified with a warning label?
3. Did a third-party, or employee of or the business entity cause or contribute in any way to the accident that caused the injury? Was failure to maintain a corrective factor?

If the answer to any of these questions is yes, then you should notify the City Attorney of a possible subrogation claim.

- In order for the city to recover these costs through subrogation the city must timely file a lawsuit against the third party or must join in an action filed by the injured employee.
- Supervisors must identify subrogation rights only in a claim to allow the city to timely file a subrogation action.
- When subrogation rights appear to be an issue, supervisors must preserve and preserve any evidence of such right; i.e. a defective tool or other evidence of negligence, and make timely notification to the Office of the City Attorney.

SUBROGATION EXAMPLES

1. Personal Negligence; Example: Traffic accident caused by third party.
2. Product Liability; Example: Manufacturing defect, design defect, or failure to warn.
3. Premises Liability/Failure to Maintain; Example: Slip and fall on greasy floor.
4. Negligent Repair or Maintenance; Example: Elevator not timely inspected or maintained by outside contractor fails and city employee is injured.
5. Intentional Tort; Example; Angry citizen assaults Traffic Officer.

6. LEGAL DEFENSES TO CLAIMS

Supervisors must understand the common legal defenses to workers' compensation claims they may investigate. They must be able to identify and preserve the evidence to support such legal defenses, and must timely report defective or fraudulent claims.

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 472
		DATE 11/15/11
	SUBJECT: ON-DUTY INJURIES	DIST. P / ORIGINATOR HR
		PAGE 1 of 38

Reference: Los Angeles Administrative Code Section 4.104
State Labor Code 6407, 6408, 6409, 6410
Instruction 471 (Departmental Injury and Illness Prevention Program)
Instruction 473 (Return to Work - Light Duty Assignments)
California Code of Regulations, Title 8, Sections 14300-14300.48
Cal/OSHA Recordkeeping Standards (effective January 1, 2002)

I. GENERAL INFORMATION

This instruction is issued to ensure that proper steps are taken to secure medical care for employees who experience an on-duty injury or job related illness. The following procedures specify the duties and responsibilities of both the supervisor and the employee under such circumstances.

II. TREATMENT OF ON-DUTY INJURIES

A. SERIOUS INJURY

Secure medical attention first!

1. Take the employee to the nearest emergency hospital if s/he can be safely moved, otherwise call 911.

2. Notify the Workers' Compensation Division at (213) 473-3400 (if busy call 473-3425 or 3434) at the earliest possible time.

B. MINOR INJURY

For injuries where time necessary to secure treatment is not critical, the following procedures should be followed:

1. Weekdays between 7:00 a.m. and 5:00 p.m., call the Workers' Compensation Division at (213) 473-3400 for instructions. Between the hours of 5:00 p.m. and 5:30 p.m., call the Workers= Compensation Division at (213) 847-9405. Send or take employee to the doctor with the Physician=s Authorization of Modified Duty/Return to Work Release (Figure #1).

2. Holidays, weekends, and evening hours, take the employee to the nearest 24-hour industrial facility or emergency hospital. Call the Fire Department or (213) 483-6721 if you do not know the location of the nearest industrial facility or hospital.

C. DEATHS

1. Notify the Police Department on (213) 485-2681 or, if outside the City, notify the Sheriff.
2. Notify Workers' Compensation Division at (213) 473-3400.
3. Notify the Department Safety Engineer at (213) 202-3248.
4. Notify the Department Liaison Analyst to Workers= Compensation at (213)202-3243.
5 Notify Cal/OSHA - Los Angeles office (213) 576-7451 or Valley office (818) 901-5403.
6 Notify the Region and/or Division Head.

III. FOLLOW-UP OF ON-DUTY INJURIES AND ILLNESSES

It is the responsibility of the employee to report any on-duty injury or illness, to keep the supervisor informed of the status of the on-duty injury or illness, and to follow the instructions of the supervisor and authorized workers' compensation doctor. The supervisor and employee should discuss the status of the injury or illness at least once every two weeks, or more frequently if necessary. This is designed to alert the supervisor to any problems the employee may be having so that the supervisor may help resolve them. If the supervisor has any difficulty in obtaining necessary information he/she should contact the Workers' Compensation Analyst assigned to the case at (213) 473-3400. Cases are assigned to analysts alphabetically according to the employee's last name.

A. ADDITIONAL MEDICAL CARE

When an employee is returned to duty after an on-duty injury or illness, additional medical care may be required. The supervisor may request that the employee schedule medical appointments, physical therapy, and other medical care so it is least disruptive to the job. Additionally, the supervisor should request written verification of medical care from the employee.

B. EMPLOYEE CERTIFIED OFF-DUTY

1. General

If an employee is certified off-duty due to a work related injury or illness, a Duty Certificate form - PDAS 43 (Figure #2) indicating such action is completed by the authorized workers' compensation doctor and/or Workers' Compensation Analyst. If the employee is unable to produce the necessary form the supervisor should contact the Workers' Compensation Division at (213) 473-3400 to verify the off-duty status.

2. Supervisor's Responsibilities

It is the responsibility of the supervisor to advise the injured or ill employee of the general workers' compensation benefits, rules, and procedures (Figure #3) and the specific requirements of the supervisor. The supervisor's specific requirements should include requiring the employee to follow the doctor's orders and report to the supervisor regularly on the status of the injury or illness.

The goal of workers' compensation is to provide good medical care for injured or ill employees and assist them in making a complete recovery as soon as possible. Therefore, the supervisor should ensure that the employee is following the physical restrictions ordered by the doctor and scheduling and meeting all medical appointments. If necessary, the supervisor should contact the appropriate Workers' Compensation Analyst to verify information or provide facts related to the injury or illness.

The employee may be subject to disciplinary action if s/he fails to follow the instructions outlined by the supervisor and/or doctor. The supervisor should contact the appropriate Human Resources Division liaison analyst to discuss such proposed action.

C. CHANGE IN AUTHORIZED WORKERS' COMPENSATION DOCTOR

An employee may request a change of workers' compensation doctor through the Workers' Compensation Division of the Personnel Department. Only when this change is approved by the Workers' Compensation Division will the medical costs be paid by the City. In some instances, if the newly approved doctor recommends that the employee be placed off-duty, the Workers' Compensation Analyst will not authorize payment until verified by the original workers' compensation doctor.

Occasionally an employee will seek treatment from a second doctor without the authorization of the Workers' Compensation Division. In such a case, any medical care, periods off-duty or work restrictions recommended by the second doctor will not be authorized for workers' compensation benefits or assignment to the light duty crew. If the second doctor places the employee off-duty or lists work restrictions which prevent the employee from performing the job, the employee may be placed on a leave of absence without pay pending resolution of the workers' compensation case. Such a leave should be arranged through the appropriate Human Resources Division liaison analyst.

D. INVESTIGATION OF QUESTIONABLE INJURIES OR ILLNESSES

Occasionally an employee claims to have received an on-the-job injury or job-related illness that appears questionable to the supervisor.

If a claim appears questionable, it should be noted on the Employer's Report of Occupational Injury or Illness - Form 5020 (Figure #4) by the supervisor. Any supporting facts on the case should also be listed. The supervisor should also assist the contracted investigator by providing any information needed. In such an instance, the claim will be placed under investigation and the employee will not be eligible for workers' compensation benefits until it is determined that the injury or illness is job-related.

E. PERMANENTLY DISABLED EMPLOYEES

When the Department of Recreation and Parks is notified that an employee's work related injury has been judged "permanent and stationary," the procedures outlined below will be followed:

1. Upon receipt of a Permanent Disability Rating, the Human Resources Division will determine whether a job analysis and request for Work Fitness Evaluation is necessary.

2. The employee's supervisor will be advised of any work restrictions placed upon the employee.

3. If feasible, the job should be restructured to accommodate the employee.

4. If the employee's supervisor determines that the employee cannot perform their job assignment adequately under such restrictions and restructuring of the job is not feasible, the supervisor must notify the appropriate Human Resources Division liaison analyst, stating specifically why the employee is unable to perform the regular work assignment and why it is not possible to accommodate the employee.

   Some options that can be explored in such a case are:

   a. Leave of Absence at the request of the employee;
   b. Disability Retirement at the request of the employee;
   c. Service Retirement at the request of the employee;
   d. Reassignment within Job Classification;
   e. Transfer to another classification under Charter Section 1014 provisions; and
   f. Resignation if the employee so desires.

If all options are exhausted, a Removal For Medical Reasons will be initiated by the Human Resources Division.

IV. DOCUMENTATION

A. EMPLOYEE'S CLAIM FOR WORKERS' COMPENSATION BENEFITS (DWC FORM 1)

The form "Employee's Claim For Workers' Compensation Benefits" (Figure #5) must be given to an employee within 24 hours of his/her claim of a work-related injury or illness, or the supervisor=s knowledge of a work-related injury.

1. This is a four part form which will require the employee to fill out a very minimal amount of information about the claimed injury. If the employee is too injured or incapacitated to complete the form (or has died), it must be completed by a member of his/her family or someone acting on his/her behalf (not the supervisor).

2. Upon knowledge of the work-related injury the supervisor must complete Lines 11 and 12 of the bottom portion of the form and give the form to the employee. After the employee completes the employee section of the form, s/he retains a copy and gives the original to the supervisor, who will complete the remaining lines of information and sign the form. Copies of the form are then distributed as follows:

   Original - Human Resources Division, Stop 625-24
   Copy - Employee
   Copy - Workers' Compensation, Stop 391
   Copy - Supervisor

   An additional copy should be made and maintained in the area file.

   Important Information to Note:
   Supervisors must give the claim form to the injured worker within one business day - 24 hours - of either a request from the employee for the form or of knowledge that there has been or may have been an injury whether the employee wants to file the claim or not and whether or not the supervisor believes an injury has occurred. Lines 11 and 12 are very important because it is these two dates which are proof that the City has complied with the one-business day rule. Without these dates the City can be fined or penalized for failure to comply with the law. Once the form is returned to the supervisor, s/he must note the date it came back from the employee (Line 13).

B. EMPLOYERS' REPORT OF OCCUPATIONAL INJURY OR ILLNESS (FORM GEN. 5020)

Employer's Report of Occupational Injury or Illness - Form General 5020 (Figure #4) provides a record of the incident and includes coded information necessary for processing the accident information by computer. This information provides more detailed and complete accident data for the purpose of analyzing the accident.

It is the employee's supervisor who is ordinarily responsible for investigating the accident or occupational illness (see Instruction No. 471, Safety Program). The employee's supervisor is also responsible for having the Form General 5020 completed accurately, completely, and timely.

After completion, the form(s) is/are distributed by the area or division office as follows:

Copies 1 & 2 - Workers' Compensation Division, Personnel Department, Stop 391
Copy 3 - Workplace Safety Section, Stop 625/24
Copy 4 - Human Resources Division, Stop 625/24
Copy 5 - Payroll, Stop 625/2
Copy 6 - Supervisor
Copy 7 - Filed with the Cal/OSHA Injury Log (No. 300)

Form 301 should be completed only if the injury or illness is Arecordable@on the Cal/OSHA Form 300 Log by Cal/OSHA Standards.

C. CAL/OSHA INJURY & ILLNESS INCIDENT REPORT FORM 301: (Figure #6)

If applicable, it is the employee's supervisor who is responsible for having the Cal/OSHA Form 301 completed accurately and completely.

The injury/illness is recordable if it is work-related, new (as defined by Cal/OSHA), and meets one of the ASeven Basic@ or AFour Special@ OSHA Recording Criteria.

Seven Basic Recording Criteria:
Record the injury/illness if the case involves: death; medical treatment BEYOND first aid; loss of consciousness; days away from work; days of restricted work; transfer to a new job; significant injury/illness; or is diagnosed by a doctor, even if none of the other criteria applies.

Four Special Recording Criteria:
Record the injury/illness if the case involves:
sharps; needle sticks; lacerations; medical removal cases; hearing loss cases; tuberculosis cases.

NOTE: Every time you enter a case on the 300 Log,(Figure #7) an accompanying Form 301 must be completed. Both forms must be completed within seven (7) calendar days of the incident.

After completion, the form(s) is/are distributed by the area or division office as follows:

Original: Filed with the Cal/OSHA Injury Log (No. 300). Maintain original copy of Cal/OSHA Form 301.

Copy: mail to Human Resources Division, Stop 623/24

D. DUTY CERTIFICATION FORM (PDAS 43)

1. The Duty Certificate Form - PDAS 43 (Figure #2) is completed by the treating doctor or the Workers' Compensation Analyst whenever an employee goes to a doctor for treatment of an on-the-job injury or returns to the job after having been off-duty for a work-related injury or illness.

2. An employee must return a completed PDAS 43 to the supervisor after each doctor's visit. If the employee is unable to supply a PDAS 43, a doctor's note indicating the employee's work status may be substituted. However, the supervisor should contact the Workers' Compensation Division to verify that the doctor's report and the treatment is authorized by the Workers' Compensation Division.

3. The employee's supervisor is responsible for checking the "Duty Certificate" prior to accepting the employee back to work. In particular, Section B of the form should indicate the date of return and whether the employee is being returned to regular duty or restricted duty.

4. If the employee is being returned to restricted duty, the restrictions should be listed in Section C. Supervisors are required to make every reasonable effort to accommodate such restrictions (see Section II - Return to Work [Light Duty Assignment] - Instruction No. 473).

E. ACAL/OSHA FORM 300 LOG OF WORK-RELATED INJURIES AND ILLNESSES@ AND ACAL/OSHA FORM 300A, ANNUAL SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES@

1. The State of California requires that work-related injuries and illnesses meeting certain criteria be recorded on the 300 Log and Annual Summary of Work-Related Injuries and Illnesses - Form 300A (Figure #8).

   Situations where an employee is injured on the job, goes to the doctor, receives First Aid Treatment only and returns to work the same or next day are considered "First Aid Cases" and need not be entered on the 300 Log.

Cal/OSHA=s Definition of First Aid:

First Aid = Doctor visit to solely observe or counsel, or for diagnostic procedures (X-ray, blood test, Rx drugs for diagnostic purposes only).

First Aid Services include:

a. Non-prescription medications at non-prescription strength
b. Wound coverings, gauze, bandages
c. Hot or cold therapy
d. Non-rigid supports (slings)
e. Temporary immobilization devices while transporting a victim
f. Eye patches
g. Finger guards
h. Massages
i. Administering Tetanus immunizations
j. Cleaning, flushing, or soaking surface wounds
k. Drilling of fingernail or toenail, draining fluid from blister
l. Drinking fluids for heat stress
m. Removing: Foreign bodies from the eye using irrigation or cotton swabs; Splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means

NOTE: Cal/OSHA has published this list of medical procedures they consider AFirst Aid Services.@ Please refer to OSHA=s list when making the determination of First Aid vs. Medical Treatment for recordkeeping purposes.

2. A copy of the completed Annual Summary of Work-Related Injuries and Illnesses, Cal-OSHA Form 300A, for the previous calendar year must be forwarded to the Human Resources Division by February 1st, of each year.

   The highest ranking company official or the immediate supervisor at the location must certify by their signature that he/she has examined the OSHA 300 Log and Annual Summary of Work-Related Injuries and Illnesses, Form 300 A, and believes it is correct and complete.

There is a Cal/OSHA worksheet available to assist management in completing the Cal/OSHA Annual Summary Report. (Figure #9)

3. All Cal/OSHA Recordkeeping Forms, No. 300, 301, and 300A, must be retained for five years following the end of the calendar year to which it relates. Each February, the completed 300A Form (for the previous calendar year) is to be posted on the nearest official bulletin board at each work site. It is to remain posted for **three months, February 1st - April 30th.**

   If you have employees on your payroll during the required posting period (three months) and they don=t normally come to the APosting Location,@ then you must present or mail them a copy at least once a week.

4. It is the responsibility of the division head to see that this form(s) is/are maintained as required.

5. Management is to inform employees on the procedures to file a claim after an accident. Documentation of this training must be kept on file. Forward Safety Training Sign-in Sheet to Recreation & Parks, Safety & Health division, Mail Stop 625/24. There is a Tailgate/Safety Training Bulletin, AHow to Report an Employee Injury or Illness@. (Figure 3)

   There is a Training Tailgate/Safety Training Bulletin for Supervisors, ASupervisors Guide, How to Report an On-job Injury or Illness@ available online @ http://per.ci.la.ca.us/Guide/SupGuide.pdf. (Figure 10)

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confidentiality forms0004.pdf

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EMPLOYEE/VOLUNTEER STATEMENT FORM

USE OF INFORMATION FROM THE CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEMS (CLETS) AND THE DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION

As an employee/volunteer of _____, you may have access to confidential criminal records, the Department of Motor Vehicle records or other criminal justice information, much of which is controlled by statute. All information from the CLETS is based on the "need-to-know" and the "right-to-know" basis. This misuse of such information may adversely affect an individual's civil rights and violates the law and/or CLETS policies.

Penal Code (PC) section 502 prescribes the penalties relating to computer crimes. PC sections 11105 and 13300 identify who has access to state and local summary criminal history information and under which circumstances it may be released. PC sections 11141-11143 and 13302-13304 prescribes the penalties for misuse of state and local summary and criminal history information. Government Code section 6200 prescribes the felony penalties for misuse of public records and information from the CLETS. California Vehicle Code section 1808.45 prescribes the penalties relating to misuse of the Department of Motor Vehicle record information. PC sections 11142 and 13303 state:

> **"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."**

Any employee/volunteer who is responsible for the CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSSE OF ALL INFORMATION FROM THE CLETS.

_____ _____

Signature Print Name

_____

Date

404.pdf

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SUBJECT:
PROCEDURE FOR FILLING A VACANT POSITION

Reference: Charter Sections 107, 1014, 109, and 125(b); Civil Service Commission Rule No. 5; Mayor's Executive Directive No. 5

A. NOTICE OF VACANCY

Whenever any position in the Department becomes vacant, it is the responsibility of the supervisor to prepare a Notice of Vacancy and/or Request for Certification (Form 900 - Figure 1) which must be sent to the Human Resources Division immediately with the Division Head and AGM signature.

It is important that the Form 900 include the following information concerning the terminated employee:

1. Reason for Vacancy

2. Recommendation for Rehire - If the terminated employee is not recommended for rehire, the reason(s) must be stated at the bottom of Form 900. After a review by the liaison analyst, this information will be sent to the terminated employee by the Human Resources Division.

NOTE: If certification is not desired, indicate how the vacant position is to be filled or if the position is to remain vacant until further notice.

B. REQUEST FOR CERTIFICATION

If the management of a Region desires to fill a full-time position by Certification, a Form 900 must be completed and must include the following information:

1. Division, Activity Code and Position number(s);

2. Name of interviewing supervisor and phone number;

3. Interview location (Building and Room Number) and;

4. California Driver License or any other special license required for the position.

C. SCHEDULING ELIGIBLE CANDIDATES FOR INTERVIEW

When the Department requests certification to fill a vacancy, the names of all persons having the three highest scores will be certified. The Department must receive at least five more names than the number of vacancies. If there are fewer than that number within the top three whole scores, all of the names at the next whole score will be certified. Any one of the candidates certified in this manner may be appointed. If the number of candidates who decline or fail to report leaves less than five names more than the number of vacancies, the Department may request the certification of one or more additional whole scores. All of the names within each additional whole score will be certified.

In most instances all candidates who are eligible for appointment on a certification will be interviewed. When the number of candidates reporting is very large, an alternate selection method such as a performance test or a writing exercise may be used. The alternate selection method must first be approved by the Human Resources Director.

1. A copy of the Certification List, the Interview Worksheet (SKA), and the Candidate Interview Record will be sent to the interviewing supervisor (see Figures 2 - 4).

2. Eligible candidates will be notified, at the time of Certification, to call the Human Resources Division for an interview appointment with the supervisor.

3. The selecting supervisor shall provide the Human Resources Division, Certifications Unit, with the names of the interviewers, the interview location, date(s), and time(s). (Please note at least one member of the interview panel must have taken the certification training class.)

4. The Human Resources Division will coordinate all interviews and/or other selection methods by contacting the selecting supervisor.

5. Interviewers should make themselves available for interviews on the second working day following the reporting period (first five [5] working days after certification date) or as soon as possible thereafter.

6. The Human Resources Division will contact interviewers the day before the interviews to report the names and times the eligible are scheduled for interview.

D. THE SELECTION INTERVIEW PROCEDURE

Preparation

The first stage of the selection interview procedure, preparing to interview, is the most demanding and extensive stage of the interview process. Begin by obtaining an accurate description of the job. Next, analyze the job in terms of specific duties, and any skills, knowledge, abilities (SKAs), and experience that you believe are necessary to perform the duties of the position. Prioritize these SKAs so that raters will know which SKAs are most important to the position. For example, consider a Clerk Typist position where the duties include typing, filing, telephone coverage, and other general office duties, but the main responsibility of the position is manuscript typing. A supervisor preparing SKAs would indicate to the other raters that the "Ability to type correspondence and other documents accurately" would be a SKA that should be given more weight and consideration than the SKA "Ability to perform general clerical duties." While both SKAs are important to the position, good typing skills are more important for this specific Clerk Typist position. SKAs general to the position will be provided to the interviewing supervisor as part of the interview packet. You are not required to rate candidates on all the SKAs provided, only on those related to the duties of the position. This gives you most of the information you will need to set up a valid interview plan.

The Interview Plan

With the job information obtained, you can determine the areas of questioning that will best indicate a candidate's qualifications. In the interview plan, plan specific questions to ask during the interview. Remember that the same questions must be asked of each person who interviews for the job. These questions must be reviewed and approved by the Human Resources Division liaison analyst prior to the interviews.

Questions should provide valid and effective means of evaluating candidates' qualifications. Questions must be impartial and objective. They should be centered on the skills, knowledge, and abilities necessary to do the job. Questions should be phrased in such a way that they allow each applicant to speak freely about his or her job related experience.

The interview chairperson, upon receiving the Certification List, the Interview Worksheet, and the Employee Candidate Interview Record will:

1. Make sure that the interview is conducted by at least two people, one of whom must have received Certification Interview training. Prior approval of the interviewers must be obtained from the liaison analyst.

2. Instruct each interviewer to use the Interview Worksheet (SKA) form as a tool in rating each candidate (see Figure 3). Interviewers should rate candidates by circling the grade that most closely corresponds to the way the interviewer views the candidate's skills/knowledge and/or abilities as they relate to the specific interview questions.

3. Make sure that the raters have been informed of which SKAs are most important to the position. Raters should give more weight and consideration to the candidate's responses to these SKAs when assigning the interview score to each candidate.

E. THE INTERVIEW

It is important that you follow your interview plan for each and every interview. This will assure consistency and fairness in the questioning of each applicant.

1. Prior to the interview, candidates from the "open" certification list should be given the instruction form entitled Employment Eligibility Verification Form – Form I-9 (see Figure 5).

2. The Department's Application for Employment (Form R&P 904 - Figure 6) must be completed on the front side only by all reporting eligible at the time of interview. The original copy of the application received must be sent to the Human Resources Division.

3. There shall be at least two (2) interviewers. All interviewers must be of higher rank than the candidates interviewed. It is important that the interviewers create a professional, yet relaxed and non-threatening climate that will put the applicant at ease. By following the steps below you can easily create such an atmosphere.

   a. One interviewer should greet the applicant by name in a relaxed and friendly manner;

   b. Introduce the applicant to the other interviewer(s);

   c. Ask the applicant to be seated; and

   d. Proceed with the interview.

4. If you have questions regarding any information, such as that found on the candidate's application, these questions should be asked first. It is very appropriate to question a candidate's previous work experience and applicable education.

5. Present the applicant with a realistic explanation of the job, including the need to be available for all assignments, schedules, and shifts. The major tasks and responsibilities of the position should be briefly explained.

6. You should now open up the interview to the predetermined questions of your Interview Plan. Feel free to ask follow-up questions to get a clear understanding of the candidates' answers.

   It is the task of the interviewers to encourage conversation and focus discussion on specific and job-related subjects. At all times the interviewers should be attentive to what the applicant is saying.

7. Be sure to ask if the candidate has anything to add. When you feel that the applicant has been fairly treated and heard, and the applicant has no further questions or comments, the interview should be brought to a close. At this point each candidate should be asked if he/she is available for the position and told what will follow in the selection procedure (e.g., "You will be notified of our decision by next Tuesday.").

8. After each interview is completed, the interviewers should discuss the candidate's responses and qualifications. Each interviewer must then complete an Interview Worksheet (SKA) form and assign the candidate a grade (see D.3 above).

9. The chairperson must complete the Candidate Interview Record (only one of these forms should be filled out per candidate; it is not necessary to have each interviewer fill out this form - See Figure 4.) Information necessary to answer questions in this section should be compiled during the interview. The final grade is assigned by the Chairperson after reviewing the other interviewer(s) score(s) and averaging them.

F. APPOINTMENT

1. Interviewers should contact the Human Resources Division, Certification Unit, at (213) 202-3237 the day after the interviews to report the results of the interview.

2. Interviewers must decide an appointment recommendation as soon as possible, but no later than 60 days after certification.

3. Background checks must be done for every person that will be selected. If the person is a City employee, the supervisor must review the employee folder.

4. The selected candidate(s) will be contacted by the Human Resources Division and offered the position(s).

   a. If the eligible is not a full-time regular Department employee, s/he should report to the Human Resources Division to complete the appointment papers.

   b. If the eligible is not a full-time regular City employee, the job offer is contingent upon the eligible passing the City's medical examination, and the eligible should be so informed. An appointment will not be approved until the eligible has been medically qualified. Exceptions to this may be approved by the Human Resources Director only.

   c. All medical examinations will be scheduled by the Human Resources Division, and results will be telephoned to the interviewing supervisor.

5. The Human Resources Division will prepare the Notice of Appointment and Assignment (Form R&P 215R) for all employees appointed from a Certification List. Copies will be distributed as follows:
   1 - Personnel folder of new employee
   2 - Employee
   3 - Immediate supervisor
   4 - Division Head

G. REPORT OF CERTIFICATION

After the interviews are held, the interview chairperson shall:

1. Verify that all forms have been filled out properly.

2. Indicate on the Certification List each interviewed candidate's availability and recommended appointment(s).

3. After completing all the required information, send the Certification List, interview plan, all Interview Worksheet forms, the Candidate Interview Record, and all applications for employment to the Human Resources Division Certification Clerk, Stop 625-24, 7th floor, Figueroa Plaza building. These records will be retained in the Human Resources Division for two (2) years.

   The initial report of certification information must be made to the Human Resources Division by telephone at (213) 202-3237 the first working day after the interview. The interviewer's copy of the Certification List must be completed as indicated below.

   For each name on the certification indicate a result as follows:

   1. Appt. - Appoint
   2. F/R - Failed to report for interview
   3. D - Declined Position
   4. AV - Available
   5. N/S - Non-selected
   6. N/E - Not Eligible (Grant program; license; medically disabled)

DISTRIBUTION
Goldenrod – Personnel Div.
Blue – Personnel Div
White – Division or Branch

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

R & P 900-10-78
REFER TO INSTRUCTION 411

NOTICE OF VACANCY AND OR REQUEST FOR CERTIFICATION

Terminated Employee Name (Last) (First) (MI) | Class Title

Social Security #

Last Day in position

Payroll Fund #

Division#

Will you recommend for rehire?
☐ Yes ☐ No (Give reason in Remarks)

Special License Required?

REASON FOR VACANCY:
☐ Resignation (Give reason in Remarks)
☐ Probationary Termination
☐ Reassigned to _____
☐ Transferred to _____
☐ Return to former position
☐ New Position
☐ Discharged
☐ Retired
☐ Death
☐ Promotion to _____
☐ Other (Explain in Remarks)

VACANCY TO BE FILLED BY:
☐ Certification, fill by _____
☐ Do not certify at this time
☐ Intradepartmental Reassignment
☐ Transfer from other department
☐ Emergency Appointment
☐ Other (Explain in Remarks)

TYPE OF POSITION:
☐ Permanent
☐ Intermittent
☐ Limited
☐ Exempt
☐ Temporary

Interviewer(s) | Work Location & Facility Address of Vacancy

Telephone #

Interview Location

Report To:
Name . . . . . .
Title . . . . . .
Stop # Div.#

Bilingual Position
R&P# Language

Normal Work Shift

Regular Days Off

REMARKS:

Resign Effective. . . . . Signature . . . . . Date . . . . .

Permanent Forwarding Address . . . . . .

Division Head (Signature) | Personnel Division Approval (Signature)

Figure 1

City of Los Angeles Certification List

CLass: **MOTOR SWEEPER OPERATOR - 3585**
Cert Request No.: **05-20_REV_emg**
Department: **7901 Recreation & Parks**
Location: **Various**
Cert No.: **76433**
Number of Vacancies Requested: **5**
Number of Vacancies on this Certification:
Number of Score Bands Provided: **11**
Report End Date: **02/16/2006**

Cert Type: **Regular**

Shift: **Day**
Start Date: **02/07/2006**

Job Type: **Full-Time**
End Date: **03/30/2006**

Instructions to Candidates:

PLEASE CALL (213) 928-9243 BETWEEN 12:30 P.M. AND 4:00 P.M. TO REPORT FOR AVAILABILITY. EXTRA NAMES HAVE BEEN PROVIDED. WHEN YOU REPORT, THE DEPARTMENT CAN TELL YOU WHETHER PERSONS WITH YOUR SCORE WILL BE INTERVIEWED. FOR PROMOTIONAL CANDIDATES ONLY, DECLINATION OR FAILURE TO REPORT ON THIS CERTIFICATION WILL NOT COUNT AGAINST THE ELIGIBLES. PRIOR TO APPOINTMENT, ALL CANDIDATES MUST SUBMIT A COMMERCIAL DRIVING HISTORY IN ACCORDANCE WITH CALIFORNIA DEPARTMENT OF MOTOR VEHICLES.

Instructions to Hiring Department:

Total Number Certified: **23**

Name Address	Subject To	FGA	Home Phone Work Phone	Cert Revision
****** *Promotional*				
RISTOW, MICHAEL L 17821 LASSEN ST, #102 NORTHRIDGE CA 91325		106	818-5761411 818-5761411	Original
ROWDEN, JESSE L 338 E CENTURY BLVD LOS ANGELES CA 90003		104	323-7557913 310-5758830	Original
GUTTORMSON, GARY C 15309 CIMARRON ST. GARDENA CA 90249		102	310-3240158 213-4853717	Original
JACOBELLIS, STEVE 15357 MAHAN CT MOORPARK CA 93021		101	805-5298981 805-5298981	Original
SANCHEZ, RUDY 1415 EDGEWOOD DR. ALHAMBRA CA 91803		101	626-5767432 213-4855679	Original
LINZ, MICHAEL ROBERT 2183 PINTO ST. LA VERNE CA 91750		100	909-3928850 818-7568807	Original
ROBLES, CARLOS 2324 E. LILLYVALE AVE. UT #145 LOS ANGELES CA 90032		100	323-2224163 213-4853717	Original

Figure 2

CONFIDENTIAL

CERTIFICATION INTERVIEW QUESTIONS

Candidate's Name: _____ Date: _____ Time: _____

Certification No._____

SKILL, KNOWLEDGE AND ABILITY (SKA)	***RATING***	***RATER COMMENTS***
General Knowledge and Experience Tell us how your past work experience has prepared you for this position.	1 2 3 4 5 6 7 8 9 10	
Knowledge of safe working practices	1 2 3 4 5 6 7 8 9 10	
Ability to perform skilled work	1 2 3 4 5 6 7 8 9 10	
Knowledge of use, care and maintenance of gardening equipment	1 2 3 4 5 6 7 8 9 10	
Knowledge of sprinkler system	1 2 3 4 5 6 7 8 9 10	
Knowledge of fertilizers	1 2 3 4 5 6 7 8 9 10	

KEY: (1-2) – LACKS EXPERIENCE; (3-4) – SOME EXPOSURE; (5-6) – STANDARD; (7-8) – APPLICABLE EXPERIENCE; (9-10) RELEVANT EXPERIENCE

SKA Master.doc
Revised; MJ/SG 12/22/05

Figure 3

CONFIDENTIAL

CERTIFICATION INTERVIEW QUESTIONS

Candidate's Name: _____ Date: _____ Time: _____

Certification No._____

SKILL, KNOWLEDGE AND ABILITY (SKA)	***RATING***	***RATER COMMENTS***
Ability to deal tactfully with the public	1 2 3 4 5 6 7 8 9 10	
Closing remarks As part of the selection process, we may review your personnel file. Is there anything in your file you would like to discuss? That concludes our interview. Is there anything you would like to add to assist us in making our decision?	1 2 3 4 5 6 7 8 9 10	
Overall Comments:		
Overall Rating:	***Rater's Signature:***	

KEY: (1-2) – LACKS EXPERIENCE; (3-4) – SOME EXPOSURE; (5-6) – STANDARD; (7-8) – APPLICABLE EXPERIENCE; (9-10) RELEVANT EXPERIENCE

SKA Master.doc
Revised; MJ/SG 12/22/05

Figure 3b

DEPARTMENT OF RECREATION AND PARKS

CANDIDATE INTERVIEW RECORD

A. Candidate's Name _____ Class _____

Purpose of Interview: Certification _____
Pay Grade Adv _____
Reassignment _____
Transfer _____

Conditions of Employment:

Is candidate available for hours needed?	Yes	No	
overtime as required?	Yes	No	NA
weekends and holidays?	Yes	No	NA
any Region?	Yes	No	NA
work at this time?	Yes	No	

Comments: _____

_____

_____

_____

B. Chairperson's Name: _____

Chairperson's Title: _____

Chairperson's Signature: _____

Date: _____

FINAL AVERAGE: _____

Figure 4

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 03/31/07

Employment Eligibility Verification

INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1- Employee. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

Section 2 - Employer. For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. **Employers must record: 1)** document title; **2)** issuing authority; **3)** document number, **4)** expiration date, if any; and **5)** the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. **However, employers are still responsible for completing the I-9.**

Section 3 - Updating and Reverification. Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers **CANNOT** specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
  - examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C),
  - record the document title, document number and expiration date (if any) in Block C, and
  - complete the signature block.

Photocopying and Retaining Form I-9. A blank I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the Department of Homeland Security (DHS) Handbook for Employers, (Form M-274). You may obtain the handbook at your local U.S. Citizenship and Immigration Services (USCIS) office.

Privacy Act Notice. The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Reporting Burden. We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1)** learning about this form, 5 minutes; **2)** completing the form, 5 minutes; and **3)** assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachuetts Avenue, N.W., Washington, DC 20529. OMB No. 1615-0047.

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

EMPLOYERS MUST RETAIN COMPLETED FORM I-9
PLEASE DO NOT MAIL COMPLETED FORM I-9 TO ICE OR USCIS

Form I-9 (Rev. 05/31/05)Y

Figure 5

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 03/31/07

Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address *(Street Name and Number)*		Apt. #	Date of Birth *(month/day/year)*
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
- ☐ A citizen or national of the United States
- ☐ A Lawful Permanent Resident (Alien #) A _____
- ☐ An alien authorized to work until _____
  (Alien # or Admission #) _____

Employee's Signature | Date *(month/day/year)*

Preparer and/or Translator Certification. *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature | Print Name

Address *(Street Name and Number, City, State, Zip Code)* | Date *(month/day/year)*

Section 2. Employer Review and Verification. **To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).**

List A	OR	List B	AND	List C
Document title:				
Issuing authority:				
Document #:				
Expiration Date *(if any)*:				
Document #:				
Expiration Date *(if any)*:				

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on *(month/day/year)* _____ **and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative | Print Name | Title

Business or Organization Name | Address *(Street Name and Number, City, State, Zip Code)* | Date *(month/day/year)*

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name *(if applicable)* | B. Date of Rehire *(month/day/year) (if applicable)*

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.
Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative | Date *(month/day/year)*

NOTE: This is the 1991 edition of the Form I-9 that has been rebranded with a current printing date to reflect the recent transition from the INS to DHS and its components.

Figure 5 cont.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Eligibility	**OR**	**Documents that Establish Identity**	**AND**	**Documents that Establish Employment Eligibility**
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. social security card issued by the Social Security Administration *(other than a card stating it is not valid for employment)*
2. ~~Certificate of U.S. Citizenship *(Form N-560 or N-561)*~~		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State *(Form FS-545 or Form DS-1350)*
3. ~~Certificate of Naturalization *(Form N-550 or N-570)*~~		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. Unexpired foreign passport, with *I-551 stamp or* attached *Form I-94* indicating unexpired employment authorization		4. Voter's registration card		4. Native American tribal document
5. ~~Permanent Resident Card or Alien Registration Receipt Card with photograph *(Form I-151 or I-551)*~~		5. U.S. Military card or draft record		5. U.S. Citizen ID Card *(Form I-197)*
6. Unexpired Temporary Resident Card *(Form I-688)*		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States *(Form I-179)*
7. Unexpired Employment Authorization Card (*Form I-688A)*		7. U.S. Coast Guard Merchant Mariner Card		7. Unexpired employment authorization document issued by DHS *(other than those listed under List A)*
8. ~~Unexpired Reentry Permit *(Form I-327)*~~		8. Native American tribal document		
9. ~~Unexpired Refugee Travel Document *(Form I-571)*~~		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph *(Form I-688B)*		**For persons under age 18 who are unable to present a document listed above:**		
11. Unexpired Employment Authorization Document (Form I-766)		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Figure 5 cont

88-904 (Rev. 12/89)
White — Personnel
Green — Field

APPLICATION FOR EMPLOYMENT

DEPARTMENT OF RECREATION AND PARKS
City of Los Angeles
An Equal Employment Opportunity — Affirmative Action Employer

PART ONE

NOTICE TO ALL APPLICANTS: Complete this application accurately and completely. The information you provide will be used to determine your employment qualifications for the position for which you are applying. If you become employed by the Department this application will become part of your permanent personnel records. Employment commitments are made subject to clearance by the City Health Officer, compliance with legal age requirements for the position; application of policies of the Recreation and Parks Commission concerning employment of relatives and policies of the Civil Service Commission concerning personal background.

Please print (If you need additional space to complete any item, you may attach an additional page). Do not complete the back side of this application until you are instructed to do so.

1. Position: (Use correct job title)	4. Home Phone Area Number
2. Name: Last First Middle	5. Bus. Phone Area Number Ext.
3. Present Address: Number Street Apt. No.	6. If you are **NOT** a U.S. Citizen have you the legal right to work in the U.S.? ☐ Yes ☐ No If No, attach explanation (Do not answer if you are a U.S. Citizen)
City State Zip Code	

7. Name and location of Trade School, Vocational or Business School or other special training if related to the Position.

	Major or Courses Taken	Units Completed Degrees Certificates

8. **Special Certificates or Licenses held, if relevant to the job:**

Name of Certificate or License, including Drivers License	Issued by	Date Obtained	Expiration Date if any

9. **Experience:** Begin with your most recent job. List all jobs in the last 5 years. Also, list any other jobs, Military experience, or Volunteer experience related to the position.

DATES OF EMPLOYMENT	NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION — DESCRIPTION OF DUTIES	REASONS FOR LEAVING
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			

10. HAVE YOU BEEN DISCHARGED OR TERMINATED FOR ANY REASON EXCEPT LAYOFF, FOR LACK OF WORK, OR HAVE YOU RESIGNED TO AVOID DISCHARGE WITHIN THE LAST 5 YEARS? Yes ☐ No ☐ If "Yes", please list date, employer and reason. _____

11. a) Have you ever been convicted of a crime other than minor traffic violations?
☐ Yes ☐ No
If "Yes", fill in spaces to the right, (Drunk, reckless or hit-run driving are not minor driving violations. You do not need to list juvenile convictions which have been sealed by the court. However, you must list convictions for which you received a suspended sentence, probation, or fine.)
b) Are you currently on probation or parole?
☐ Yes ☐ No

List all convictions (Do not list arrests)

OFFENSE	DATE
LOCATION	FINE OR SENTENCE
OFFENSE	DATE
LOCATION	FINE OR SENTENCE

12. CERTIFICATION
I certify that all statements on this questionnare are true and complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal.

_____ DATE

_____ SIGNATURE

Figure 6

APPLICATION FOR EMPLOYMENT
DEPARTMENT OF RECREATION AND PARKS
City of Los Angeles
An Equal Employment Opportunity — Affirmative Action Employer

PART TWO
EMPLOYMENT PROCESSING INFORMATION

Complete the following information only when instructed to do so. This information is required to obtain final employment clearance and to complete Personnel/Payroll documents.

Name Last First Middle

Age	Birthdate: Month	Day	Year	Height ft. in.	Weight lbs.	Color Hair	Color Eyes

Male ☐ Female ☐ | Married ☐ Single ☐ Divorced ☐ Widowed ☐ | Circle last grade of school completed: 8 or less 9 10 11 12 13 14 15 16

Name and Relationship of Person to be Notified in case of Emergency

Address (Street) (City) (Zip) Home Phone Area Number

Business Address (Street) (City) (Zip) Business Phone Area Number Ext.

U. S. Military Service Branch | Active Duty (Dates) From To | Type of Discharge | Rate or Rank | Are you subject to Active Duty? ☐ Yes ☐ No

Have you ever been employed by the City of Los Angeles Yes ☐ No ☐
If 'Yes', list last Department, last civil service classification and dates of employment.
Department: Dates:
Classification:

IF YOU ARE NOT A U.S. CITIZEN, what is the basis for your legal right to remain and work in the U.S.? _____

Expiration date, if any _____

If you are to be employed in a position EXEMPT FROM CIVIL SERVICE, a copy of your proof of Legal right to work in the U.S. must be forwarded to the Personnel Division with this application.

Do you have a relative working now for the City of Los Angeles? Yes ☐ No ☐

Name	Relationship	Department

FEDERAL LAW P.L. 93-579 Section 7 (re: Federal Privacy Act and use of Social Security Nos.) Requires you be informed when asked for your social security number, that it must be provided for use in employment, personnel and payroll processes. Authority for requiring this information is based upon provisions of the City's payroll and personnel candidate processing system operational prior to January 1, 1975 and applicable federal law.

SOCIAL SECURITY NUMBER

Signature _____ Date _____

Figure 6 cont.

403a.pdf

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473.pdf

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 473
		DATE 02/22/10
	SUBJECT: RETURN TO WORK (LIGHT DUTY ASSIGNMENT)	DIST. P / ORIGINATOR HR
		PAGE 1 of 4

Reference: Instruction 472, Instruction 480

I. GENERAL

A. A Return to Work (light duty) assignment provides a temporary job assignment for not more than 150 calendar days to an employee who has temporary work restrictions due to a valid, physical, job related injury or illness.

B. An employee will only be assigned to a light duty assignment when the authorized Workers' Compensation Doctor or Workers' Compensation Analyst officially indicates the employee is to be placed on restricted duty as a result of a physical injury or illness. This notification must be in the form of a Duty Certificate - PDAS-43 from the Personnel Dept. (see attached Figure 1), or a valid doctor's office note.

Questions on eligibility for light duty assignments should be referred to the Department's Return to Work Coordinator at (213)202-3205.

II. REFERRAL OF INJURED EMPLOYEES

A. TEMPORARILY DISABLED EMPLOYEES

1. When an injured employee is sent for any medical treatment (as outlined in Section I of Instruction 472 On-Duty Injuries) the immediate supervisor will make sure that the employee receives a Return to Work Release Form (see attached Figure 2) for the authorized Workers' Compensation Doctor's use.

2. The Doctor will complete the Modified Duty/Return to Work Form if the employee is certified to return to work on restricted duty.

3. The employee will return the Modified Duty/Return to Work Form or valid Doctor's note to his/her immediate supervisor.

B. SUPERVISOR'S RESPONSIBILITIES

1. Supervisors are required to make every reasonable effort to accommodate employees with temporary work restrictions that result from valid, job-related injuries or illnesses. If the immediate supervisor cannot reasonably accommodate the work restrictions, the immediate supervisor shall contact his/her own supervisor to arrange for the employee to receive a light duty assignment within the Region to which the employee is normally assigned. If a light duty assignment is not available within the Region, the supervisor must call the Return to Work Coordinator in the Human Resources Division at (213)202-3205, for placement elsewhere in the Department.

2. The supervisor must ensure that the employee does not perform any duties which exceed the physical limitations as determined by the City's Workers' Compensation physician.

3. The supervisor must ensure that the employee submits a doctor's statement from the Workers' Compensation physician no later than the working day following each appointment. The physician' statement must clearly indicate the date of the work-related injury, the date the employee was seen by the doctor, the status of the employee and any change in restrictions.

4. Timekeeping must be reflective of the employee's status as indicated on the physician's statement and only for the dates specified. (see Instruction III, Timekeeping and Payroll Administration)

5. Copies of all medical documents are sent to the Department's Return to Work coordinator, Mail Stop 625/24 and another copy to the Personnel Department, Workers' Compensation Division, Mail Stop 391.

6. Notify the Department's Return to Work Coordinator at (213)202-3205 when the employee has been on his or her light duty assignment for 90 calendar days, in order to **monitor the employees' progress prior to the completion of the 150-day program.** The Return to Work Coordinator will advise the Workers' Compensation Division for a possible determination regarding the employees' ability to return to full duty upon the completion of the program.

* If the employee has been assigned for 150 calendar days and the treating physician feels s/he is still unable to perform his/her regular duties, the supervisor should inform the employee that s/he will be off work on the injury on-duty (ID) status. If the employee has used all ID time allowed for the injury (261 work days) then the employee will be paid by Workers' Compensation Division, the amount required under the State Labor Code.

III. TIMEKEEPING AND PAYROLL ADMINISTRATION/DISCIPLINARY ACTION

A. All time will be kept by the supervisor under which the employee is performing his/her light duty assignment. The supervisor entering D-Time is to use the timekeeping code "LD" (instead of HW) while the employee is working light duty. If the light duty supervisor is not the employee's regular supervisor, the light duty supervisor should coordinate time keeping with the regular supervisor on a daily or weekly basis.

B. When an employee receives a light duty assignment at a location other than his/her regular work site, arrangements can be made by the light duty supervisor to reroute the paycheck. Light duty supervisors should contact the Payroll Section at (213) 202-3255 prior to each payday to make such arrangements.

C. Every employee on a light duty assignment shall be held to the Standards of Employee Conduct (Instruction 480) and subject to disciplinary action for violations of the Standards of Employee Conduct as dictated therein.

IV. RETURN TO REGULAR DUTY

When an employee on a light duty assignment is authorized by the Workers' Compensation Doctor to return to full duty with no restrictions, the release procedure listed below will be followed:

A. If the employee's light duty assignment has not been at his/her regular work duty, the light duty supervisor will inform the employee's regular supervisor by telephone as to when the employee will return to the regular work assignment.

B. When applicable, the light duty supervisor will forward the following employee records to the immediate supervisor via Department messenger:

1. Disciplinary action (if applicable); and,

2. Any other records necessary for the employee's file.

C. All timekeeping will be performed at the employee's regular work assignment after the employee returns to his/her regular duties.

PDAS 49 (REV 2/88)

CITY OF LOS ANGELES
DUTY CERTIFICATE

Personnel Department
700 E. Temple Street, Room 210
Los Angeles, CA 90012
(213) 847-9405 - Civilian Employees
(800) 877-0286 - Police Officers
(800) 387-0325 - Firefighters

SECTION A

DATE		
EMPLOYEE NAME (LAST, FIRST, MIDDLE)		DEPARTMENT / BUREAU
CLASSIFICATION		SOCIAL SECURITY NUMBER
P.D. - RANK, DIV.) (F.D. - RANK, ASSMT., PLT.)	DATE OF INJURY OR ILLNESS	WORKERS' COMPENSATION CASE NUMBER

SECTION B

☐ CERTIFIED OFF DUTY	DATE	EST. DATE OF RETURN TO DUTY	IOD ☐	NOD ☐
☐ CONTINUED ON DUTY	REGULAR	RESTRICTED - (EXPECTED DURATION)	DAYS OFF THIS ABSENCE	TOTAL OFF TO DATE
☐ RETURN - REGULAR DUTY	DATE	F.D. - TIME RTD / CHSD RSL. DATE		
☐ RETURN - RESTRICTED DUTY	DATE	EST. DATE OF RETURN TO REG. DUTY		
LIST RESTRICTIONS / CONTINUED TREATMENT				
WORKERS' COMPENSATION ANALYST		PHONE		

SECTION C — COMPLETED BY WORKERS' COMPENSATION ANALYST

NOTICE TO INJURED EMPLOYEE'S PAYROLL SECTION

STOP IOD PAYMENTS EFFECTIVE: _____

☐ STATE RATE TEMPORARY DISABILITY
☐ PERMANENT DISABILITY
☐ OTHER REMARKS _____

DWC LETTER DATE: _____

TYPE: ☐ BEGIN SALARY CONTINUATION ☐ END SALARY CONTINUATION

DIARY DATE _____ REASON _____

REMARKS _____

SECTION D — FOR POLICE DEPARTMENT USE ONLY

SERIAL NUMBER	FIRST DAY OFF DUTY	DATE RETURNED TO DUTY	NUMBER OF DAYS OFF DUTY TOTAL	IOD	SICK	REG-HOL
REMARKS		COMMANDING OFFICER'S SIGNATURE				

SECTION E — FOR FIRE DEPARTMENT USE ONLY

RETURN TO DUTY:	TYPE OF LEAVE:	COMMANDING OFFICER'S SIGNATURE
☐ OCCUPATIONAL HEALTH & SAFETY DIVISION ☐ WORKERS' COMPENSATION DOCTOR ☐ PRIVATE MEDICAL DOCTOR	☐ CIVIL SERVICE LEAVE ☐ SPECIAL LEAVE ☐ MILITARY LEAVE ☐ FAMILY, DEATH OR ILLNESS ☐ DISCIPLINARY LEAVE ☐ BEREAVEMENT LEAVE	

Figure 1

ATTACHMENT IV
CITY OF LOS ANGELES
Personnel Department
Workers' Compensation Division

PHYSICIAN'S AUTHORIZATION OF MODIFIED DUTY
Return to Work Release Form

PATIENT'S NAME _____ DATE OF INJURY _____

CLASSIFICATION _____ WC CASE NUMBER _____

EFFECTIVE DATE OF LIGHT DUTY _____ DATE OF NEXT APPOINTMENT _____

RETURN TO WORK

☐ May return to work with no restrictions: ☐ Immediately ☐ or Beginning _____

☐ Employee is deemed temporarily totally disabled: from _____ through _____

☐ May return to work with the following restrictions: from _____ through _____

(note: schedule appointment)

Patient's capabilities:

Patient is able to lift up to: _____ lbs.

Patient is able to use hands: ☐ Right ☐ Left ☐ Both

Hands/Wrist/Elbow/Shoulder restrictions: ☐ Right ☐ Left ☐ Both _____

IN AN 8 HOUR DAY THE PATIENT MAY (IN HOURS):

	None	1 – 2	2 – 4	4 – 6	6 – 8
Stand & Walk	☐	☐	☐	☐	☐
Bend & Squat	☐	☐	☐	☐	☐
Carry & Level Lift	☐	☐	☐	☐	☐
Bend & Lift	☐	☐	☐	☐	☐

	None	1 – 2	2 – 4	4 – 6	6 – 8
Sit	☐	☐	☐	☐	☐
Drive	☐	☐	☐	☐	☐
Push/Pull	☐	☐	☐	☐	☐
_____	☐	☐	☐	☐	☐

Other Restrictions: _____

Estimated Return to Full Duty is ____/____/_____ (If unable to return on full duty date, patient should return).

PHYSICIAN'S AUTHORIZATION

My signature authorizes that the above-indicated employee is temporarily partially disabled and capable of working a _____ hour shift if light (restricted) duty.

EXAMINING PHYSICIAN'S SIGNATURE: _____

EXAMINING PHYSICIAN'S PRINTED NAME: _____

NAME OF MEDICAL FACILITY:

_____

DATE: _____ TELEPHONE NUMBER: _____

EMPLOYEE'S INSTRUCTIONS

1. **Take this authorization to your regularly assigned supervisor.**
2. **Upon notification of your light duty assignment, take a copy of this authorization to your light duty supervisor.**
3. **Give your light duty supervisor an updated statement (from the City's workers' compensation physician) no later than the working day following each medical appointment.**

Figure 2

402-7.pdf

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DEPARTMENT OF
RECREATION AND PARKS

INSTRUCTION

INSTRUCTION NO.	
441	
DATE	
07/01/05	
DIST.	ORIGINATOR
P	HR
PAGE	
1 of 2	

SUBJECT:

EMPLOYEE EVALUATIONS

Reference: Administrative Code Section 4.85
Civil Service Commission Rules, Appendix F

I. GENERAL

All full-time employees are to receive a yearly service rating.

Ratings are made by the employee's immediate supervisor and reviewed by the highest supervisor who has direct knowledge of the employee's performance. Normally, this is the next higher level supervisor.

Rating forms shall be completed, reviewed, and discussed with the employee in a timely manner. Originals of the completed rating forms must be forwarded to the Human Resources Division within six (6) weeks after the date of the rating period.

II. PROBATIONARY RATING

Please see Instruction 442.

III. RESPONSIBILITY

It is the responsibility of each supervisor and manager to make sure his/her employees are evaluated in accordance with the provisions of this Instruction.

It is the responsibility of the Human Resources Division to supply supervisors and managers with ratings forms at the appropriate time for each full-time employee and to ensure compliance with the provisions of this Instruction.

IV. PURPOSE

A service rating reflects the supervisor's evaluation of an employee's performance. Evaluation of performance is not the simple preparation of a probationary or annual report, but is a continuous process involving communicating work goals, giving instructions, assigning work, observing and evaluating work progress, and an ongoing dialogue between supervisors and their subordinates. As such, performance evaluations deal with the development, discipline, and appraisal of employees on a continuous or routine basis.

A. MANAGEMENT TOOL

Management should use annual and/or probationary evaluations for understanding individual strengths and weaknesses of performance. The evaluation made by Management can be used as a basis for personnel action or as a means of determining training and development needs. In addition, evaluations are a summary or confirmation of what the process has revealed about the varying degrees of success the supervisor has achieved in helping subordinates attain their greatest potential.

Since the supervisor should discuss an employee's work progress on a routine, continual basis, the formal evaluation is not prepared primarily to inform employees of their current status; but rather, it is a report to management designed to apprise them of employee progress and performance.

B. REQUIREMENTS OF AN EFFECTIVE SYSTEM

The supervisor is primarily responsible for translating the performance evaluation policy and process into reality. In order for service ratings to be effective, supervisors must develop tasks and standards for those tasks, and they must be communicated to employees. Those standards must measure performance objectively, not subjectively. When a supervisor rates the employee's performance, s/he must make an honest evaluation. In this way supervisors will assist employees in increasing the level of their work performance through recognition of their strengths and weaknesses on the job.

C. INFORMATIONAL PURPOSE

Service Ratings let employees know where they stand and how their performance compares to job standards and the supervisor's expectations. The evaluation process also serves to keep communication channels between the supervisor and employee open. The employee should be encouraged to discuss with the rater the various aspects or nuances of the job and any job-related problems.

D. MOTIVATIONAL PURPOSE

The evaluation process can establish closer supervisor-employee relationships. The supervisor must communicate to the employee job requirements, expectations or goals. Evaluations may motivate employees by providing recognition for a job well done, or by establishing plans to solve performance problems.

E. DEVELOPMENTAL PURPOSE

By evaluating an employee's strengths or weaknesses, a supervisor can define individual employee training needs. The supervisor is directly responsible for seeing that work is accomplished, employees are trained and their potential is developed.

injuryIllness.pdf

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 471
		DATE 1/2015 (revised)
	SUBJECT: INJURY AND ILLNESS PROTECTION PROGRAM	DIST. P / ORIGINATOR HR
		PAGE(S) 1 of 24

DEPARTMENT OF RECREATION AND PARKS



INJURY AND ILLNESS PREVENTION PROGRAM

Prepared by:
HUMAN RESOURCES DIVISION
SAFETY OFFICE

Revised January 2015

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1.0 INTRODUCTION

The Injury and Illness Prevention Program is mandated by California Senate Bill 198 and implemented under the California Code of Regulations, Title 8, Chapter 4, Section 3203, of the General Industry Safety Orders, and Section 1509 of the Construction Safety Orders. Each City department is required to have its own written Injury and Illness Prevention Program. The program shall cover all employees in all job classifications. The legislation covers all workers who the employer controls, directs or indirectly supervises on the job, to the extent these workers are exposed to the employer's work site and specific job hazards. In addition, volunteer workers and outside contractors are covered under the Injury and Illness Prevention Program.

2.0 DEPARTMENT POLICY STATEMENT

It is the policy of the Department of Recreation and Parks to maintain a safe and healthy work environment as is reasonably feasible for all employees. Managers and employees shall comply with all applicable Federal, State and local safety laws and regulations. The Department shall conduct its operations and activities in a safe manner to minimize the risk of injury to employees and the public. No employee will be required to conduct any task which is determined to be unsafe. The immediate responsibility for preventing accidents belongs to each supervisor, as well as each employee. Supervisors and employees are expected to report potential safety hazards without fear of retaliation, and with confidence that safe and healthful conditions and practices will prevail in the workplace. It is the policy of Recreation and Parks to identify and minimize potential risks inherent in the operation of various programs, services, facilities, and equipment. The Department recognizes that unaddressed risk may result in financial loss, damage to Department property, or injury or illness to employees or the public that may result in litigation against the Department.

3.0 SCOPE AND PURPOSE

The Department's Injury and Illness Prevention Program involves an ongoing process that includes training for both supervisors/employees to identify and familiarize themselves of safety and health hazards in which they may be exposed to. The Department communicates its workplace safety procedures through the Injury and Illness Prevention Program. Each division of the Department is responsible for communicating with employees on matters concerning safety and health, including identifying, evaluating and mitigating workplace hazards, investigating injury and illness, and conducting employee training. Successful implementation of the policies and procedures contained in the Injury and Illness Prevention Program involves an ongoing commitment by managers, supervisors, and employees.

4.0 RESPONSIBILITIES

The ultimate responsibility for establishing and maintaining effective policies regarding the health and safety issues specific to the Injury and Illness Prevention Program rests with the Department's General Manager. General policies which govern activities and responsibilities under the Injury and Illness Prevention Program are therefore established under the final authority of the General Manager.

4.1 Human Resources Division

The Human Resources Division is responsible, through the Safety Engineer, for implementing the Department's Injury and Illness Prevention Program. The Safety Engineer shall have the authority to enforce all applicable safety and health regulations as required to comply with the Injury and Illness Prevention Program.

4.2 Managers and Supervisors

Must commit themselves to have an ***effective*** Department's Injury and Illness Prevention Program by integrating the elements into their entire work operation. In order to have a successful program, this includes implementing and maintaining all program provisions with applicable Federal/State regulations and City/Departmental policies. To achieve the program's criteria, commitment is important on all levels of those who supervise:

1. Attend train the trainer safety classes, safety classes and other applicable classes, which enables he/she to provide training and decimate information to their staff.

- Understand policies, procedures, bulletins and applicable regulations.
- Knowledge of work procedures, job tasks and policies.
- Familiar with any new process, procedure, or equipment that has been introduced into the workplace.

2. Train staff from the first day of hire to safely complete their job assignments, and are retrained whenever any new process, procedure, or equipment has been introduced into the workplace.

3. Provide appropriate personal protective equipment, as well as instructions on the proper use of such equipment necessary to safely carry out their job assignments.

4. Able to identify workplace hazards with corrective action(s), and/or unsafe acts are observed.

5. Conduct safety meetings (tailgate meetings) and in-service training covering various topics relating to safety and health.

6. Written documentation/recordkeeping are maintained with sign-in sheet, instructions, handouts and training for each employee.

- Any failure to follow safe work procedures or adhere to established Department policies regarding safety and health must be reported to Human Resource Analyst with supporting documentation.

7. Responsible for conducting Accident/Near Miss Investigation form with corrective action(s) for all incidents and near misses. All serious accidents are promptly reported to the Department Safety Engineer at (213) 202-3247.

8. Ensure a hard copy of the Injury and Illness Prevention Program is located at each Department facility and readily available for review by any employee.

9. Setting a good example for employees to follow by supporting and participating within the program.

4.3 Employees

Responsible for complying with all applicable safety and health regulations, policies, and established work procedures. Employees have an obligation to work in a safe manner and in accordance with all training and instruction received by supervision. Employees are required to:

1. Adhere to all Department safety and health policies and procedures.

2. Understand the Department's written Injury and Illness Prevention Program, and Code of Safe Practices.

3. Keep work area clean and orderly at all times. Report any unsafe condition, work practice, or equipment immediately to their supervisor.

4. Report any job related injuries or accidents to your supervisor immediately.

5. Wear all personal protective safety equipment as instructed or required by your supervisor.

6. Ensure training is provided on equipment or machinery that you have been authorized to operate.

- Understand work procedures and policies before conducting a job task.

5.0 COMPLIANCE

The Department has a comprehensive Injury and Illness Prevention Program. Each Division within Recreation and Parks shall be responsible for implementing the Injury and Illness Prevention Program as outlined. Employees shall adhere to safe and healthy work practices as defined in the Department's Injury and Illness Prevention Program. Employees are required to follow all safety and health laws and regulations that have been established by the California Code of Regulations, Title 8.

5.1 Manager and Supervisor Compliance

Each manager and supervisor shall set a positive example for subordinate employees by working safely and following all safety rules and regulations. Managers and supervisors shall use appropriate discipline such as written or oral warnings, Notices to Correct Deficiencies, suspensions, etc., as defined in the Department's Personnel Instructions (Personnel Instruction No. 480, Standards of Employee Conduct) to ensure that employees follow established safety policies and procedures. Managers and supervisors should also recognize those employees who exemplify good safety practices. Attention to both satisfactory and unsatisfactory safety practices should be recorded when completing an employee's annual Employee Evaluation Report (Personnel Instruction No. 441).

5.2 Identification of Resources

Each manager and supervisor shall identify the resources necessary for providing a safe and healthy workplace for employees. These assessments shall be considered when preparing annual budget requests.

5.3 Informing Employees About Compliance

Each manager and supervisor shall ensure that the Code of Safe Practices is enforced, and all relevant safety and health information has been communicated to their employees, verbally and in writing (e.g., memos, directives, and bulletins).

5.4 Employee Compliance

Each employee shall follow all established laws and regulations including all Department policies, memos, and safety bulletins that apply to safety and health. Employee safety depends to a great extent on the behavior of each individual employee both on and off the job. Employees have an obligation to report all unsafe conditions and practices, and encourage other employees to work safely.

6.0 COMMUNICATION

The Department ensures that employees have the right to be advised of any occupational safety and health hazards in the workplace, as well as any change in work procedures or practices. Employees are encouraged to report safety hazards, request information on unsafe conditions, or make safety suggestions without fear of retaliation. Several methods of communicating safety and health information to employees have been established, and include:

6.1 Department Safety Committees

The Department Safety Committee Plan (Appendix 4) outlines uniform requirements to ensure that the information discussed at the meetings is communicated to all employees, and that the activities of the committee are documented. Safety Committee meetings are held on a quarterly basis. These meetings are attended by supervisors and/or assigned representatives and chaired by the Department Safety Engineer, covering a variety of safety and health topics, such as accident review, unsafe conditions,

training needs, changes in work practices or procedures and other safety related topics. The Safety Committee meeting information shall be disseminated communicate to employees.

6.2 Tailgate Safety Meetings

Construction and Grounds Maintenance supervisors shall conduct safety tailgate meetings at least every ten working days and recreation divisions shall conduct at least once a month. Tailgate meetings will cover topics such as accidents, current/revised or new safe work procedures, hazards, policies and regulations with a record of subjects discussed in a form of a sign-in sheet that includes employee attendance. A copy of all tailgate meeting agendas and attendance rosters shall be scanned or e-mailed to the Department Safety Office.

6.3 Safety Concern or Suggestion Form

Safety Concern Forms shall be made available at all Department facilities. A copy of the Safety Concern Form may be downloaded and printed from http://rapintra/safety/safetyconcerns_sugg.htm. Employees should be encouraged to communicate to their Supervisors of any safety concern/hazard as soon as possible. The completed Safety Concern Form shall be e-mailed to the Department Safety Engineer at Human Resources.

6.4 Safety Web-Site

The safety web-site, http://rapintra/safety/index.htm, is available to all employees as a reference for established safety and health policies and procedures. Employees can contact the Department Safety Engineer via e-mail at **Joyce.Washizaki@lacity.org** to request safety information or notify the Safety Office of potential hazards, unsafe conditions, or unsafe work practices.

6.5 Safety Bulletins/Alerts

Safety Bulletins and Alerts are used to focus attention to inform employees for safety and health awareness on policy/procedures and incidents. Ensure these items are communicated to all employees and posted on official bulletin boards where employees report to work.

7.0 HAZARD ASSESSMENT

A safety and health inspection program is essential to reduce unsafe conditions that may expose employees and the public to injuries or property damage. Each supervisor shall ensure that appropriate systematic safety inspections are conducted whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard and whenever made aware of a new or previously unrecognized hazard.

7.1 Informal Inspections

Supervisors shall conduct informal visual safety inspections on a daily, weekly, and/or monthly, depending on the work environment that may cause unsafe conditions.

7.2 Scheduled Inspections

All formal safety inspections shall be completed on the current Departmental Safety Inspection Form in accordance to facility type. Principal Recreation Supervisor, Construction and/or Maintenance Division Head Supervisor must review the completed checklists to ensure the necessary corrective action(s) has been taken and notifying their Region Superintendents. Once completed, forwarded copies to Department Safety Engineer at 213 202-3249 (fax). Formal inspections shall be conducted according to the annual schedule:

1. At least once a year and as needed for all facilities, which recreation centers, office spaces, aquatic facilities, craft shops, equipment repair facilities, parks and construction/grounds maintenance service yards.

7.3 Unscheduled Inspections

Unannounced inspections may be conducted by the Department Safety Engineer due to safety concerns, follow-up inspections or other related matter. The focus is to ensure workplace safety are addressed at all levels. This could be due to facility maintenance, storage/handling of chemicals/hazardous materials, use of personal protective equipment, operation of machinery, policies/procedures and other related issues. If it is discovered that a hazard(s) are identified or an imminent danger to the health and safety of employees or the public, the Safety Engineer will stop all work, until a corrective action(s) has been put into place. A **Danger Tag or Closure Sign** shall be affixed to the affected equipment or to the area issued to cease work. Any attempt to continue working, using equipment, or willfully removing any tags of postings without the approval or knowledge of the Safety Engineer can be grounds for disciplinary action.

7.4 Inspections by Outside Agencies

Periodic inspections are conducted by the Division of Occupational Safety and Health (Cal/OSHA) regarding health and safety issues that effect employees. If inspectors from Cal/OSHA arrive at any Department facility, employees are required to immediately contact the Human Resources Division at (213) 202-3222 (Safety Bulletin No. 1), Safety Engineer or their Regional Human Resource Analyst.

7.5 Job Safety Analysis

A Job Safety Analysis (JSA) is a tool to identify hazards and ensure a job is performed safely by examining the job tasks for a particular job classification. During the process, the supervisor needs to consider the purpose of the work, current duties, engineering/administrative controls, personal protective equipment and procedures. Contact the Department Safety Engineer for a JSA for a particular safety or health problem.

8.0 HAZARD CORRECTION

Hazards discovered as a result of periodic inspections or during normal operations shall be corrected promptly by safety correcting the condition or reporting as a construction or forestry work order with documentation of the reference number and date. Reports of unsafe conditions by employees or the public shall be investigated promptly by the supervisor. These hazards can range from imminent dangers to relatively low risks, but all concerns must be investigated to ensure a safety and healthy environment. Procedures for correcting hazards include the following:

8.1 General Hazard Control

Hazards involving the physical conditions of structures, surrounding grounds, or associated equipment shall be reported to the appropriate Construction or Grounds Maintenance office. Notification to Construction or Grounds Maintenance regarding unsafe conditions is accomplished by telephone or through the use of e-mail. The completion of a work order to correct unsafe conditions is the responsibility of the supervisor.

8.2 Supervisor Responsibilities

Supervisors are responsible for informing employees and protect the public regarding any safety hazards that have been discovered at the site. Unsafe work practices by employees shall be stopped immediately by supervisors. Supervisors are required to instruct employees on proper procedures before work resumes or contact Safety for further instructions.

8.3 Imminent Hazards

For serious hazards that present an imminent danger to life or bodily harm, immediate action shall be taken to mitigate the hazard. The Department Safety Engineer shall immediately be notified at (213) 202-3247. If the hazard cannot be immediately abated, all personnel shall be removed from the affected area. Access to the area shall be limited until the Safety Engineer has arrived and completed an assessment of the hazard.

8.4 Exposure to Hazardous Materials

Exposure to asbestos, lead, mold, or chemicals in the workplace shall be reported immediately to the Department Safety Engineer at (213) 202-3247. Further assessments shall be conducted by the Department's Environmental Section.

9.0 ACCIDENT/EXPOSURE INVESTIGATION

All injuries or accidents that are job-related shall be reported immediately to the supervisor, no matter how slight the occurrence. The immediate supervisor shall investigate all reported accidents, injuries, occupational illnesses, and near-miss incidents by using the Accident/Near Miss form located within the Safety Manual, http://rapintra.ci.la.ca.us/safety/pdf/manual/accidentInvest1.pdf. Procedures for reporting and investigating injuries or accidents are as follows:

9.1 Supervisor Documentation

The supervisor must document all interviews with the injured employee(s) and witness(s), examine the workplace for factors associated with the accident, access the area, review work procedures, training, determine cause, and resolve with corrective action(s). Besides conducting the accident investigation, Workers' Compensation paperwork must be completed and faxed to the Departmental Workers' Compensation group.

1. Employer's Report of Occupational Injury or Illness Form 5020, http://rapintra.ci.la.ca.us/safety/pdf/workerComp/5020Form.pdf.
2. Employee's Claim for Workers' Compensation Benefits Form DWC-1 and given to the injured employee within twenty-four (24) hours of the incident, http://rapintra.ci.la.ca.us/safety/pdf/workerComp/stateDWC.pdf.

9.2 Serious Accidents or Injuries

Serious accidents, injuries, illness or exposure to hazardous materials must be reported to the Department Safety Engineer immediately at (213) 202-3247. Accidents, injuries, or exposures of this severity may require the Department Safety Engineer to convene a special accident or incident investigation panel.

1. The panel may consist of the Department's Assistant General Managers, Superintendents, or other appropriate levels of management. A report of the accident investigation including the panel's finding and recommendations will be forwarded through the Director of Human Resources to the General Manager.

9.3 Reporting Injures to Cal/OSHA

For accidents that cause death, dismemberment, permanent disfigurement, or that requires in-patient hospitalization of an employee for a period in excess of twenty-four (24) hours for other than medical observation, the supervisor must notify the Safety Engineer immediately after the accident.

1. If the Safety Engineer is not available or does not respond back in a timely manner, then it is the supervisor's responsibility to report the serious injury to the appropriate Cal/OSHA District office. Refer to Safety Alert #3, http://rapintra.ci.la.ca.us/safety/pdf/memo/reportingInjuriesOSHA.pdf

9.4 Vehicle Accidents

Any employee involved in a vehicle traffic accident involving City or privately owned mileage vehicles operated on City business shall report the accident immediately to his/her supervisor and the Police Department for investigation. The employee must remain at the accident location until the police arrive to investigate. The employee must complete the applicable portion of the Accident Investigation Form 88-0072 (1/89), http://rapintra.ci.la.ca.us/safety/pdf/vehicle/accidentInvestigation.pdf and Automobile Accident Report, Gen 88 Form, http://rapintra.ci.la.ca.us/safety/pdf/vehicle/automobileAccidentFormGen88.pdf.

1. Supervisors are required to investigate and complete the Accident Investigation Form 88-0072 (1/89) and the Automobile Accident Report Gen 88 Form. Forward copies to the appropriate persons.
2. A vehicle accident investigation panel must be arranged to review all investigative materials, determine cause, and make recommendations for any for any corrective action. (Refer to Personnel Instruction No. 476).

10.0 TRAINING

Effective dissemination of safety information/training is essential for the success of the Department's Injury and Illness Prevention Program. This includes general safe work practices as well as specific instruction on control of hazards unique to each employee's job assignment. Supervisors are responsible for much of the safety training related to their subordinate employees.

10.1 Types of Training Methods

The Department uses many types of methods to communicate safety-related information to employees. Training may vary with respect to instructional method, setting, and subject matter. Types of training applicable to all employees include:

1. Classroom instruction, which involves the presentation of general or specific safety information.
2. Job-site safety meetings (tailgates), which are informal safety training opportunities, usually for the purpose of discussing safety matters related to the work being performed at the job site.
3. On-the-job training, in which employees receive instruction from their immediate supervisor or regional trainer. This can include equipment maintenance and operation.
4. Written instructions or training materials, in form of memos, safety bulletins/alerts, Departmental policies, visual aide and/or power-point presentations.

10.2 General Safety Training

General safety training refers to instruction applicable to all Department employees and not related to specialized trades or procedures. The Department ensures that all new employees shall attend a new hire orientation provided by the Human Resources Division. The orientation includes the following safety and health subjects:

1. Basic safety training and introduction to the Department's Injury and Illness Prevention Program. Overall review of employees' rights and employer's responsibilities under the California Code of Regulations (CCR), Title 8.
2. Instructions on reporting injuries and unsafe conditions, and Departmental policies on safety and health.

10.3 Specialized Training

Many workplace operations require specialized training or instruction under the California Code of Regulations, Title 8. Before employees can be allowed to perform certain job tasks, supervisors must ensure that the employees have completed required training courses. These specialized training courses include, but are not limited to, **Confined Space Entry, Lock-out/Tag-out, Excavation/Shoring, Forklift/Tractor Operation, Respirator, Fall Protection, and Ladder/Scaffold Use.**

10.4 Supervisor/Managers Responsibility Including All Workers

It is the responsibility of each supervisor to ensure that all employees under his/her direct control, receive general and appropriate job-specific safety training. Supervisors are required to review instruction given regarding safety rules, regulations, and policies established by the Department's Injury and Illness Prevention Program.

The supervisor must ensure that employees comprehend the training material and ensuring that language barriers and/or literacy difficulties are accommodated. Instruction and training shall be provided:

1. When the IIPP is first established, revised and/or maintained with implementation of new or current information.
2. All employees must be provided training through a safety and health training program, except construction workers are provided through a construction industry occupational safety and health training program approved by Cal/OSHA.
3. To all workers given new job assignments, transferred from another Department, incidents, leave of absence for which training has not previously provided or needs a refresher course.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. Supervisors must know the safety and health hazards to which workers under their immediate direction/control may be exposed to and aware of safe work procedures, personal protective equipment, emergency response, hazard communication/identification, and reporting of workplace safety hazards.

10.5 Frequency of Training

Department policy requires that employees are provided safety-related instruction upon reporting to work on the first day and prior to being assigned a new job task or process for which training has not been previously provided. Whenever a new substance, process, procedure or piece of equipment is introduced into the workplace, supervisors are required to notify and inform employees and/or when they receive information from the Department Safety Office regarding changes in safety and health rules, regulations, or polices. In addition, the Department shall follow all requirements regarding frequency of training established by the CCR, Title 8.

10.6 Documentation and Retention of Records

The person performing safety training must ensure appropriate records are preserved and maintained for documentation purposes. All safety training records must include the subject title, name of employee, employee number, the date of training and the person who administered the training. Supervisors will ensure that employee training is documented using the Recreation and Parks Employee Sign-in Sheet (Appendix 5). The supervisors shall retain all documentation of employee safety training and send a copy to the Safety Office by e-mail or fax (213 202-3249). All documentation regarding safety training shall be kept on file at the location where the employee reports to work.

11.0 RECORDKEEPING

Department policies and Cal/OSHA regulation are recordkeeping requirements for the maintenance and retention of records for occupational injuries/illnesses, medical surveillance, exposure monitoring, inspections, and all other activities relevant to the occupational health and safety of the employee.

11.1 Vehicle Accidents and Property Damage

Vehicle Accident Reports Gen 88, along with the accident investigation report and finding of the investigation panel shall be kept on file for an indefinite period. These records are stored in the Department's Human Resources Division.

11.2 Occupational Injury and Illness Reports
Employer's Report of Occupational Injury or illness (Form 5020) and Employee's Claim for Workers' Compensation Benefits (Form DWC-1) shall be kept in the confidential personnel files which are stored in the Department's Human Resources Division. All records relating to occupational injuries and illness shall be kept for an indefinite period.

11.3 Occupational Injury and Illness Information
Specific information regarding the number and type of occupational injuries and illnesses must be prepared, maintained, and posted as a requirement under the California Code of Regulations, Title 8. Each Department location shall maintain a master log (Cal/OSHA Form No. 300) and summary of occupational injuries and illnesses. Each recordable injury or illness must be recorded on a Cal/OSHA Injury and Illness Incident Report (Form No. 301) and preserved and maintained at the employees' reporting work location. Each reporting work location shall complete an annual summary of work related injuries and illnesses (Form No. 300A) for those employees assigned to that location, and post the annual summary in the workplace from February 1 to April 30 of the year covered by the form. All forms and logs of occupational injuries and illnesses must be preserved and maintained for a period of five (5) years.

11.4 Employee Exposure Records
The employee exposure record contains information regarding exposure of employees to toxic substances or harmful physical agents. These records include results of workplace monitoring or measuring of toxic substances or harmful agents which can be absorbed or ingested by employees. These records also include employees' exposures to regulated carcinogens that may be found in the workplace. Exposure records are generated by an Industrial Hygienist or the Department's Environmental Section are kept at the Department. All documents regarding sampling and monitoring of asbestos or lead abatement are kept by the Department's Environmental Section. All employee exposure records shall be kept on file for a period of thirty (30) years.

11.5 Employee Access to Medical Records
Records of employee work-related medical exams, medical fitness reports, medical analyses and assessments for exposure to harmful agents or substances, including required examinations for respiratory protection and hearing conservation programs, are kept on file by the City Occupational Health Services Division of the Personnel Department. These records must be preserved and maintained for length of employment plus thirty (30) years.

11.6 Documentation of Safety and Health Activities
General documents regarding safety and health issues such as safety concerns and suggestion forms, facility inspections, tailgate attendance rosters, investigations of accidents, potential hazards, and including corrective actions, shall be maintained and preserved in the Human Resources Division for at least a period of ten (10) years.

12.0 WORKPLACE VIOLENCE

Cal/OSHA has classified the circumstances associated with workplace violence into three major types. Type I workplace violence occurs when an individual enters the workplace to specifically commit a Criminal act. Type II workplace violence involves an assault or threat by a person who is either the recipient or object of service by the Department. Type III workplace violence consists of an assault by an individual who has some employment related involvement with the Department. The Department is committed to providing a workplace that is free of violence or threats of violence. The Department's position and policy regarding threats or acts of violence in the workplace is one of **zero tolerance**. Management will take appropriate action whenever it determines that an employee has engaged in threats or violent behavior (Personnel Instruction No. 479).

12.1 Reporting Workplace Violence
Employees shall report any form of violence or threat of violence (actual or reasonably perceived) involving an employee or occurring in the workplace to the Assistant Director of Human Resources at (213) 202-3222.

12.2 Carrying Firearms
The possession or carrying of an unauthorized firearm of any type is strictly prohibited. Possession includes a firearm inside a parked vehicle on City or Department property.

12.3 Immediate Threats
If a threat is immediate to someone and there is a weapon in view, call 911. If the threat is not life threatening, contact the Park Rangers at (323) 913-7390 or (323) 913-4688 and/or place a non-emergency call to the Police Department at 311.

12.4 Restraining Orders
Employees are required to report the existence of any restraining order or any potential violent non work related situation that could likely result in violence in the workplace to Human Resources at (213) 202-3222.

12.5 Recognizing Warning Signs
Supervisors or employees should watch for warning signs that can lead to violent behavior. These warning signs can include belligerent or defiant behavior, harassing or threatening language, or indirect threats. Any such behavior should be evaluated, verified, and documented by a manager or supervisor and discussed with the Director of Human Resources (213) 202-3222.

12.6 Bomb Threats
Any employee who receives a bomb threat or finds what appears to be a bomb shall immediately call 911. The employee shall also notify the supervisor or contact the Floor Warden if the employee is located in a Civic Center Building. An employee who discovers a suspected bomb SHALL NOT touch or handle the object, and shall immediately call 911.

APPENDIX 1: Code of Safe Practices for Forestry

1. Employees shall follow all safety rules and regulations established by Federal, State, ANSI, and local Government. Employees shall report any unsafe condition or practice immediately to their supervisor.

2. All employees shall be given accident prevention instruction at least every ten (10) working days.

3. Any employee known to be under the influence of illegal drugs or alcohol shall be removed from the job site and reported immediately to supervision.

4. Horseplay, scuffling, or other acts which can have an adverse effect on employee safety are prohibited.

5. Supervisors shall ensure that employees engaged in tree work shall be instructed in a set of safe operating rules. Employees shall be trained and instructed in the hazards involved in their job assignments, including proper use of equipment.

6. Each work location where tree trimming, tree repairing or removal is to be done shall be under the direction of a qualified tree worker.

7. Employees shall be instructed to ensure that all protective guards and devices are in place.

8. When removing a tree, the work area shall be clear to prevent injury and provide escape. A notch and back cut shall be used when removing a tree over five (5) inches in diameter.

9. No employee shall knowingly be permitted to work if that employee's ability is impaired by fatigue or illness and might cause injury to other employees.

10. No employee shall operate power equipment that requires specific training and certification unless they have been trained and possess the current certification for that equipment.

11. No employee shall operate a motor vehicle without a current California Driver-license for the class of vehicle assigned. All accidents involving City vehicles shall be reported immediately to supervision and the Police Department.

12. All on the job injuries shall be reported immediately to the supervisor, no matter how slight.

13. Prior to climbing any tree, the tree shall be visually inspected to determine the safest method of entry into the tree.

14. An employee is responsible for inspecting all hand and power tools before the start of each shift. Any damaged or defective hand or power tools shall be removed from the job immediately and tagged out of service.

15. Rotary drum or disk-type brush chippers shall be fed from the side of the center line; operators shall immediately turn away from the feed table when brush is taken into the equipment.

16. Employees shall never place hands, arms, feet, legs, or any part of their body on the feed table while a brush chipper is in operation. Materials such as stones, nails, or sweeping shall NOT be fed into the brush chipper.

17. Power saw engines shall be stopped when carrying for a distance greater than 10 feet, or on slippery surfaces or heavy underbrush. Saw engines shall be stopped for cleaning, refueling, and adjustments when practical.

18. All personal protective equipment such as head, hand, eye/face, hearing and appropriate footwear shall be worn at all times when required. All tree workers' saddles and ropes shall be inspected daily.

19. Employees engaged in tree maintenance or removal in proximity to electrical equipment and conductors shall consider all such electrical equipment energized at all times.

20. When working aloft, employees shall wear an approved tree worker's saddle and tie-in with an approved safety strap or rope.

21. Employees shall be instructed to give an audible warning before a limb is dropped or tree is felled.

22. Employees shall maintain a safe working distance from other employees when using power tools, and shall not drop or lower tools from trees unless a warning has been given and the ground area is clear of personnel.

23. Supervisors shall establish rescue procedures and provide training in first-aid, cardiopulmonary resuscitation (CPR), and aerial rescue.

24. Chopping tools shall be swung away from the feet, legs, and body. Chopping tools shall not be driven as wedges or used to drive metal wedges.

25. The employee shall work from the uphill side whenever possible when doing limbing or bucking.

26. Employees shall be trained in the identification of poisonous plants and harmful animals.

27. Chain saw resistant leg protection shall be worn while operating a chain saw during ground operations.

28. Workers shall never carry tools while in the process of ascending or descending a tree. Tools are to be either lifted or lowered using rope or secured to the worker so as not to impede his/her climbing.

APPENDIX 2: Code of Safe Practices for Grounds Maintenance

1. Employees shall follow all safety rules and regulations established by Federal, State, and local Government. Employees shall report any unsafe condition or practice immediately to their supervisor.

2. All employees shall be given accident prevention instruction at least every ten (10) working days.

3. Any employee known to be under the influence of illegal drugs or alcohol shall be removed from the job site and reported immediately to supervision.

4. Horseplay, scuffling, or other acts which can have an adverse effect on employee safety are prohibited.

5. Supervisors shall ensure that employees have been trained and instructed in the hazards involved in their job assignment, including the proper use of tools and equipment.

6. Supervisors must ensure that employees have been instructed in the safe use of chemicals, and ensure that Material Safety Data Sheets (MSDS) are available for all hazardous materials used on the job-site. All hazardous materials shall be labeled and stored in proper containers.

7. Employees shall be instructed to ensure that all protective guards and devices are in place.

8. Employees shall be instructed to remove from service any damaged or defective equipment and report these deficiencies to their supervisor immediately.

9. No employee shall knowingly be permitted to work if that employee's ability is impaired by fatigue or illness and might cause injury to other employees.

10. No employee shall operate power equipment that requires specific training and certification, unless they have been trained and possess the current certification for that equipment.

11. No employee shall operate a motor vehicle without a current California Driver-license for the class of vehicle assigned. All accidents involving City vehicles shall be reported immediately to supervision and the Police Department.

12. All on-the-job injuries shall be reported immediately to the supervisor, no matter how slight.

13. Employees shall be instructed in the precautions that shall be taken to protect them from exposure to bloodborne pathogens.

14. An employee is responsible for inspecting all hand and power tools before the start of each shift. Any damaged or defective hand or power tools shall be removed from the job immediately and tagged out of service.

15. Employees shall be trained in the identification of poisonous plants and harmful animals which they may encounter during their job assignment.

16. All ladders used on the job site shall have a current City Ladder Inspection Tag. All Cal/OSHA rules regarding ladder use shall be followed.

17. Any employee working on any elevated work location over 7 ½ feet shall be protected by guard rails or personal fall protection.

18. All personal protective equipment such as respiratory, head, hand, eye/face, hearing and appropriate footwear shall be worn at all times when required.

19. Anytime employees work in or directly next to a roadway, they shall wear an approved orange vest. Anytime employees work directly in a roadway, they must use proper traffic delineation and warning signs.

20. Anytime employees operate riding equipment supplied with seat belts, that equipment shall not be operated unless the employee has securely fastened those seat belts.

21. Employees shall never apply pesticides, herbicides, or fungicides, unless they have been trained and certified as a Department applicator.

22. Only appropriate clothing and shoes shall be worn on the job-site. Loose clothing and jewelry shall never be worn around moving machinery.

23. Whenever Department vehicles are used, employees are required to follow the Department's Circle of Safety procedure and place traffic cones in front and to the rear of their vehicle, when parked.

24. All equipment that is required to have an annual inspection to operate shall have its certifications kept current. Equipment should never be operated if its scheduled preventive maintenance date has expired.

25. Machinery shall never be serviced, repaired or adjusted while operating, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

26. All work-sites shall be inspected daily at the start of each shift. Work areas shall be kept clean and free of all tripping hazards.

APPENDIX 2: Construction and Building Maintenance

All employees who work in the construction or high hazard field must have access to the Code of Safe Practices. It must be readily available and posted in a conspicuous location at the reporting workplace. Workers must read and understand the following:

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1. Employees shall follow all safety rules and regulations established by Federal, State, local Government, and Departmental policies/procedures.

2. Employees shall report any unsafe condition or practice immediately to their supervisor. The supervisor must conduct an investigation and communicate back to worker(s) of findings with corrective action in order to eliminate the hazard or concern.

3. Supervisors and/or those who supervise shall ensure that employees are instructed on safe procedures in order to complete their job assignments.

4. All employees shall be given accident prevention instruction at least every ten (10) working days.

5. All on-the-job injuries shall be reported immediately to the supervisor, no matter how slight.

6. Any employee known to be under the influence of non-prescription drugs or alcohol shall be removed from the job site and reported immediately to supervision.

7. Horseplay, fighting, wrestling, workplace violence, and other similar acts are strictly prohibited.

8. No employee shall knowingly be permitted to work, if that employee's ability is impaired by fatigue, illness or other causes that might cause themselves and others to injury.

9. Only appropriate clothing and shoes shall be worn on the job site. Loose clothing/jewelry shall never be worn around moving machinery and ensure long hair is tied back.

10. Wear appropriate high visibility garments if exposed to vehicular traffic or a flagger.

11. Use proper lifting and material handling techniques for items that can be handled safely, otherwise get assistance.

12. Ensure the Heat Illness Prevention Program has been implemented with the High Heat Procedures.

13. Supervisors shall ensure that employees have been instructed in the safe use and hazards of chemicals with the Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) and are available for all hazardous materials used on the job-site.

14. All hazardous materials, including primary and secondary bottles shall be labeled of content with appropriate warnings and stored in approved containers.

15. No employee shall operate power equipment that requires specific training and certification, unless they have been trained and possess the current certification for that equipment.

16. No employee shall operate a motor vehicle without a current California Driver-license for the class of vehicle assigned. All accidents involving City vehicles shall be reported immediately to supervision and the Police Department.

17. An employee shall never enter or work in confined spaces or excavations five (5) feet or over unless he/she was trained in the Department's Confined Space or Trench Shoring Programs.

18. Employees shall be instructed to ensure that all protective guards/devices are in place and in good condition before usage.

19. Employees shall be instructed to remove any damaged or defective equipment from service and report deficiencies to their supervisor immediately.

20. An employee is responsible for inspecting their tools, equipment, and vehicles before operating by using the appropriate checklist. Any damaged or defective tools/equipment shall be removed from the job immediately, tagged out of service, and reported to their supervisor.

21. All electrical operated power tools used on a construction site shall be connected to a Ground Fault Protection System.

22. All ladders used on the job-site shall have a current City Ladder Inspection Tag. All Cal/OSHA rules regarding ladder use shall be followed.

23. Any employee working on any elevated work location over 7 ½ feet shall be protected by guard rails or personal fall protection with appropriate personal protective equipment (PPE), unless recommended by manufacture's recommendation.

24. All personal protective equipment (PPE) shall be worn at all times when required.

25. No employee shall handle or repair electrical systems unless a qualified electrician.

26. All work on equipment that need to be de-energized during cleaning, servicing or adjusting shall follow the Lock Out/Tag Out Procedures.

27. Only the authorized person/supervisor that have installed locks and tags on electrical systems can remove them.

28. No employee shall work under unsupported loads. All suspended loads shall be blocked and stabilized before employees are allowed underneath.

29. All equipment that are required to have an annual inspection/certifications to operate shall have be kept current.

30. Machinery shall never be serviced, repaired or adjusted during operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

31. Evaluate work-site before operation to ensure a safe work environment.

APPENDIX 4: Safety Committee Plan

SAFETY COMMITTEE PLAN

I. PURPOSE

The Department of Recreation and Parks recognizes that the safety of its employees, guests, and the general public is of the utmost importance. While safety is the direct responsibility of each and every employee, Recreation and Parks has established two safety committees to encourage a safe working environment and contribute to the overall safety consciousness of all facilities. The primary objective of the Safety Committee is to provide assistance to the Department's Safety Program by making recommendations concerning safety and health hazards at each work site. In addition, the Safety Committee requirements are to ensure that the information regarding the safety committee program is communicated to all employees.

This safety committee plan outlines uniform requirements to ensure that the information discussed at the meetings is communicated to all employees, and that the activities of the committees are documented and supported.

II. MEMBERS

Ideally, employees who serve on the safety committees should have familiarity with facility operations, conditions, and equipment, as well as the safety issues affecting their respective division. The membership of the safety committees will consist of:

Safety Committee #1

- Department Risk Manager
- Department Workers' Compensation Liaison
- Department Safety Engineer
- Environmental
- Construction
- Forestry/Landscape Irrigation unit
- Grounds Maintenance
- Golf
- Griffith Observatory

Safety Committee #2

- Department Risk Manager
- Department Workers' Compensation Liaison
- Department Safety Engineer
- Environmental
- Aquatics
- Payroll
- Recreation
- Aquarium/Museum
- Park Services

III. FUNCTIONS

The safety committee is formed to serve the following basic functions:

• Meet regularly to discuss specific safety issues and progress toward meeting safety goals
• Act as a liaison between the safety committee and their respective divisions
• Plan and implement facility safety programs
• Investigate accidents or near misses; review accident reports
• Conduct regular accident and safety trend reviews to identify problem areas
• Review safety inspections to identify potential hazards and safety concerns
• Take action to eliminate or control identified hazards
• Follow-up to make sure corrective safety measures are taken
• Evaluate safety suggestions; evaluate employee reactions to new or revised safety

IV. RESPONSIBILITIES

In order to accomplish these functions, the safety committees will meet at least quarterly at a centrally located site and have the following responsibilities:

Safety Committee Chairperson:

- Communicate meeting times
- Plan the meeting agenda
- Review previous activities prior to meeting

Safety Committee Members:

- Attend all meetings or send a representative.
- Communicate and disseminate safety committee material to all employees.
- Assist in establishing safety procedures in particular to the department.
- Assist in safety training and awareness.
- Assist in accident investigations.
- Conduct and oversee facility inspections.

Clerical Staff:

- Record and inscribe meeting minutes
- Report on any actions taken on committees recommendations.
- Document attendance and date of meeting.

V. COMMITTEE REVIEW

The activities of the safety committee will be reviewed by all committee members on an annual basis. The review is intended to ensure that the safety committee is functioning as indicted by this plan.

APPENDIX 5: Department of Recreation and Parks Employee Sign-In Sheet

Department of Recreation and Parks

Employee Sign-In Sheet
(Please print clearly)

Training Topic:

Location: **Instructor:**

Date: **Time:** **# of Hrs:** **Division# / Region**

ALL FIELDS MUST BE COMPLETED IN ORDER TO GET CREDIT FOR THE TRAINING!

Name (PRINT)	Last 4 digits of Soc.Sec.#	Signature	Region	Facility/ Work Location

APPENDIX 6: Glossary of Terms

Cal/OSHA - Under the California Department of Labor, Cal/OSHA is the primary State organization that is charged with implementation and enforcement of worker safety and health standards set forth by the California Code of Regulations and Federal Occupational Safety and Health Administration.

Employee Exposure Records - Information, results or records concerning employee exposure to toxic or harmful substances or agents in the workplace. Examples include air sampling results, biological monitoring results (blood test, etc.), inventory or chemical Material Safety Data Sheets (MSDS).

Employee Medical Records - Records concerning the health status of employees made by physicians, nurses, or other health professionals. Examples include results of physical examinations, first aid records, medical complaints, and diagnoses, opinions, and treatment recommended by a physician.

Hazard Priority Classification - A system of categorizing the severity of consequence or probability of injury or damage for identified hazards. This information is used to determine level and speed of corrective action to be taken after a hazard has been identified.

Imminent Danger - An imminent danger is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be eliminated through normal enforcement procedures.

Industrial Hygiene - is the science and practice devoted to the anticipation, recognition, evaluation and control of those environmental factors and stresses arising in or from the workplace that may cause sickness, impaired health and well-being, or significant discomfort among workers and may also impact the general community.

Industrial Hygienist - Professional dedicated to the health, well being, and productivity of the worker and community (American Academy of Industrial Hygiene).

Injury and Illness Log - Required by Federal and State regulations, this log documents injuries and illnesses caused by work-related activities that result in lost time, offsite treatment, and restricted work activity.

Industrial Safety Procedures - Specific guidelines for implementing safety regulations and practices in industrial settings. Safety procedures are designed to prevent accidents causing injury and illnesses.

Injury and Illness Prevention Program (IIPP) - Mandated by the California Code of Regulations, Title 8, Section 3203, by the State of California. The purpose is to prevent job-related accidents and illnesses through a written plan to identify, evaluate, and correct unsafe workplace hazards.

Inspections - Any inspection of an employer's factory, plant, establishment, construction site, or other area, workplace or environment where work is performed by an employee of an employer and includes any inspection conducted pursuant to a complaint, any re-inspection, or follow-up inspection. This can include equipment, chemicals, building structure, documented procedures, records, and employee knowledge of requirements and hazards.

Job Hazard Analysis - A procedure in which each basic step of the job is examined to identify potential hazards and to determine the safest way to do the job.

Material Safety Data Sheets (MSDS) - Literature prepared by a chemical product manufacturer that contains hazard and safety information about the product. Information includes hazardous ingredients, safety precautions, personal protection requirements, and spill or release response.

Medical Surveillance - A program whereby the health of the workers is monitored through a regularly scheduled and post-incident medical examination. Medical surveillance may be required to determine the suitability of workers to perform a certain type of job.

Personal Protective Equipment (PPE) - Protective clothing and devices worn by workers to prevent injury or exposure to hazardous materials.

Responsible Person - The individual at a place of employment who has the responsibility and authority to implement the IIPP on behalf of the employer.

Safety Communication - The collective means by which safety information is disseminated to employees.

Serious Injury - Any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway.

Supervisor - Employees who have authority to direct the tasks of other employees, and are therefore responsible for the job related environments to which their workers are exposed.

Training - Classroom instruction, job-site safety meeting, on-the-job training and written materials provided to employees to make them aware of workplace hazards and how to avoid accidents and illnesses.

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RAP Early Warning and Notification - Updated.pdf

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DEPARTMENT OF RECREATION AND PARKS
STANDARD OPERATING PROCEDURE

SENDING EARLY WARNING AND NOTIFICATION

I. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the processes required to request a message be sent through the Public Emergency Notification Systems (Systems). The Systems consist of **Notfiy LA the City's Mass Notification Systems,** which is coordinated through the Emergency Management Department (EMD, in coordination with the Los Angeles Police Department (LAPD) Real Time Analysis & Critical Response Division (RACR).

All messages will be developed in accordance with the City ADA Guidance: Accessible, Inclusionary and Effective Communications. Attachment A

II. SYSTEM DEFINITIONS

- **NotifyLA** is a public mass notification system powered by Nixle 360 platform. **NotifyLA** is a completely web-based application that leverages comprehensive databases of geographically-located hard-line (cooper-wire) phone numbers that do not require citizen opt-in for emergency usage.

- **NotifyLA** also has the capability to send messages through the Wireless Emergency Alerts (WEA) system. WEA is a national emergency alert system that sends concise, text-like messages, which has a unique audible signal and vibration cadence to WEA-capable mobile devices.

III. SCOPE/APPLICABILITY

Strict protocols and governance measures have been implemented to ensure the Systems remain as effective as possible. Primary among these protocols will be designating those incidents/emergencies for which the system is permitted to be activated.

Systems activation is limited to:

- Imminent Threat to Life or Property
- Disaster Notifications
- Evacuation Notices and/or Information
- Public Health Emergencies
- Other notifications to a defined community, as approved and deemed significant by the EMD General Manager, Assistant General Manager, or Duty Officer.

The Systems will be used only when the public is being asked to take some action (e.g. evacuate, prepare to evacuate, shelter in place, boil tap water before drinking).

The following criteria must be considered in order to send a public mass notification message:

- Severity: Public safety and life are threatened.
- Public Protection: The public needs to take protective action to prevent the loss of life or property.

- Warning: The public needs warning information to take prudent action.
- Timing: The situation requires immediate public knowledge to avoid adverse impact.
- Geographical Area: The situation is limited to a defined geographical area.
- Delivery of Information: Traditional media such as radio and TV are not available.

IV. ROLES AND RESPONSIBILITIES

The following classifications are responsible for ensuring that information necessary for **NotifyLA** and WEA activation is correctly relayed in a timely manner:

- General Manager (GM)
- Assistant General Manager of Operations (AGM of OPS)
- RAP Emergency Management Coordinator (EMC)
- RAP Public Information Director (PID)
- RAP Americans with Disabilities Act (ADA) Coordinator
- All Full-Time Recreation Staff

The GM and/or the AGM of OPS, is responsible for executing and/or enforcing the provision of this SOP.

The RAP PID and/or the RAP EMC will ensure that the NotifyLA/WEA Worksheet (Attachment B) are complete and approved by the RAP ADA Coordinator prior to submission to the GM and/or AGM of OPS.

The RAP ADA Coordinator will ensure that the message is accessible and inclusionary for people with disabilities and others with access and functional needs.

The RAP PID and/or the RAP EMC will submit NotifyLA/WEA Worksheets to the EMD Duty Officer.

The RAP PID and/or the RAP EMC will ensure that the EMD Duty Officer is contacted and understands the request.

The RAP PID and/or the RAP EMC will ensure that EMD Duty Officer receives the completed worksheet(s).

The RAP PID and/or the RAP EMC will verify with the EMD Duty Officer that the message has been sent.

The RAP EMC and all Full-Time Recreation shall:

1. Be responsible for determining if use of NotifyLA is warranted.
2. Determine if the need for a message meets criteria in Section III.
3. Ensure that the NotifyLA/WEA worksheets are completed.
4. Ensure that RAP ADA Coordinator has reviewed and approved the message.
    a. If the RAP ADA Coordinator is unavailable:
        i. If the Department Operations Center (DOC) is activated, contact the DOC for assistance at (818) 291-9983
    b. If the DOC is not activated, contact the EMD Duty Officer at the 24/7 cell phone number (213) 200-6414 for assistance.
5. Ensure the EMD Duty Officer receives the completed worksheet.
6. Verify with the EMD Duty Officer that the message has been sent.

NotifyLA is coordinated through EMD. Messages must be reviewed, deemed significant, and approved by GM, AGM of OPS, prior to being sent to the EMD Duty Officer.

Wireless Emergency Alerts (WEA) are coordinated thorugh EMD in cooperation with the LAPD RACR.

V. PROCEDURE

Full Time Recreation Staff

1. Full Time Recreation staff will gather intelligence regarding the current disaster or emergency.
2. Full Time Recreation staff will complete the worksheet.
3. Full Time Recreation staff will forward the completed worksheet to the RAP PID and/or the RAP EMC.
4. The RAP PID and/or RAP EMC will forward the completed worksheet to the RAP ADA Coordinator to ensure that the message is accessible and inclusionary for people with disabilities and others with access and functional needs (Attachment A).
5. Once approval is received, the RAP PID and/or RAP EMC will forward the completed worksheet to the GM or the AGM of OPS for approval.
6. Once approval is received, the RAP PID and/or RAP EMC shall:

NotifyLA

a. If the City of Los Angeles Emergency Operations Center (EOC) **IS NOT** activated, complete NotifyLA/WEA Worksheet (Attachment B) and contact the EMD Duty Officer at the 24/7 cell phone number (213) 200-6414.
b. If the City of Los Angeles EOC **IS** activated, complete NotifyLA/WEA Worksheet (Attachment B) and contact EOC Public Information Officer (PIO) through EOC Mass Care Branch or the Department Operations Center (DOC), if activated.

Wireless Emergency Alerts

a. If the EOC **IS NOT** activated, complete the worksheet (Attachment B) and contact the EMD Duty Officer at the 24/7 cell phone number (213) 200-6414.
b. If the EOC **IS** activated, complete the worksheet (Attachment B) and contact EOC Public Information Officer (PIO) through EOC Mass Care Branch or the Department Operations Center (DOC), if activated.

Park Rangers

1. Park Rangers will gather intelligence regarding the current disaster or emergency.
2. Park Rangers will determine the use of a Park Ranger Canned Message (Attachment C) or to complete the worksheet (Attachment B), ensuring that the message is accessible and inclusionary for people with disabilities and other with access and functional needs (Attachment A)
3. Park Rangers shall:

Wireless Emergency Alerts

a. RAP 24-Hour Standby EMC at (818) 291-9983. The RAP EMC will notify the EMD Duty Officer.
b. If the EOC **IS** activated, use the Park Ranger Canned Message (Attachment C) or complete the worksheet (Attachment B) and contact EOC Public Information Officer (PIO) through EOC Mass Care Branch or the Department Operations Center (DOC), if activated.

4. Once approval is received,, Park Rangers will email the Park Ranger Canned Message (Attachment C) or completed worksheet (Attachment B) to the RAP 24-Hour Standby EMC and the EMD Duty Officer.
5. Park Rangers will make a notification to the Department Executives per established standards.

VI. IMPLEMENTATION & TRAINING

A copy of this SOP will be provided to all designated classification via email NO LATER THAN November 1, 2014.

Beginning on November 1, 2014, all new employees in the designated classification will receive a copy of this on their first day of employment with the RAP.

VII. MAINTENANCE

By February 1 of each year, the RAP EMC, shall review this SOP with Department of Disability to ensure that the contents of this SOP is up-to-date and in compliance with Americans with Disabilities Act (ADA) requirements. The review/update shall be acknowledged on the Record of Changes below upon completion.

The RAP EMC is responsible for implementing and maintaining this SOP. All designated personnel on the distribution list will be notified of any changes or corrections.

VIII. RECORD OF CHANGES

Each revision(s) to this SOP must be recorded in the following table. Once the revision(s) have been made, the SOP will be forward to the General Manager for approval. Upon approval, all affected parties will be notified.

Date	Section	Description	Changed By
2/11/2015	ALL	Change City Mass Notification to "NotifyLA"	Jimmy Kim, EMC I
2/1/2016	ALL IV	Formatting Update DOC number	Jimmy Kim, EMC I
2/10/2016	VI VII	Change in language Change in language	Jimmy Kim, EMC I
8/29/2016	V XI	Inclusion of Park Ranger protocols Inclusion of Park Ranger Canned Message	Jimmy Kim, EMC I

IX. DISTRIBUTION

All designated positions listed in this SOP.

X. APPROVED BY: _____TITLE:Assistant General Manager_____ DATE: _____

XI. ATTACHMENTS

A. ADA Guidance – Inclusionary, Accessible Messaging and Effective Communication
B. City's Mass Notification System Worksheet
C. Park Rangers Emergency Evacuation Canned Message

1. Griffith Park All
2. Observatory
3. Greek Theatre
4. Boys Camp
5. Girls Camp
6. Mineral Wells
7. Mount Lee
8. Sunset Stables Ranch
9. Ernest Debs Regional Park
10. Ken Malloy Regional Park
11. Hansen Dam Recreation Center
12. Elysian Park

ADA Guidance: Inclusionary, Accessible Messaging and Effective Communication
March 13, 2014

INCLUSIONARY MESSAGING

It is the policy of the City of Los Angeles that all materials are to be developed with inclusionary messaging, meaning that our documents should be provided in accessible formats and integrate the needs of persons with disabilities. In addition, the City must arrange for auxiliary aids and services to provide effective communication to persons with disabilities. The guidance below is a general baseline for departments. Departments may add additional internal policies and procedures or request assistance from DOD to develop guidance for their specific departmental needs.

A. Language Usage

Use appropriate language when referring to persons with disabilities.

1. People First Language

Use "people first" language when talking about people with disabilities. For example, say: "Person who is blind" rather than "the blind". (**See Council File: 10-0002-S94** which removes the words "Mental Retardation" from all legislation and documents and replaces it with "Intellectual Disability".")

Examples of People First Language

People with disabilities	The handicapped, the disabled, the impaired
An individual or person with a disability	Disabled person
Access and functional need	Special needs, vulnerable
Deaf, hard of hearing, hearing loss, sensory disability	Deaf and dumb, the deaf, mute
Accessible communication, effective communication	Special communication
He has a speech disability	He has a speech impairment, speech impediment
He is blind, he has low vision	The blind, sight impaired
She has a mobility disability	She's mobility impaired, wheelchair bound, physically challenged, crippled, an invalid, lame, differently-abled, bedridden, house-bound, a shut-in

Attachment B: NotifyLA/WEA Worksheet

(12-18-2014)

CITY OF LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT
Duty Officer: (213) 200-6414
emddutyofficer@lacity.org

NOTIFY LA/WIRELESS EMERGENCY ALERTS (WEA) WORKSHEET

DATE:	**TIME:**
TYPE OF THREAT: [ ] FIRE [ ] LAW [ ] OTHER (Specify)_____	
REQUESTING AGENCY:	
REQUESTOR NAME:	
CONTACT NUMBER:	
ALTERNATE CONTACT NUMBER:	

CONSIDER THE FOLLOWING
◯ **SEVERITY** – Is there a significant threat to public safety and life?
◯ **PUBLIC PROTECTION** – Is there a need for the public to take protective action?
◯ **WARNING** – Is there a need to provide warning information to the public?
◯ **TIMING** – Does the situation require immediate public knowledge to avoid adverse impacts?
◯ **GEOGRAPHICAL AREA** – Is the situation limited to a defined geographical area?
◯ **TRADITIONAL MEDIA** – Is TV, radio or traditional media alternatives for timely delivery of information?

TYPE OF MASS NOTIFICATION MESSAGE TO BE SENT	
☐ **Hard Line Phone** This option will send a voice message to all hard line phone in the identified area and a voice and text message to those who have registered their cell phones. Messages will also be delivered to TTY-TTD devices for the hearing impaired.	☐ **Wireless Emergency Alerts** This option will send a voice and text message to cell phones in the identified area. **(NOTE: This delivery option uses cell phone towers in the area and does not have pinpoint accuracy. There may be bleed over into surrounding areas.)**

MESSAGING INFORMATION
TYPE OF WARNING:
PROTECTIVE ACTION:

AREA TO BE NOTIFIED	
STREET BOUNDARIES	**AREA AROUND AN INTERSECTION/POINT**
NORTH:	CROSS STREET 1:
SOUTH:	CROSS STREET 2:
EAST:	RADIUS FROM THE INTERSECTION: feet or miles
WEST:	

If a map is available, attach it showing the area to be notified.

NOTIFY LA/WIRELESS EMERGENCY ALERTS (WEA) WORKSHEET – FOR OFFICIAL USE ONLY | PAGE 1 OF 2

Attachment C: Park Ranger Emergency Canned Message

(12-18-2014)

CITY OF LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT
Duty Officer: (213) 200-6414
emddutyofficer@lacity.org

NOTIFY LA/WIRELESS EMERGENCY ALERTS (WEA) WORKSHEET

DATE:	**TIME:**
TYPE OF THREAT: [ ] FIRE [ ] LAW [x] OTHER **(Specify)** EVACUATION	
REQUESTING AGENCY: DEPARTMENT OF RECREATION AND PARKS	
REQUESTOR NAME: PARK RANGER DISPATCH	
CONTACT NUMBER: (323) 644 - 6661	
ALTERNATE CONTACT NUMBER: (213) 312 - 7967	

CONSIDER THE FOLLOWING
◯ **SEVERITY** – Is there a significant threat to public safety and life?
◯ **PUBLIC PROTECTION** – Is there a need for the public to take protective action?
◯ **WARNING** – Is there a need to provide warning information to the public?
◯ **TIMING** – Does the situation require immediate public knowledge to avoid adverse impacts?
◯ **GEOGRAPHICAL AREA** – Is the situation limited to a defined geographical area?
◯ **TRADITIONAL MEDIA** – Is TV, radio or traditional media alternatives for timely delivery of information?

TYPE OF MASS NOTIFICATION MESSAGE TO BE SENT	
☐ **Hard Line Phone** This option will send a voice message to all hard line phone in the identified area and a voice and text message to those who have registered their cell phones. Messages will also be delivered to TTY-TTD devices for the hearing impaired.	☒ **Wireless Emergency Alerts** This option will send a voice and text message to cell phones in the identified area. **(NOTE: This delivery option uses cell phone towers in the area and does not have pinpoint accuracy. There may be bleed over into surrounding areas.)**

MESSAGING INFORMATION
TYPE OF WARNING:
PROTECTIVE ACTION: EVACUATION

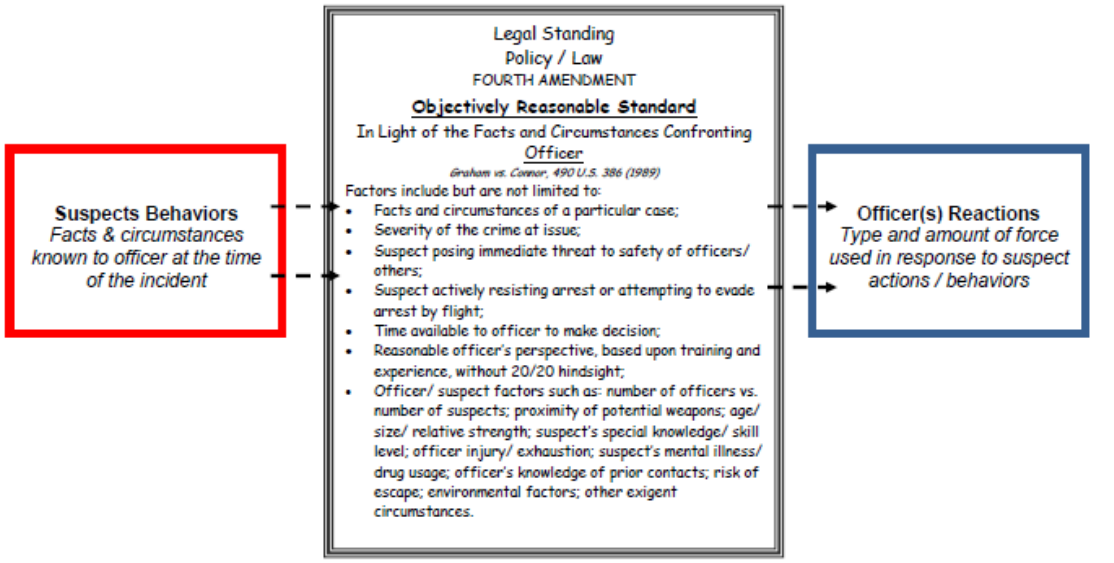
AREA TO BE NOTIFIED	
STREET BOUNDARIES	**AREA AROUND AN INTERSECTION/POINT**
NORTH:	CROSS STREET 1: Vista Del Valle Drive
SOUTH:	CROSS STREET 2: Mount Hollywood Drive
EAST:	RADIUS FROM THE INTERSECTION: 2.0 Mi feet or miles
WEST:	

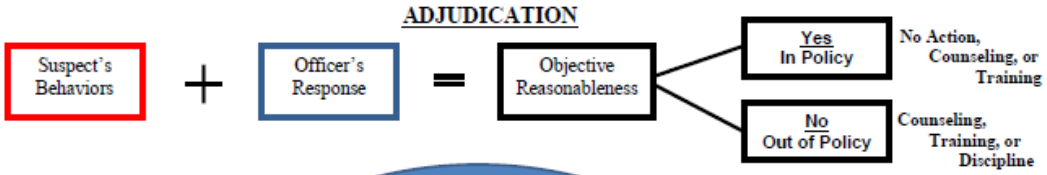
If a map is available, attach it showing the area to be notified.

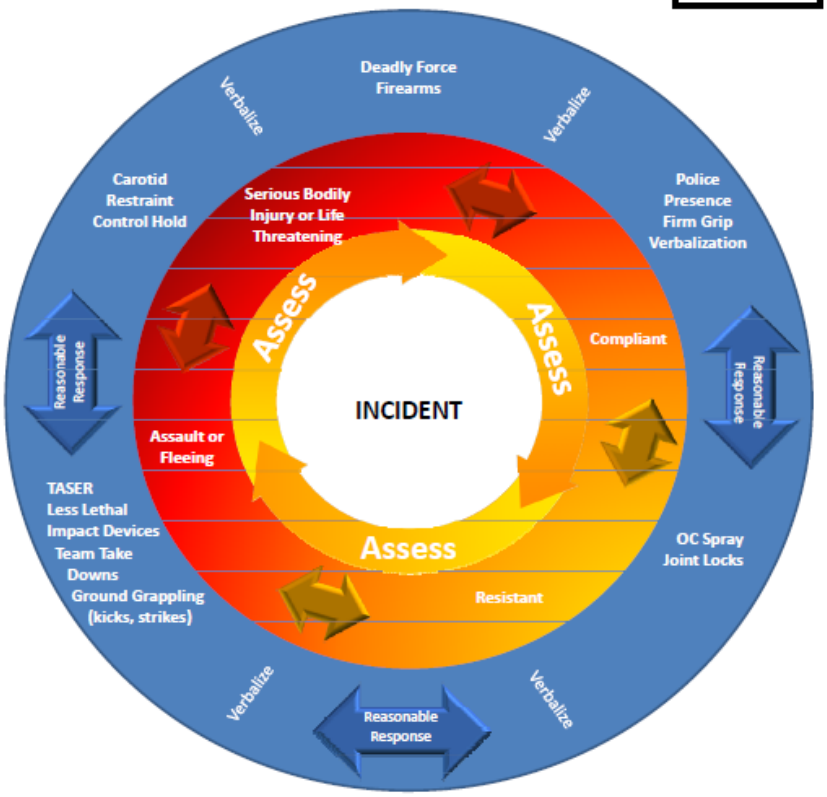
Use of force chart 2.pdf

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Use Of Force Standard







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DEPARTMENT OF
RECREATION AND PARKS

INSTRUCTION

INSTRUCTION NO.	
405	
DATE	
07/01/05	
DIST.	ORIGINATOR
P	HR
PAGE	
1 of 2	

SUBJECT:

SELECTION OF THE BEST QUALIFIED CANDIDATE

Reference: Charter Sections 107 and 109, Civil Service Commission
Rule 5 Mayor's Executive Directive No. 5 (Revised 11-6-91)

When the Department requests certification to fill a vacancy, the names of all persons having the three highest whole scores will be certified. The Department must receive at least five more names than the number of vacancies, and if there are fewer than that number within the top three whole scores, all of the names at the next whole score will be certified. Any one of the candidates certified in this manner may be appointed. If the number of candidates who decline or fail to report leaves less than five names more than the number of vacancies, the Department may request the certification of one or more additional whole scores. All of the names within each additional whole score will be certified. In most instances all candidates who report on a certification will be interviewed.

When the number of candidates reporting on a certification is very large, an alternate selection method such as a performance test or a writing exercise may be used. The alternate selection method must first be approved by the Director of Human Resources. When the interview placement process is used, all who want to be interviewed will be, even if they have been interviewed in the past.

THE SELECTION INTERVIEW PROCEDURE

PREPARATION:

The first stage of the selection interview procedure, preparing to interview, is the most extensive stage of the interview process. Begin by obtaining an accurate description of the job. Next, analyze the job in terms of specific duties, priorities of those duties, and any skills, knowledge, abilities, training, and experience that you believe are necessary to perform the duties of the position. This gives you most of the information you will need to set up a valid interview plan.

THE INTERVIEW PLAN

With the job information obtained, you can determine the areas of questioning that will best indicate a candidate's qualifications. In the interview plan, plan specific questions to ask during the interview. Remember that the same questions must be asked of each person who interviews for the job.

Questions should provide valid and effective means of evaluating candidates' qualifications. Questions must be impartial and objective. They should be centered on the skills, knowledge, and abilities necessary to do the job. Questions should be phrased in such a way that they allow each applicant to speak freely about his or her job-related experience.

THE INTERVIEW

It is important that you follow your interview plan for each and every interview. This will assure consistency and fairness in the questioning of each applicant.

A. Opening:

There shall be at least two (2) interviewers, who are of a higher rank than the candidates interviewed. It is important that the interviewers create a professional, yet relaxed and non-threatening climate that will put the applicant at ease. By following the steps below one can easily create such an atmosphere.

1. One interviewer should greet the applicant by name in a relaxed and friendly manner;
2. Introduce the applicant to the other interviewer(s);
3. Ask the applicant to be seated; and
4. Proceed with the interview.

B. Questioning and Exchange of Information:

If you have questions regarding any information, such as that found on the candidate's application, these questions should be asked first. It is very appropriate to ask questions about a candidate's previous work experience and applicable education.

Next, present the applicant with a realistic description of the job. The major tasks and responsibilities of the position should be briefly explained. This is meant to give applicants the basis for a decision if you later question them about their willingness to accept the position.

You should now open up the interview to the predetermined questions of your interview plan. Feel free to ask follow-up questions to get a clear understanding of the candidates' answers.

It is the task of the interviewers to encourage conversation and focus discussion on specific and job-related subjects. At all times the interviewers should be attentive to what the applicant is saying.

Be sure to ask if the candidate has anything to add. When you feel that the applicant has been fairly treated and heard, and the applicant has no further questions or comments, the interview should be brought to a close. At this point each candidate should be asked if he/she is available for the position and told what will follow in the selection procedure (e.g., "You will be notified of our decision by next Tuesday").

THE SELECTION

After each interview is completed, each interviewer must evaluate the candidate's background and the answers to each question. For each question in the interview plan, a judgment of strong, satisfactory, weak, or unsatisfactory must be made. The interviewers should then state their overall evaluation of the candidate. The candidate receiving the best overall evaluation should be selected. When two or more candidates appear to be equally best qualified, the Department's affirmative action goals should be considered in helping to determine the selection.

PROCESSING CANDIDATE DISPOSITION

Please refer to Instruction #404 for the procedure to follow in processing the disposition of each candidate and appointing the selected candidate.

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SUBJECT:

TIMEKEEPING CODES

Reference: LAAC
Memoranda of Understanding
Fair Labor Standards Act

The purpose of this Instruction is to provide definitions of timekeeping codes that are commonly used by Department employees.

The timekeeping codes most frequently used are listed below. With each code and definition is also listed under what circumstance it should be used.

AW - Absent Without Authorization

This code is to be used when an employee is off the job without authorization. This code is used when an employee is "docked" due to tardiness, leaving the job without authorization, returning late from lunch or leaving early, or failing to report to work. AW may be used in increments of one-tenth of an hour (6 minutes).

BL - Bereavement Leave

Bereavement leave with pay will be granted to an employee for a maximum of three (3) working days for each occurrence of death in the employee's immediate family. Some MOU's allow an employee to use up to two additional working days if it is necessary for the employee to travel a minimum of 1,500 miles one way for bereavement purposes, provided satisfactory proof of the distance traveled is furnished. The definition of immediate family varies depending upon the employee's Memorandum of Understanding. If an employee is not represented, the definition of immediate family is contained in Administrative Code Section 4.127.1. Simultaneous multiple family deaths will be considered as one (1) occurrence. No payment can be authorized for bereavement leave until the supervisor has received a verification of death. Part-time exempt employees do not qualify for bereavement leave.

BP - Personal Business

This code only applies to employees in MOU 9 (Plant Equipment Operators and Repairers). Those employees are allowed to use 24 hours of 100% sick leave to attend to personal business each calendar year. An employee may use BP only from 100% sick time. If the employee has exhausted all of his or her 100% sick leave, using this code will cause the employee not to be paid. The classifications in the Department that are contained in MOU 9 are Electric Pumping Plant Operator, Mechanical Repairer I and II, and Senior Electric Pumping Plant Operator.

FH - Floating Holiday

Full-time and half-time employees who have completed six months of service are allowed either one or two floating holidays each year. The number of floating holidays varies depending on the employee's MOU. Non-represented employees are allowed one floating holiday.

This holiday must be taken in one full normal working day increment of eight hours. The holiday will be lost if an employee resigns, retires, or is discharged prior to taking off the floating holiday.

No employee is qualified to take off more floating holidays than the MOU allows. However, if an employee changes from an MOU that provides one floating holiday to a MOU that provides two, the employee is allowed to take off two floating holidays that calendar year provided the employee has completed 6 months of service in that unit. The 6 months may be in more than one classification.

If a person transferred from Water and Power in a classification that was allowed one floating holiday and the person already took the floating holiday prior to the transfer, he or she will not be credited with another floating holiday. If the employee's MOU allowed for two floating holidays and the employee has only taken one while at Water and Power, then the employee qualifies for another floating holiday.

FI - Family Illness

Full-time employees who have qualified for sick time and who have 100% sick leave are eligible to take time off to care for a member of their immediate families. The number of days employees may use in any one calendar year depends upon their MOU. Non-represented employees may use twelve (12) working days. Family Illness may be used in hourly increments.

The definition of immediate family differs depending on the employee's MOU. Supervisors should refer to the appropriate MOU when considering Family Illness requests.

Part-time employees do not qualify for Family Illness.

Family/Medical Leave (C1)

This code shall be used in place of any sick time (SK) when an employee is on family/medical leave. *Please note*: do not use C1 in place of family illness time (FI).

Absence form. The form requires a supervisor and Division Head signature. Management has the right to verify the circumstances involving a family leave. Forms are available in the Human Resources Division. For more information contact the Department's Family Leave Coordinator at (213) 202-3205.

HO- Holiday

This code is to be used to designate a holiday other than floating holiday. The holidays, which appear on the next page, are officially designated holidays, and the code of HO should be used when these days are taken off on the actual date on which the holiday is observed.

OFFICIAL DESIGNATED HOLIDAYS

1. New Years Day (January 1).
2. Martin Luther King Jr.'s Birthday (3rd Monday in January).
3. Presidents' Day (3rd Monday in February).
4. Cesar Chavez's Birthday (Last Monday in March).
5. Memorial Day (Last Monday in May).
6. Independence Day (July 4).
7. Labor Day (First Monday in September).
8. Columbus Day (Second Monday in October).
9. Veterans Day (November 11).
10. Thanksgiving Day (4th Thursday in November).
11. Friday after Thanksgiving Day.
12. Christmas Day.
13. One or two unspecified holidays. The number of days is determined by the employee's MOU.

When any holiday 1 through 12 falls on a Sunday, it shall be observed the following Monday.

When any holiday 1 through 12 falls on a Saturday, it shall be observed on the preceding Friday.

Employees who have received no pay on their regularly scheduled days to work immediately before and after the holiday will not be compensated for the holiday.

If the holiday falls on an employee's regular day off, the Code "OS" must be used on the holiday. In that event, the timekeeper will make sure that the eight hours are recorded to be taken off at a later date within a year from the date of occurrence.

When the employee takes the holiday off, the Code of "TS" must be used. In that event the timekeeper will be certain that the employee will be paid from the appropriate balance. The Code of "TS" should be used even if the holiday is being taken off within the same pay period.

HW - Hours Worked

Hours worked determines the number of hours an employee has worked. This is a daily entry on the timesheet. Salaried employees are not required to record specific hours on timesheets. MOU's determine the hourly salary rate that determines which employees are salaried.

ID - Injured on Duty

Employees who are injured on duty should be marked HW on the day the injury occurred. On any whole day when an employee is absent, after the first day of injury, the timekeeping code to be used is ID. If the employee is to be off for a part of the day due to the on-the-job injury, then HW may be used for four (4) hours of the day and ID for the remaining four (4) hours.

Beyond one (1) year, s/he is compensated at the State rate and is transferred to the Workers' Compensation, Personnel Department payroll.

A represented employee's rate of pay when off on ID is determined by the employee's MOU. Non-represented employees, as well as all part-time exempt employees, are compensated at the rate equal to the regular bi-weekly take home pay at the time of injury.

JD - Jury Duty

Full salary is paid to full-time employees who have been called to jury service. Part-time employees do not qualify to be paid while on jury duty.

Employees who are on jury duty for half a day and who work for the remainder of the day should indicate on their time sheet the exact number of hours spent on each.

Employees who are required to report to night jury service and who work days on a 5/40 schedule should be released from employment as if service was during normal work hours. If the employee is not required to report for jury service on any given evening, s/he should report to work as normal.

Employees who are on the 9/80 or 4/10 work shift should be placed on the 5/40 work schedule for the duration of jury service.

Employees who are called to night jury service do not qualify to receive the night rate bonus.

Employees who elect to work their normal shift in addition to reporting to night jury service do so at the regular salary rate and may keep their jury service pay.

Employees who receive jury duty pay are required to submit an amount equal to the jury fee paid by the Court, less the mileage fee, to the Department's Revenue Accounting Section, Stop 625/8A. Failure to submit the jury fee will be grounds for disciplinary action as well as legal action against the employee.

LD – Light Duty or Modified Duty

A Return to Work (light duty) assignment provides a temporary job assignment for not more that 90 calendar days to an employee who has temporary work restrictions due to a valid, physical, job related injury or illness. LD code is used while working a Return to Work (light duty) assignment.

LP - Leave with Pay

This code is used when an employee is attending a professional convention or official meeting. It is also used to pay an employee who has received a subpoena.

LW - Authorized Leave Without Pay

LW is the code used when an employee does not qualify to be absent on paid time. LW is usually used for personal leaves of absence. A leave without pay always requires the approval of supervision.

ME - Meetings

This code is used for part-time employees who are involved in the Camp Counselor and Self-Sustaining programs.

ML - Military Leave Without Pay

This code is to be used when an employee is off due to a military obligation and the employee does not qualify for pay. This code would be used if an employee enlists and has not yet been removed from the payroll or s/he exceeds the 30 days per calendar year allowed each employee to fulfill his/her military duty.

MP - Military Leave With Pay

This code is to be used when an employee will be off with pay to comply with military orders. The maximum number of days an employee may be compensated for, under this provision, is 30 calendar days. Military orders must accompany all requests for military leave with pay.

OS - Accumulated Overtime Worked at Straight Time

Employees who earn more than $26.35 per hour are not eligible to receive overtime as they are considered to be salaried. The code of OS should be used only when a holiday falls on a salaried employee's regular day off. Salaried employees are determined by the MOU.

OT - Accumulated Overtime Worked at Time and One Half

The majority of Department employees qualify to be compensated at the rate of time and one half when working overtime. Overtime is defined as time worked in excess of 40 hours or 80 hours, depending upon one's MOU. This must be approved on a Request for Overtime form (RP0427) by the employee's Division Head except when overtime is worked on a holiday. For additional information regarding overtime, consult Instruction No. 469, Overtime.

PA - Paid Overtime at Time and One Half

If the Region Head has authorized paid overtime for an employee, the employee's timesheet must show the code as PA. An approved Request for Overtime form must be received by the Timekeeping Section before payment will be authorized. Employees must work a qualifying hour before being eligible for paid overtime.

PL – Personal Leave Days (MOU 2 & 13 only)

Employees in MOU 2 & 13 are entitled to use two Personal Leave days in a calendar year.

PM - Preventive Medicine

Most Department employees are allowed 8 hours from their 100% sick leave to use for the purpose of going to the doctor for treatment or for an examination.

Consult the appropriate MOU or Administrative Code Section 4.126(b) for non-represented employees to verify the proper number of hours allowed each employee.

Preventive Medicine is to be used in hourly increments.

Part-time employees do not qualify for Preventive Medicine.

SK - Sick Time

To qualify for sick leave each full time employee must complete a six (6) month qualifying period without being absent without pay for more than a total of ten (10) days. Once an employee has qualified for sick leave, it is the supervisor's responsibility to approve sick leave until it has gone beyond 25 consecutive days. At that point, approval is the responsibility of the supervisor, Personnel Officer, and the City Personnel Department.

Employees are required to present suitable proof of inability to work after using sick leave for three (3) days. Employees may be requested to provide verification for any absence due to illness.

If an employee is absent due to illness, it is the supervisor's responsibility to fill out the employee's timesheet until such time as the supervisor is instructed to do otherwise.

Sick leave is to be used in hourly increments only. Part-time employees do not qualify for sick leave.

SP- Suspension

This code is to be used when an employee is off due to a suspension.

TE – Terminated, hours no pay

Supervisors shall use this code for up to 2 pay periods following an employee's termination date prior to being taken off the payroll.

TO and TS - Accumulated Time Off

Employees who have accumulated overtime may take the time off by using the code TO if the overtime worked was compensated at the rate of time and a half. If an employee's regular day off fell on the same day as a holiday and this was recorded on the timesheet, using the code of OS, the employee may take the holiday off at a later date and should use the TS code. This balance shows on each employee's paycheck and should be checked whenever an employee takes any accumulated time off. If an employee uses the TO timekeeping code on the timesheet and there is no accumulated overtime balance, or only a balance earned at the rate of straight time, then the employee will not be paid for the time lacking.

UT – UNION RELEASE TIME

This code applies to employees in MOU 1,3,6,8,10,11, 16,17,19,20,21,23,24 & 37, and is used to provide release time for City employees to participate in union representation activities (excluding negotiation sessions and related caucus time)

VC - Vacation

VC should be used whenever an employee requests to take vacation and his/her supervisor has approved the request. Vacation may be taken in hourly increments. Two years of vacation is the maximum accrual. All time earned above the maximum will be lost. If an employee has been notified of losing vacation time, the supervisor must honor that employee's request to use the vacation time that would be lost.

Accrual rates of vacation time vary depending on the MOU.

ZZ – Deceased, no hours pay

Supervisors shall use this code following the death of an employee, prior to the deceased employee being taken off the payroll.

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 495
		DATE 07/01/05
	SUBJECT: UNIFORMS	DIST. P / ORIGINATOR HR
		PAGE 1 of 6

I. PURPOSE

The purpose of this instruction is to set forth procedures for uniform requirements and uniform issuance; and to designate the prescribed uniforms authorized.

II. GENERAL

Employees so authorized are required to wear the prescribed uniform at all times while on duty unless otherwise directed by their immediate supervisors.

Employees are also required to maintain their uniforms in a neat and clean manner and replace them as necessary. Employees who are receiving a dry cleaning uniform allowance are expected to have their uniforms dry cleaned.

Any deviation from the uniform requirement without prior approval may be subject to disciplinary action.

III. UNIFORM ISSUANCE

It is the supervisor's responsibility to order uniforms and/or provide the employee with the necessary information for obtaining prescribed uniforms.

Supervisors are required to submit written verification to the Human Resources Division upon issuance of uniforms to new employees. Employees will not receive any authorized maintenance allowance until such verification is received.

Where possible, when new employees are on probation, uniforms should not be issued until they successfully complete their probationary period.

IV. MAINTENANCE ALLOWANCE

Supervisors should refer to the appropriate Memorandum of Understanding (MOU) or the Personnel Resolution for information regarding maintenance allowance.

V. PRESCRIBED UNIFORMS AND ALLOCATION

A. **PARK RANGERS**

Positions: Park Maintenance Supervisor
Senior Park Ranger I & II
Park Ranger

PARK RANGERS Full-Time (Initial Issue):

1	Trousers	LASD Class A - Dress Wool	Forest Green
2	Trousers	LASD Class B - Cotton	Forest Green
1	Jacket	LASD New Generation	Forest Green
2	Shirt	Short-Sleeve Flying Cross	Nickel Grey
1	Shirt	Long-Sleeve Flying Cross	Nickel Grey
1	Tie		Forest Green
1	Hat	Smokey Campaign	Straw

Accessories:

1	Shirt Badge	
1	Flat Badge w/wallet (Peace Officer only)	
1	Bulletproof vest	
1	Sam Browne Duty Belt smooth leather w/brass buckle	Black
1	Dress Belt smooth leather w/brass buckle	Black
1	Side Handle Baton & Holder	
1	Expandable Baton & Holder	
1	Set of Handcuffs & Case	
1	Hat pin	
3	Name Plates	Go1d
8	Park Ranger Patches	
1	OC spray & case	
1	Radio Holder	
4	Double Snap Leather Keepers	Black
1	Tie Bar	Gold

Mounted Unit:

2	Jeans	Forest Green
1	Western Hat	Nickel Grey

Bike Unit:

1	Jacket	PD800 120/110	Forest Green
1	Trousers	PD675 120	Forest Green
1	Shorts		Forest Green
1	Shirt	PD450 100 w/Badge logo	White
1	Giro Police Helmet w/Visor 3889 100		White
1	Hatch Gloves B290		Black
1	Badge Patch		

Fire Equipment:

1	Nomex Brush Helmet	Yellow
1	Nomex Brush pants	Yellow
1	Brush Helmet w/Shroud	Yellow
1	Goggles	
1	Gloves	

Optional:

Jumpsuit	Forest Green
Summer Shorts	Forest Green

NOTE: Any authorized options must be purchased by the employee and must meet management standards.

PARK RANGERS Part-Time (Initial Issue):
Positions: Security Officer exempt (Park Safety Officer)

1 Trousers	Class B Cotton	Brown
1 Shirt	Short-Sleeve Flying Cross	Tan
1 Jacket	w/Removable Lining	Black
2 Nameplates		Gold
1 Dress Belt smooth leather w/brass buckle		Black
1 Sam Browne Duty Belt smooth leather w/brass buckle		Black

Accessories:

1 Shirt Badge	
1 Set of Handcuffs & Case	
1 Side Handle Baton & Holder	
1 OC spray & Holder	
4 Park Safety Officer Patches	
4 Double Snap Leather Keepers	Black
1 Radio Holder	

Optional:

1 Baseball Cap	Brown

B. **COMMUNICATIONS OPERATORS** (Initial Issue):
Positions: Communications Operator
Senior Communications Operator
Principal Communications Operator

1 Sweater	Cardigan	Forest Green
2 Trousers	Class B Cotton	Khaki
2 Shirt	Polo Shirts	Forest Green
1 Belt	Dress, smooth leather	Black

C. **PARK SERVICES Operations and Parking**
Positions: Sr. Park Services Attendant
Park Services Attendant I & II
Assistant Park Services Attendant I & II

Initial Issue for Full-Time:

3 Trousers	Wash & Wear Dark Blue
3 Shirts	Wash & Wear Light Blue
1 Jacket	Wash & Wear Dark Blue

Initial Issue for Part-Time:

3 Shirts	Wash & Wear Light Blue
1 Jacket	Wash & Wear Dark Blue

Accessories:
1 Nameplate
1 Safety vest - Orange
Patches

D. **PARK SERVICES (Pay Tennis)**

Positions: Sr. Park Service Attendant
Park Services Attendant I & II
Assistant Park Services Attendant I & II

Initial Issue for Full-Time:

3 Trousers	Wash & Wear Khaki
3 Shirts	Wash & Wear Green
1 Jacket	Wash & Wear Khaki

Initial Issue for Part-Time:

2 Shirts	Wash & Wear Black
1 Jacket	Wash & Wear Navy Blue

Note: All part-time employees are required to wear khaki trousers when on duty.

Accessories:
Patches

E. **TRAVEL TOWN**

Positions: Sr. Park Services Attendant
Assistant Park Service Attendant II
Recreation Assistant II
Museum Guide

Initial Issue for Full-Time:

3 Trousers	Wash & Wear Blue
3 Shirts	Wash & Wear White
1 Jacket	Wash & Wear Blue

Initial Issue for Part-Time:

3 Shirts	Wash & Wear White
1 Jacket	Wash & Wear Blue

F. **GREEK THEATER (Traffic)**

Positions: Principal Park Services Attendant
Park Services Attendant II
Assistant Park Services Attendant I & II

Initial Issue for Full-Time:

3 Shirts	Wash & Wear Khaki
3 Trousers	Wash & Wear Dark Brown

Initial Issue for Part-Time:

2 Shirts	Wash & Wear Khaki

Accessories:
1 Orange reflective safety vest
1 Orange reflective jacket
1 Pair white gloves
1 Whistle
1 Chain for whistle

G. **SHERMAN OAKS CASTLE PARK**

Positions: Principal Park Services Attendant
Park Services Attendant II
Assistant Park Services Attendant II
Recreation Assistant

Initial Issue for Full-Time:

3 Shirts	Wash & Wear Grey
3 Trousers	Wash & Wear Khaki or Black
3 Shorts	Wash & Wear Khaki or Black

Initial Issue for Part-Time:

2 Shirts	Wash & Wear Red or Grey
2 Trousers	Wash & Wear Khaki or Black
2 Shorts	Wash & Wear Khaki or Black

Accessories:
1 Patch
1 Nameplate

H. **GOLF OPERATIONS**

Positions: Golf Starter Supervisor I & II
Golf Starter
Assistant Park Service Attendant II

Issued as needed for Full-Time:

1 Jacket		Blue
2 Sweaters		Blue
3 Shirts	Male or Female	White
2 Shirts	Male or Female	Jade
1 Hat or Visor		

Issued as needed for Part-Time:

1 Jacket		Blue
1 Sweater		Blue
2 Shirts	Male or Female	White
1 Shirts	Male or Female	Jade
1 Hat or Visor		

I. **AQUATICS**

Positions: Aquatic Director
Aquatic Facility Manager I, II, & III

Full-Time (Initial Issue):
Male employees:

2 Trousers	Wash & Wear	Blue
2 Shirts	Wash & Wear	White
1 Jacket	Wash & Wear	Dark Blue
1 Windbreaker	Wash & Wear	Red
2 Swim Trunks	w/insignia	Red

Female employees:

2 Swim Suit	1 piece suit	w/insignia	Red	
1 T-Shirt			w/insignia	White

Note: A Khaki Skirt may be substituted for one pair of trousers.

Seasonal Positions: Pool Lifeguards
Open Water Lifeguards
Pool Manager I & II

All MOU 18 Employees (Initial Issue & Annually):
2 Stenciled Trunks (either board shorts or volley shorts)
1 Windbreaker
2 Stenciled Short Sleeve Shirts

Female employees, in addition to above-listed uniform items, shall receive one fully-lined one-piece bathing suit.

All open-water personnel shall also be provided one “wear guard” jacket to be replaced when no longer serviceable.

Accessories:
1 Hat-Wide brim straw
1 Nameplate (full-time employees)
1 Whistle
2 Patches (shoulder)
1 Sunscreen
1 Curved badge (full-time employees)
1 Flat badge (full-time employees)

Note: Swim Trunks, Swim Suits, and T-Shirts issued annually to both Full-Time and Seasonal employees.

J. **PESTICIDE SPRAY CREWS**

Positions: Gardener Caretaker
Senior Gardener
Tree Surgeon

Issue (Laundry Rental Service):

Coverall	13	White

Laundered and replaced at Department expense

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 413
		DATE 07/01/05
	SUBJECT: MANDATORY FINGERPRINTING OF PART-TIME EMPLOYEES	DIST. P / ORIGINATOR HR
		PAGE 1 of 1

Reference: AB2987 - Campbell
Recreation Programs: Fingerprinting
Chapter 1097

A. WHO MUST BE FINGERPRINTED

1. All part-time employees must be fingerprinted via Livescan.

2. Supervisors of part-time employees or volunteers working in a licensed day care facility are required to notify the Livescan operator that the fingerprints must be processed through the Department of Justice and Federal Bureau of Investigation.

3. The fingerprints of employees who are reassigned to a licensed day care facility are required to be scanned a second time so that prints are processed through the Federal Bureau of Investigation.

B. FINGERPRINT APPOINTMENTS AND PROCEDURES

Supervisors are responsible for scheduling fingerprint appointments for any potential part-time employees. Completed Livescan forms must be included with the part-time employee's hiring package, and sent to the Human Resources Division for approval to payroll (see Instruction No. 407). Any part-time hiring package that does not include the completed Livescan form will not be approved and will be returned to the supervisor.

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DEPARTMENT OF
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INSTRUCTION

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SUBJECT:

RELATIONSHIPS BETWEEN DEPARTMENT EMPLOYEES

Reference: Personnel Instruction 402-4

I. INTRODUCTION

While the Department does not discourage the employment of family members or others with close personal associations, policies preclude them from working in direct lines of supervision. To minimize the likelihood of such an occurrence, our application process requires that the applicant list any relatives currently on staff in the Department of Recreation and Parks.

II. PLACEMENT OF NEW EMPLOYEES

Whenever an employee has a personal relationship with another employee, great care must be taken to avoid even the appearance of a conflict of interest between the professional responsibilities of the individuals concerned and their relationship. Therefore, careful consideration will be given to the placement of employees to ensure that an actual conflict or potential is not created.

Personal relationships between Department employees which create an actual or potential conflict of interest include but are not limited to:

A. Relatives through blood relationship or marriage;

B. Dependents;

C. Employees sharing living accommodations; or

D. Business partners.

A conflict of interest may exist whenever two employees meet the above conditions and:

A. Are in the same chain of command;

B. Are in a position to directly audit or certify the other employee's work.

C. Are required to evaluate the work of the other employee; or

D. Are required to review evaluations of the other employee's work.

Employees who are aware that the placement of an employee would result in any of the above situations must notify their immediate supervisor. The General Manager, based on the recommendation of an Assistant General Manager or Region head and the Director of Human Resources, has final authority to approve or disapprove the placement of all employees.

III. INTERNAL REASSIGNMENTS

No Department employee shall be assigned or reassigned to a position where the employee will supervise, be supervised by, be required to evaluate the work of, or have his or her work evaluated by an employee with whom the employee being reassigned has a personal relationship. Such an assignment may be considered to constitute a conflict of interest.

Employees who are aware of or who would be affected by such a reassignment must notify their immediate supervisor. The General Manager, based on the recommendations of an Assistant General Manager or Region Head and the Director of Human Resources, will have final authority to approve or disapprove the reassignment of an employee.

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 410
		DATE 04/27/09
	SUBJECT: REASSIGNMENT OF PERSONNEL	DIST. P / ORIGINATOR HR
		PAGE 1 of 4

Reference: Personnel Instruction 402-13

I. PURPOSE

The assignment of work is a management right. This Instruction sets forth the procedures for reassignment of personnel within the Department. Reassignments shall be effected in the best interests of the Department in its service to the community and may include consideration for seniority, length of time in assignment, training needs, transportation problems, work records, and job requirements of the new location and/or work shift.

II. REASSIGNMENT PROCEDURES

A. Employee Requests for Reassignment

1. An employee who wishes to be reassigned to a different work location, position within his/her classification, or shift is required, in the absence of any applicable negotiated process for requesting a reassignment, to use the following procedure:

   a) Complete a Request for Reassignment (Form R&P 0324 - see Figure 1);

   b) Send the completed, original form to the Human Resources Division, Stop 625/24, or 221 North Figueroa Street, 7th Fl., Los Angeles, California, 90012;

   c) Send a copy of the completed form to his/her present supervisor; and

   d) Send a copy of the completed form to the supervisor of the unit to which s/he desires to be reassigned.

   A maximum of three (3) such reassignment requests may be on file at one time in a year, on separate forms. Requests for reassignment will be kept active for consideration and remain on file in the Human Resources Division for twelve (12) months.

2. Supervisors receiving Request for Reassignment Forms shall:

   a) Review the form to determine if a reassignment is possible based on existing and potential vacancies;

   b) Discuss the Request with the Division Head and, if approved, arrange for employees considered qualified for the position to be interviewed;

   c) Arrange for the orderly reassignment of the employee selected for reassignment if approved; and

   d) Maintain Request for Reassignment Forms on file for a minimum of twelve (12) months, reviewing them each time a vacant position develops and processing them as stated above.

B. Reassignment of Employees by Management

1. All employees of the Department are subject to reassignment to different work locations, work schedules, and shifts based upon the needs of the Department.

2. Employees who are scheduled to be reassigned will be given at least ten (10) working days notice of the reassignment. It is recommended that any notice of reassignment be followed up by Form R&P 902, Notice of Reassignment, to further document notification (See Figure 2).

3. If the employee does not agree with the reassignment, s/he shall notify his/her supervisor in writing stating his/her disagreement and the reason(s) for such disagreement, within three (3) working days from receipt of the reassignment notice.

4. The supervisor responsible for initiating the reassignment will consider the employee's point of view before finalizing the reassignment and will notify the employee in writing of the decision within two (2) working days before the assignment is effective. The written notification will include reasons why the employee was reassigned.

5. If, upon being reassigned, an employee remains dissatisfied with his/her reassignment, s/he may grieve the reassignment.

6. In emergency situations, employees may be reassigned to different work locations and/or shifts for the period of time of the emergency without any prior notification.

Form R.P.0324(8-07)
Distribution:
Orig. HR Division
Copy 1 Employee's Present Suprv.
Copy 2 Desired Assignment Suprv.

City of Los Angeles
Department of Recreation and Parks

(For HR Division Use Only)

REQUEST FOR REASSIGNMENT

INSTRUCTIONS:
Employee: 1. Complete entire form.
2. Send original to the HR Division, Mailstop 625-24, or U.S. Mail: 221 N. Figueroa Street, 7th Floor, LA, CA 90012
3. Give Copy to your present Supervisor.
4. Send copy to Supervisor of unit to which you desire reassignment.

Your request for reassignment will be kept active for 12 months. You may file a maximum of three(3) reassignment requests at one time in a year, on separate forms. When a new request for reassignment is received, please state which request it will cancel if you have already submitted three (3) requests for reassignment.

This request to cancel all requests previously submitted. ☐ Yes ☐ No

This request to cancel my request for the following work location:_____

Name:	Classification:
Branch and/or Division:	
Present Work Location:	
Phone Number	Work: ( )
	Home: ( )
Desired Work Location, Position, and/or Shift (be specific):	
Name of Supervisor at Desired Work Location Supervisor: _____	Work Location: Title:

Reason for Requesting Reassignment:

_____

_____

_____

Your Signature:	Date:

Form RP 88-902 (Rev. 5/95)
Copy 1 (Green) Employee
Copy 2 (Blue) Personnel Division
Copy 3 (Pink) Present Division Head
Copy 4 (Yellow) New Division Head
Copy 5 (White) Payroll

City of Los Angeles
Dept. of Recreation and Parks

NOTIFICATION OF REASSIGNMENT

NAME	SOC.SEC.NO.	CLASSIFICATION

PRESENT ASSIGNMENT: (AREA)	FUND NO.	NEW ASSIGNMENT: (AREA)	FUND NO.
	ACT. CODE:		ACT. CODE:
FACILITY:	DIV. NO.:	FACILITY:	DIV. NO.:
	POSITION NO.:		POSITION NO.:

EFFECTIVE DATE OF REASSIGNMENT*:	REPORT TO: (NAME & TITLE)
TIME (A.M/P.M.)	

PRESENT DIV. HEAD SIGNATURE:	NEW DIV. HEAD SIGNATURE:
TELEPHONE NO.	TELEPHONE NO.

*Notification to employee of reassignment must be 10 working days before effective date.

To insure employee receives paycheck on time, send approved white copy to payroll IMMEDIATELY!

Figure 2

402-9.pdf

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DEPARTMENT OF
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INSTRUCTION

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SUBJECT:
PERSONNEL POLICIES OF THE BOARD

OVERTIME

Reference: Board Report #580-77, October 20, 1977

1. It is the policy of the Board of Recreation and Park Commissioners to discourage overtime except when required by emergency and/or temporary necessity to assure completion of the Department's responsibilities. Proper planning, scheduling, and staffing should be employed to keep overtime to a minimum.

2. Whenever possible, in accordance with existing laws and regulations, compensatory time off instead of pay shall be given for overtime worked.

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SUBJECT:
TIMEKEEPING - RECREATION AND PARKS EMPLOYEES

I. GENERAL

A standardized system of timekeeping is required for all Recreation and Parks employees. It is required that timekeeping, as related to each employee in the Department, meet the following objectives:

A. After-the-fact timekeeping;
B. Employee verification of hours worked; and
C. Supervisory certification of employee hours worked.

The purpose of this instruction is to provide information pertaining to the preparation of employee time sheets for both full-time and part-time employees in the Department. These instructions also specify the responsibilities of supervisors in relation to the timekeeping system.

Supervisors shall refer to the sections listed below for direction in completing time sheets for their staff members:

A. General Timekeeping for full-time and part-time employees
B. Special Services (part-time only)
C. Absences, Leaves, and Required Documentation

II. TIMEKEEPING PROCEDURES TO BE FOLLOWED BY SUPERVISORS:

A. GENERAL TIMEKEEPING FOR FULL-TIME AND PART-TIME EMPLOYEES

1. It is the responsibility of the director-in-charge/supervisor to provide, in duplicate and prior to the beginning of each work week, Individual Timesheets for each full-time and part-time staff members (see figures 1 & 2).

2. Ensure that all headings on timesheets including organization number, Social Security Number, pay period number and week ending date are complete and legible. (Note: A work week begins on each Sunday and ends on the following Saturday. This is not to be confused with permanent work weeks for employees who are on the 9-80 and covered under the Fair Labor Standards Act).

3. Ensure that exceptions to hours worked by an employee, bonuses and changes in work order number, task or sub-task are written on a new line. The supervisor should indicate bonus codes in the comment section.

4. Verify that the proper variation code, work order number, task and sub-task have been used correctly.

5. Ensure that all time for an employee, including the meal period, is accounted for during the workday. (Approved rest periods do not have to be recorded.)

6. Ensure that all full-time employees regularly take a meal period.

7. Ensure that any part-time employees who works more than six (6) hours during the workday takes a lunch break and that the lunch break is reflected on the timesheet.

8. Ensure that each full-time employee enters, for the appropriate days, the time he/she begins and ends work in the “In/Out" column. Total time for the day must be indicated in the daily column. Total hours for the week should include all hours for which the employee worked and will be compensated.

9. Ensure that part-time timesheets show all on-duty and off-duty time and that the total numbers of hours to be compensated are entered in the “HW” column. Part-time employees who are eligible for vacation must write the number of vacation hours in the “Other Hours” column and the variation code in the “Code” column.

10. Verify, on the part-time timesheets, that the hourly rate of pay, the total number of hours worked, and total pay due is correct.

11. Ensure that if a part-time employee is working at more than one facility, the employee completes a single timesheet.

12. Verify that each full-time employee has signed his/her timesheet.

13. Verify that the part-time employee has initialed each scheduled day.

14. Review each time sheet at the end of the work week for completeness and accuracy.

15. Certify that the information on the time sheet is correct by signing off where indicated.

16. Submit the original time sheets to the payroll section, along with any required documentation no later than:

    Wednesday of each week for part-time employees
    Monday of each week for full-time employees

    (All timesheets must be hand delivered.)

17. Keep duplicate time sheets for your records in an easily accessible place for one year.

B. SPECIAL SERVICES (part-time only)

AQUATICS PERSONNEL:

In addition to the requirements as stated in Section II A of this Instruction, it is the responsibility of the supervisors of the aquatics personnel to:

1. Send the third copy of the completed time sheet to the appropriate Region's Aquatics Headquarters.

2. Review the triplicate copy of each time sheet for accuracy and verify the authenticity of the signature that appears on the time sheet.

C. ABSENCES, LEAVES, AND REQUIRED DOCUMENTATION

1. Ensure that the employee is complying with the MOU or Administrative Code provisions as they relate to absences. (Please consult Section II-D3 of this Instruction or Instruction No. 488 "Leaves of Absence" for the purpose of identifying the proper documentation.)

2. Prepare a time sheet for any employee who is absent for the entire week or terminated, indicating the proper pay code. In a situation where an employee is unable to initial the time sheet, the supervisor should leave the column for initials blank, fill in the proper timekeeping code and hours, and sign the time sheet.

The following absences require specific documentation for approval. This documentation must be submitted in order to complete the payroll transaction.

TYPE OF ABSENCE	DOCUMENTATION REQUIRED	WHERE TO SEND IT
Workers' Compensation	Duty Certificate	Payroll
Jury Duty	Certification from Court	Revenue Accounting
Military Duty with or without pay	Military Orders and a Form 68	Human Resources Division
Overtime	Request for Overtime Form	Payroll
Leave without pay of over 15 days	Form 38 and justification	Human Resources Division
Family and Medical Leave	Request for Leave	Human Resources Division

Verify Week Ending Date before submitting time sheet.

Week Ending Date | Pay Per. | Organization *Example: 79010210* | Social Security Number *Example: 777-55-4444* | Last Name | First Name | MI | MOU

Facility

CITY OF LOS ANGELES
CCAS FULL TIME WEEKLY TIME SHEET

DEPARTMENT OF RECREATION AND PARKS

VAR CODE	WORK ORDER	TASK	SUB TASK	SUN Hours	SUN 10th Hrs	MON Hours	MON 10th Hrs	TUE Hours	TUE 10th Hrs	WED Hours	WED 10th Hrs	THU Hours	THU 10th Hrs	FRI Hours	FRI 10th Hrs	SAT Hours	SAT 10th Hrs	S H	B N	L V	AMT/RATE or CASE NO.
HW																					
DAILY TOTALS				0.0		0.0		0.0		0.0		0.0		0.0		0.0		0.0		**WEEKLY TOTALS**	Comments

Please type A.M. or P.M. after you enter your time. Example 8:00 A.M.

IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT	IN/OUT

CODES

AW - Absent Without Pay	ML - Mil. Leave w/o Pay
BL - Bereavement Leave	MP - Mil. Leave w/ Pay
BN - Temp Bonus	OS - OT Worked F/Time (1.0)
BP - Personal Business	OT - OT Worked (1.5)
C1 - Family Leave 100% Sick	PA - OT (1.5) Worked & Paid
	PB - OT (1.0) Worked & Paid
FI - Family Illness	PL - Personal Leave
FH - Floating Holiday	PM - Preventive Medicine
HO - Holiday	RW - Reduced Work Week
HW - Hours Worked	SK - Sick Time
ID - IOD Time	SP - Suspension
IS - 100% IOD Time	TE - Term Code Hrs No Pay
JD - Jury Duty	TO - Overtime Off (1.5)
LD - Light Duty	TS - Overtime Off (1.0)
LP - Leave w/ Pay	VC - Vacation
LW - Leave w/o Pay	WC - Worker's Comp.
	ZZ - Deceased

I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT:

EMPLOYEE SIGNATURE

DATE (MM/DD/YY)

SUPERVISOR SIGNATURE

DATE (MM/DD/YY)

Figure 1

Page [ ] of [ ]

City of Los Angeles - DEPARTMENT OF RECREATION AND PARKS

PART-TIME EMPLOYEE WEEKLY TIMESHEET

[ ] Original Copy to Payroll

[ ] Copy to Each Site

Week Ending Date | PP | Organization | Social Security Number | Last Name | First Name | MI | MOU

DAY OF WEEK	FACILITY	WORK ORDER NUMBER	TASK	SUB TASK	ON DUTY	OFF DUTY	ON DUTY	OFF DUTY	EMPL INITIALS *	HW HOURS		OTHER HOURS		NON-HW VAR CODE
										Hours	10th Hrs	Hours	10th Hrs	

WEEK TOTALS

VARIATION CODES

BL	Bereavement Leave	LD	Light Duty
DB	Diving Bonus	OB	Officiating Bonus
FI	Family Illness	PA	OT (1.5) Worked & Paid
FH	Floating Holiday	PM	Preventive Medicine
HO	Holiday	RR	Prep Crew Bonus
ID	Injury On Duty	SK	Sick
JD	Jury Duty	VC	Vacation

BONUS HRS [ ] X RATE [ ] AMOUNT [ ]

TOTAL HRS [ ] X RATE [ ] AMOUNT [ ]

TOTAL AMOUNT [ ]

***BY MY INITIALS ABOVE, I CERTIFY THAT THESE WERE MY EXACT HOURS FOR THESE DAYS AND THAT I DID NOT WORK OVER 40.0 HOURS THIS WEEK.**

SUPERVISOR (PRINT NAME)

SUPERVISOR SIGNATURE

DATE (MM/DD/YY)

Figure 2

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SUBJECT:
SELECTION AND APPOINTMENT OF PART-TIME EXEMPT EMPLOYEES

I. PURPOSE

This Instruction describes the essential elements in the hiring process for part-time exempt employees. It provides some latitude for various Department operating units to develop and administer further internal procedures necessary to accommodate differing types of organizations. Division Heads are responsible for instituting whatever additional procedures that may be needed.

An exempt employee is one who occupies a position exempted from the Civil Service provisions of the City Charter. Part-time exempt employees are not permitted to work more than 1039 hours in any service year. Supervisors need to follow applicable Memoranda of Understanding (MOU) provisions when part-time hours become available.

NOTE: Full-time Department employees may not also be employed by the Department on a part-time basis.

II. RESPONSIBILITIES

A. Interviewer

1. The person responsible for filling a vacant part-time hourly position (referred to here as the INTERVIEWER) is responsible for confirming that a vacancy exists and that sufficient budgeted hours are available.

2. The INTERVIEWER prepares a duties description (see Form RP 417) and checks the classification, hourly rate of pay and other pertinent details before seeking applicants.

3. The INTERVIEWER is responsible for the recruitment of applicants. This responsibility requires that efforts be made to:

   a. Seek well qualified applicants who can perform the duties of the position and who will make effective representatives for the Department; and

   b. Notify local groups, organizations, schools and other interested persons that a position is available (using more than casual word of mouth methods); and

B. Division Head

DIVISION HEADS are responsible for monitoring the utilization of part-time hours and for exercising the administrative control necessary to keep the number of part-time hours within budgeted authority.

III. HIRING PROCEDURE

A. Applications and Interviews

1. Preliminary screening of applicants may be made on an informal basis. However, Part I of Form RP 88 904, "Application for Employment," should be completed by all persons who wish to make a formal application and must be completed by all persons who are to be interviewed. Before interviewing applicants for a position, the INTERVIEWER is to review Form RP 417X Request to Hire Part-time Exempt Employee so that adequate information can be accumulated to complete the form. (The instruction section of Form RP 417X must be reviewed carefully - no inquiries are to be made of applicants to complete the Ethnic Code boxes on the form.)

2. The INTERVIEWER formally interviews the final candidate(s) after reviewing and evaluating the information on the application form(s) which have been submitted. Whenever practical, final interviews should be conducted by two full time staff members.

B. Selection and Appointment

1. The INTERVIEWER selects one person for recommendation to fill each vacant position and instructs the person recommended to complete the following forms:

a. Form RP 88-904 Part II "Application for Employment" (back of white copy submitted originally).

b. Form General 132 Loyalty Oath and Code of Ethics. (A copy of Form General 132-A City of Los Angeles Code of Ethics is to be provided to the applicant at this time.)

c. Form C.O. 205 Employee's Withholding Allowance Certificate (W-4).

d. If applicant will be in contact with children or food, instruct applicant to complete the Examination for Tuberculosis form and the Tuberculosis Test Consent form PD-OMSD MR257.

e. Employment Eligibility Verification (Form I-9). Attach verification documents as required to the I-9 form. For further information regarding completing I-9 forms see Instruction #412 Employment Eligibility Verification (Form I-9).

f. Applicants are required to complete the Driver License Control Form. Interviewer must verify that the Driver License is current.

g. All volunteers and part-time employees must be fingerprinted by the Department of Recreation and Parks and processed through the Department of Justice.

h. All applicants are required to complete the Acknowledgement of Child Support Obligation form.

i. All applicants are required to sign the Sexual Harassment Policy form.

j. Beneficiary Designation form is to be completed by all applicants.

2. The INTERVIEWER or other designated supervisor receives and evaluates all forms completed by the applicant and ensures that all information is accurate and complete. PART II of the Application for Employment RP 88-904 should be thoroughly evaluated at this time.

3. The INTERVIEWER and/or IMMEDIATE SUPERVISOR conducts a field orientation for the new part-time employee.

   a. Form RP 999 Checklist for Orientation of New Part-time Employees (see Figure 1) and a copy of RP 998 Part-time Employees Employment Information Sheet (see Figure 2) must be discussed with the new employee.

   b. In addition to the items on the checklist, the supervisor should discuss any other general information pertinent to the hiring division. After completing the field orientation, the checklist must be signed by both the employee and the supervisor and returned with all the hiring forms.

4. The INTERVIEWER completes Form RP 417X Request to Hire Part-time Exempt Employee and forwards all forms completed by the applicant and Form RP 417X to his/her Division Head for evaluation and approval.

5. Form RP 215R Notice of Appointment and Assignment is to be completed, signed by the DIVISION HEAD and other persons as internal policies may require. In completing this form the appointment date is considered tentative. The earliest appointment date that is permitted is that date which will allow for processing of all forms to the Human Resources Division with all required approvals. No person is considered employed and cannot be allowed to work as an employee until final clearance is given by the Human Resources Division.

   All completed forms must reach the Human Resources Division no later than one (1) week before the tentative appointment date. (Failure to allow the Human Resources Division adequate time to prepare a Form General 41 Payroll/Personnel Document before the payroll period cut off may cause a delay of two to four weeks in the issuance of an employee's first pay check.)

   All copies of the Notice of Appointment Form R&P 215R are forwarded to the Human Resources Division for approval and distribution.

6. DIVISION HEADS are responsible for reviewing and evaluating all employment documents including Part I and Part II of the Application for Employment. If any information indicates a conflict with Department policies or good personnel practices, they are to resolve the conflict. Physical examinations and additional background checks may be requested by the Human Resources Division as deemed necessary.

C. Final Clearance and Payroll Processing

1. The DIVISION HEAD forwards all completed forms to the Human Resources Division, as a package, which includes:

   a. Form RP 215R Notice of Appointment and Assignment (all copies)

   b. Form RP 88-904 Application for Employment (white copy completed on both sides)

   c. Employment Eligibility Verification (Form I-9), with copies of supporting documents

   d. Form C.O. 205 Employee's Withholding Allowance Certificate

   e. Form General 132 Loyalty Oath and Code of Ethics

   f. Tuberculosis Screening History form and results, if applicable

   g. Form 417X Request to Hire Part-time Exempt Employee

   h. Form R & P 999 Checklist for Orientation of New Part-time employees

   i. Driver's License Control Form, if applicable

   j. Completed Request for Livescan Service form (original and second copy)

   k. Acknowledgment of Child Support Obligation form

   l. Sexual Harassment Policy form

   m. Designation of Beneficiary form

2. The Human Resources Division will date stamp, evaluate and check the above forms received from the hiring division for accuracy and if necessary contact the division or the interviewer (as indicated on Form RP 417) to notify them of a hold status until any apparent problems are resolved.

   a. When all documents are in order and hold status, if any, has been resolved, the Form RP 215R Notice of Appointment and Assignment is marked "approved for payroll" and dated. The original copy is retained and used by the Human Resources Division to process the appointment and the other copies are sent to the Division Head for distribution.

3. The DIVISION HEAD receives and proofreads the Form 215R Notice of Appointment and Assignment returned from the Human Resources Division and:

   a. If there is an error, immediately notifies the Human Resources Division to take appropriate corrective action in order to ensure that the new employee will be appointed by the first day to be worked and paid as soon as possible.

   b. Notifies the supervisor of the effective date that the new employee may begin work and distributes the supervisor's copy of Form RP 215R, Notice of Appointment and Assignment.

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

CHECKLIST FOR ORIENTATION OF PART-TIME EMPLOYEES

NOTE: Please encourage the employee to take notes as you discuss each subject.

NAME:_____ CLASS: _____

DIVISION TITLE: _____ DIVISION NO. _____

SUPERVISOR: _____

INSTRUCTIONS FOR USING THIS FORM: Each supervisor must explain each factor to the employee. Supervisors should use their Red Instructions Manual and refer to Instructions 415, 462, 463, 466, 467, 471, 472 and 480*. Both the supervisor and the employee must initial each factor acknowledging that it has been discussed and understood. THIS FORM MUST BE RETURNED TO THE HUMAN RESOURCES DIVISION TO BE MADE A PART OF THE EMPLOYEE'S PERMANENT RECORD.

SUPVR'S INITIALS	EMPL'S INITIALS	
_____	_____	Introduction to associates and work facilities
_____	_____	Work shift and work schedule
_____	_____	How to report absences
_____	_____	Whereabouts of restrooms and schedule for lunch and rest periods
_____	_____	Payday (Inst. 415)
_____	_____	Timekeeping Procedures (Inst. 466 and 467)
_____	_____	Form "PART-TIME EMPLOYEE INFORMATION" (each subject must be discussed)
_____	_____	Acceptable and unacceptable employee conduct
_____	_____	Personal telephone calls
_____	_____	Proper use of City telephone system
_____	_____	Parking
_____	_____	Job safety (Inst. 471)
_____	_____	Reporting an injury (Inst. 472)
_____	_____	Discrimination Complaint Procedures (Inst. 462)
_____	_____	Sexual Harassment Complaint Procedures (Inst. 463)
_____	_____	Intermittent status

*Inst. 415 "Part-Time Employment"
462 "Discrimination Complaints"
463 "Sexual Harassment Complaint Procedure"
466 "Timekeeping-Recreation and Parks Employees"
467 "Timekeeping Codes and Adjusted Hours"
471 "Department Safety Program"
472 "Injuries On-Duty"
480 "Standards of Employee Conduct"

_____	_____	_____
Date	Employee's Signature	Supervisor's Signature

RP999
10-95

Figure 1

RAP 998
10/04

IMPORTANT INFORMATION FOR PART-TIME EMPLOYEES

WELCOME TO THE DEPARTMENT OF RECREATION AND PARKS!

Appointment

You have received an "exempt" intermittent part-time appointment. That means you did not take a civil service examination, and you were not appointed from a civil service eligible list. An intermittent part-time employee may not work more than 1,040 hours per service year, an average of 20 hours a week. A service year is any period of 12 consecutive months following an employee's entrance or re-entrance into City Service, or the 12 months between the anniversary of this entrance or re-entrance. An intermittent part-time position is not a permanent one. You do not complete a probationary period, you are temporary and your work schedule is based on the needs of the Department. Receiving an exempt intermittent part-time appointment also means that you may be terminated at any time for any reason, and you will not have appeal rights to the Civil Service Commission. In addition, intermittent part-time employees who have not worked for 12 straight months will automatically be removed from payroll and will not be allowed to return to work unless a new hiring packet has been submitted and processed by the Human Resources Division.

Pay Day

Intermittent part-time employees are paid on the same day as full-time employees. Pay day falls on every other Wednesday. Paychecks are mailed rather than delivered to the worksite due to the irregular work schedules of part-time employees. In the event you do not receive your paycheck, you may call the Department's Payroll section at (213) 202-3255.

Pay Period

A pay period is a two-week period for which you are paid for all hours worked during that time. The pay period for an intermittent part-time employee is different from that of a full-time employee. While the pay period ending date shown on the paycheck of an intermittent part-time employee is the same as a full-time employee, that pay period actually ends one week prior. Below is an example of pay periods.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

→ Pay period ending date for part-time

→ Pay period ending date for full-time

↓

Pay day for part-time employees whose pay period ended on the 7th and for full-time employees whose pay period ended on the 14th.

Timekeeping

Each employee is responsible for preparing a weekly timesheet that will be provided by your supervisor. When the week is completed, your timesheet (after it is signed by your supervisor) will be sent to the Department's Payroll section.

Timekeeping

Each employee is responsible for preparing a weekly time sheet. Your supervisor will furnish you with a time sheet. When the week is completed, your time sheet (after it is signed by your supervisor) will be sent to the Department's Payroll Section.

Vacation

Part-time exempt intermittent employees do not qualify for paid vacation.

Holidays

Part-time exempt intermittent employees do not get paid time off for holidays. If you work on a holiday you will be paid your normal hourly rate.

Injured On-Duty Pay

If you are injured in the course of your employment you must notify your supervisor. You will be paid at the rate equal to the regular bi-weekly take home pay at the time of the injury. A part-time employee will be removed from the City payroll when it can be assumed that his or her employment would have ended. At that time the employee will be paid at the State rate if he or she is still disabled.

Overtime

If you work more than 40 hours in one week you will be compensated for the time working in excess of 40 hours at the rate of time and a half. This extra compensation is usually in the form of paid time off in the future.

Please discuss any further questions with your supervisor.

Compensated Personal Time Off

Intermittent employees accrue compensated personal time off (CPTO) at the rate of 2.75 minutes for every hour compensated after completing a period of six consecutive months and 500 hours of compensated City service. This benefit may be used in no less than one-hour increments for sick leave, urgent personal business and holidays, subject to prior approval of the supervisor. Intermittent employees converted to half-time status are allowed to carry over up to 16 hours of CPTO time into sick time; any hours in excess of 16 will be lost.

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DEPARTMENT OF
RECREATION AND PARKS

INSTRUCTION

INSTRUCTION NO.	
402-8	
DATE	
07/01/05	
DIST.	ORIGINATOR
P	HR
PAGE	
1 of 1	

SUBJECT:
PERSONNEL POLICIES OF THE BOARD

OUTSIDE EMPLOYMENT

Reference: Board Report #20-78, January 12, 1978

It is the policy of the Board of Recreation and Park Commissioners that full-time employees shall not accept outside employment if such outside employment will interfere with the employee's ability to effectively carry out his/her assigned duties and responsibilities.

It is the responsibility of the General Manager to issue instructions to all Department employees relative to the administration of the policy.

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DEPARTMENT OF RECREATION AND PARKS	INSTRUCTION	INSTRUCTION NO. 485
		DATE 10/18/10
	SUBJECT: ALCOHOL AND DRUG ABUSE	DIST. P / ORIGINATOR HR
		PAGE 1 of 8

Reference: Mayor's Letter of 10-28-74
Instruction No. 480 (Standards of Employee Conduct)

I. GENERAL

It is the policy of the Department of Recreation and Parks to regard alcoholism and drug abuse as health problems requiring treatment and potential rehabilitation.

The supervisor has an obligation to assist an employee in resolving a substance abuse problem when such problem detracts from the employee's ability to effectively perform his or her job or violates City and Department standards of conduct. However, if an employee with such a problem fails to accept the assistance offered and does not meet acceptable job performance standards after a reasonable time period, the supervisor must take disciplinary action so that Department safety and productivity are not impaired. Moreover, if a supervisor observes employee behavior or appearance that is characteristic of alcohol or drug misuse, the supervisor has a duty to remove the employee from the job site immediately. (See Section III.A.)

NOTE: Supervisors of Commercial Drivers must follow the Federal Department of Transportation's guidelines on Drug/Alcohol Testing of those drivers. Please refer to the Supervisor's Guide to Federal Department of Transportation Drug/Alcohol Testing of Employees in the City of Los Angeles (or consult with your Human Resources Division liaison analyst).

II. IDENTIFYING POSSIBLE ALCOHOL AND DRUG ABUSE PROBLEMS

Often it is difficult for a supervisor to identify an employee's alcohol or drug abuse problem. Such a problem may begin gradually. If the employee is above average in work performance, has the ability to get along with others, or has long service with the City, supervisors and co-workers often cover up for the employee. However, since alcohol and drug problems tend to be progressive and ultimately fatal, protecting or covering up for an employee with this problem is a disservice to the employee and the City. An employee with such a problem seldom recovers without outside assistance. The earlier the assistance, the greater the possibility of recovery.

There are a variety of symptoms that may indicate an alcohol or drug problem. However, these symptoms are also common to problems other than alcoholism and drug abuse and should be regarded as possible indications only, and not as proof even when observed in combination.

A. ALCOHOLISM

There are many indications of a drinking problem which, when considered together, become significant:

1. Excessive and/or patterned absenteeism, often reported by a member of employee's family
2. Continued tardiness and leaving work early
3. Extended lunch hours and numerous "breaks"
4. Decreased efficiency
5. Injuries and accidents
6. Interpersonal problems with co-workers and the public

B. DRUG ABUSE

The symptoms of drug abuse vary with the individual type of drug. However, a combination of some of the following physical and psychological symptoms may indicate a drug problem exists:

1. Physical Symptoms

   a. Runny nose and eyes
   b. Hot and cold flashes
   c. Muscle spasms
   d. Stomach cramps
   e. Nausea
   f. Vomiting
   g. Diarrhea
   h. Dizziness
   i. Increased sweating
   j. Unusually shiny eyes with enlarged pupils
   k. Severe weight loss
   l. Convulsions
   m. Reduced resistance to disease
   n. Fatigue

2. Psychological Symptoms

   a. Change in personality, attitudes, aspirations
   b. Euphoria
   c. Extreme nervousness
   d. Mental confusion/irrationality
   e. Hallucinations
   f. Memory loss/blackouts
   g. Irritability
   h. Aggressive or hostile behavior
   i. Paranoia
   j. Loss of sense of direction and space
   k. Depression
   l. Loss of body movement coordination
   m. Sense of bouncing

III. ELIMINATING THE PROBLEM

A. SAFETY OF THE EMPLOYEE AND OTHERS

The first concern of the supervisor should be the safety of the employee and his/her co-workers. If the supervisor believes the employee cannot work safely, the supervisor must remove the employee from the job site immediately.

If the employee will cooperate, the supervisor should transport the employee to the Medical Services Division, 1401 W. 6th Street, for a medical evaluation before taking the employee home. If the employee is uncooperative, the supervisor must **order** the employee to accompany him/her. The employee must be told that it is an order and if s/he refuses, it will be considered an act of insubordination that will subject the employee to disciplinary action. The Human Resources Division liaison analyst should be contacted to discuss the appropriate disciplinary action. If the employee accompanies the supervisor but then refuses to submit to the test, a member of the medical staff can make a visual evaluation of the employee to determine whether or not an employee's ability to work safely is impaired. After the medical evaluation is complete, the supervisor should take the employee directly home, or make arrangements for the employee to be taken home by a family member.

If a non-supervisory employee observes another employee who s/he believes cannot work safely, s/he should contact his/her supervisor and inform him/her. If a supervisor is not available, the employee should contact the Park Rangers. The Park Ranger who responds to the call should follow the above procedure and report it to the employee's supervisor. Report of Employee's Physical Characteristics/Behavior (see Figure #1) should be completed.

The appropriate Human Resources Division liaison analyst should be contacted to discuss the ramifications of a positive alcohol or drug test. The supervisor should document the incident and forward a copy to the liaison analyst.

B. DISCUSSION WITH EMPLOYEE

In the counseling session the supervisor should tell the employee that a work performance problem exists and list the specific areas in which improvement is needed. Citing definite examples of poor work is helpful in this regard. The supervisor should point out that it is the employee's responsibility to meet the supervisor's work performance and behavior standards. A clear and unemotional statement of concern, with no attempt to prove alcohol or drug abuse, will usually minimize defensive and resentful behavior by the employee.

Suggest that the employee seek assistance for any problem s/he may have, and offer your assistance in this endeavor (such as: telephone numbers where the employee may confidentially get help).

A detailed record of this and all subsequent discussions should be kept so the handling of the case will be consistent and continuous. These records will also be needed if rehabilitation fails and disciplinary action becomes necessary.

If the employee's work performance is corrected after this initial counseling, no further discussions are necessary.

C. REFERRAL TO AGENCY

1. Counseling

If the problem is not corrected, a formal counseling session should be held with the second level supervisor. The supervisor should remind the employee of the first discussion pointing out that the work performance has not improved and again listing those specific areas where improvement is needed. The supervisor should state that it appears a substance abuse problem exists and that the employee should seek professional help. It is important that the employee understand the purpose in referring him/her is constructive. To this end, the supervisor should explain that the goal is to assist the employee in solving the problem, not to punish him/her. However, it should also be made clear to the employee that if s/he fails to correct the problem, disciplinary action will be taken.

It is also important that the employee understand that such a referral and any treatment s/he elects to take advantage of will be kept CONFIDENTIAL. However, the employee must agree to sign a written release for his/her Rehabilitation Counselor for release of any required information to the supervisor or the appropriate Human Resources Division liaison analyst.

2. Participation in Referral Program

A list of professional referral agencies is attached as an addendum to this instruction. The supervisor may also contact the appropriate Human Resources Division liaison analyst for assistance.

3. Supervisor Follow-Up

The supervisor should meet regularly with the employee to discuss his/her progress and any areas of concern to the supervisor. It is recommended that special interim evaluations be made a part of this counseling. The supervisor should make it clear that such evaluations and counseling follow-up by the supervisor will be a continual part of the rehabilitation program.

4 a. Documentation

A memo to the employee outlining the items discussed in the second counseling session should be prepared by the supervisor with a copy to the Human Resources Division. The memo should address the employee's poor job performance, specific areas needing improvement, that a substance abuse problem seems to be the cause of the poor performance and that referral to a professional agency was recommended. The memo should also state what corrective action the employee has agreed to take and the follow-up planned by the supervisor to ensure that the problem is corrected. Additional memos should be given as necessary for documentation and assistance to the employee in determining the progress made.

b. Special Evaluations

The supervisor may request special interim evaluations on the employee. The number and frequency of the evaluations should be determined by the supervisor. A good guideline is monthly or bi-monthly evaluations for a period of two (2) to six (6) months. The supervisor should contact the appropriate Human Resources Division liaison analyst in order to coordinate the special evaluations.

c. Attendance Verification

Since attendance in a referral program is aimed at improving the employee's job performance, the supervisor may require a note substantiating attendance when an employee has agreed to attend such a program or when attendance on City time is unavoidable.

d. Corrective Action

Hopefully the concerned and consistent efforts of the supervisor will lead to the successful rehabilitation of an employee with a substance abuse problem. However, not every employee with this problem can be rehabilitated. It is the sole responsibility of the employee to follow recommendations, seek treatment and correct unacceptable work performance. The employee must, however, have a clear understanding of the consequences of continued unacceptable performance.

Failure to cooperate may require immediate attention and progressive disciplinary action designed to compel the employee to improve his/her work performance. The supervisor should contact the appropriate Human Resource Division liaison analyst to discuss such action.

The need for proper documentation cannot be over-emphasized. If the employee's work performance fails to improve, the supervisor should be able to show that every available resource has been exhausted and disciplinary action is the only alternative left.

Area Alcoholism Councils in L.A. County:

San Gabriel & Pomona Valleys
754 E. Arrow Hwy., Suite F
Covina, CA 91722
(626) 331-5316

West Area
1424 Fourth St., Suite 200
Santa Monica, CA 90401
(310) 451-5881
www.adcwa.com

South Bay
1334 Post Ave.
Torrance, CA 90501
(310) 328-1460
www.ncaddsb.com

San Fernando Valley
14557 Friar St.
Van Nuys, CA 91401
(818) 997-0414
www.ncadd-sfv.org

Pasadena
131 N. El Molino Ave., Suite 320
Pasadena, CA 91101
(626) 795-9127

Alcoholics Anonymous:

Central L. A.
4311 Wilshire Blvd.
Los Angeles, CA 90010
(323) 936-4343 OR (800) 923-8722
www.lacoaa.org

San Gabriel Valley (626) 914-1861
Hawthorne-South Bay (310) 618-1180
San Fernando Valley (818) 988-3001

www.aa.org

Al-Anon Family Groups
4936 Lankershim Blvd.
North Hollywood, CA 91601
(818) 760-7122
www.alanonla.org

Other Clinics for Alcoholics (Government):

City of Pasadena
Mental Health Center
1495 Lake Ave.
(626) 798-0907
www.pmhc.org

Los Angeles County Medical Emergency Agencies:

Los Angeles County-USC Medical Center
1200 No. State St.
Los Angeles, CA 90033
(800) 341-9211

Glendale Adventist Alcohol and Drug Treatment
335 Mission Road
Glendale
(818) 242-3116
www.glendaleadventist.com

King Drew Alcohol and Drug Treatment
3221 North Alameda St.
Los Angeles, CA
(310) 631-5992

Harbor General Hospital
1000 W. Carson St.
Torrance, CA 90509
(310) 222-2345

Other Problems:

Gamblers Anonymous (213)386-8789 www.gamblersanonymous.org
Drug Abuse Hotline (800)235-1191
Overeaters Anonymous (310)402-0016 www.overeatersanonymous.org

Alcoholism - Referral Agencies and Sources:

City of Los Angeles
Los Angeles Police Department
Jack De Coup-Crank
(B) - (213) 485-4087
(H) - (213) 338-5302

Local 347, SEIU, AFL-CIO
(213) 482-6660

Veterans Affairs Outpatient Clinic
351 East Temple St.
Los Angeles, CA 90017
(213) 253-2677

Kaiser Health Plan
(Contact your local Kaiser
Facility for information)

City of Los Angeles
Employee Assistance Program
(Non-Local 347 Employees)
(800) 227-1060

Drug Abuse - Referral Agencies:

Santa Monica Bay Area
Alcoholism and Drugs
1222 7th St.
Santa Monica
(213) 488-9800
www.allcovered.com

Alcoholism Center for Women
1147 South Alvarado St.
Los Angeles
(213) 381-8500
themeasurementgroup.com\acw.htm

Cri-Help
11027 Burbank Blvd.
North Hollywood
(818) 985-8323
www.cri-help.org

Clare Foundation
11325 Washington Blvd.
Los Angeles
(310) 314-6225

I-ADARP
6622 Van Nuys Blvd.
Van Nuys
(818) 994-7454

Phoenix House of Los Angeles
503 Ocean front Walk
Venice (310) 392-3070

Alcohol and Drug Education Center
5605 1/2 N. Figueroa St., Suite 201
Los Angeles (213) 384-5353

NOTE: The above list of referral agencies will change from time to time. Contact the Human Resource Division if you need more up-to-date information.

CITY OF LOS ANGELES - PERSONNEL DEPARTMENT
MEDICAL SERVICES DIVISION
520 EAST TEMPLE STREET, LOS ANGELES, CA 90012
(213) 473-6970

Revised 10-29-08

REASONABLE SUSPICION OBSERVATION FORM

Supervisors should use this form to document all reasonable suspicion drug or alcohol testing to be performed by the Personnel Department's Medical Services Division or contract agency.

Employee's Name:_____ Department/Bureau:_____

Employee's Job Classification_____ ☐ DOT ☐ NON-DOT

Supervisor's Name:_____ Supervisor's Phone:_____

Date/time of Observations:_____ Supervisor's Signature:_____

Describe what first led you to believe that this employee should have a drug or alcohol test, e.g., unsafe or inappropriate behavior, accident, threat, argument (Attach additional sheets if necessary)

_____

_____

_____

_____

Please check ALL of the factors that describe the employee's behavior or characteristics.

BEHAVIOR:

☐ Withdrawn	☐ Drowsy/Sleeping	☐ Forgetful
☐ Mood Swings	☐ Inappropriate Laughter	☐ Crying
☐ Aggressive/Combative/Fighting	☐ Uncooperative	☐ Glaring/Threatening
☐ Damaged/Destroyed Property	☐ Risk Taking	☐ Bizarre/Irrational

ALERTNESS:

Unresponsive | Lethargic | Normal | Agitated | Hyper

SPEECH:

☐ Shouting/Loud	☐ Rambling/Confused	☐ Slowed Speech
☐ Incomplete Sentences	☐ Incoherent	☐ Slurred Speech
☐ Profanity/Verbal Abuse	☐ Rapid Speech	

WALKING: COORDINATION

☐ Awkward/Unsteady	☐ Staggering	☐ Slowed Reaction Time
☐ Loss of Coordination	☐ Cannot Walk Unassisted	

PHYSICAL SIGNS: APPEARANCE

☐ Change in Appearance	☐ Hygiene Issues	☐ Trembling/Shaky
☐ Smells of Alcohol	☐ Smells of Marijuana	☐ Disheveled
☐ Needle Tracks	☐ Vomiting	

EYES:

☐ Very Bloodshot	☐ Unusual Eye Movements	☐ Glassy Eyes
☐ Stares Blankly	☐ Enlarged or Tiny Pupils	☐ Watery Eyes

☐ The employee was given an opportunity to call a Union Representative (check the box to indicate this was done).

Were there any witnesses to the employee's behavior? [PRINT NAMES or have witness complete a copy of this form]

1) _____ Dept.: _____ Extension: _____

2) _____ Dept.: _____ Extension:

(OVER)

DRUG TESTING REFERRAL PROCEDURES

AT THE WORKSITE:

- ☐ 1 – Supervisor observes behavior of concern.
- ☐ 2 – Supervisor documents behavior on a Reasonable Suspicion Observation Form.
- ☐ 3 – Supervisor consults in person or on the phone with his/her supervisor/superintendent to confirm that the test referral is reasonable and appropriate.
- ☐ 4 – Supervisor and Superintendent contact their Department or Bureau's Personnel Section to alert them to the situation and to initiate case management aspects.
- ☐ 5 – Supervisor arranges transportation to Medical Services Division (MSD) or a contract testing facility.
- ☐ 6 – Supervisor notifies employee that s/he must report to MSD (or a contract facility) for testing, and that they may contact a Union Representative. Feel free to utilize this script:

  "I have observed you behave in a way that is not safe, effective or appropriate for this workplace. Based upon the City's Drug Policy you must report to [MSD/Contract Facility] so that they can evaluate whether it is appropriate for you to have a drug test. As your supervisor, I am giving you this work order to report to MSD/Contract Facility. I have arranged transportation. You have the right to call your Union Representative, but we cannot delay in getting to the testing facility. If you refuse to accompany me to MSD/Contract Facility, it will be considered insubordination.

- ☐ 7 – Department (Supervisor/Supervisor Designee or Personnel Representative e.g., DPD, Superintendent) calls Medical Services Division to notify them that they are bringing someone in for testing.

Employee refuses → Disciplinary process is triggered

- ☐ 8 – THE EMPLOYEE'S IMMEDIATE SUPERVISOR (not a coworker) MUST ACCOMPANY THE EMPLOYEE TO MSD.

AT MSD or THE DRUG TESTING FACILITY:

- ☐ 1 – The Supervisor provides the Reasonable Suspicion Observation form to MSD Staff.
- ☐ 2 – The Physician may ask the employee to provide a drug testing sample.
- ☐ 3 – If the employee refuses the Physician's request, the test is considered POSITIVE.
- ☐ 4 – The Supervisor transports the Employee back to the worksite.
- ☐ 5 – The Supervisor consults with his/her Department's/Bureau's Personnel Section for direction regarding the employee's work status.

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State of California
EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS

Please complete in triplicate (type if possible). Mail two copies to:
CITY OF LOS ANGELES PERSONNEL DEPARTMENT
700 EAST TEMPLE STREET, ROOM 210 LOS ANGELES, CA. 90012

OSHA CASE NO.
FATALITY ☐

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers compensation benefits or payments is guilty of a felony.

California law requires employers to report within five days of knowledge every occupational injury or illness which results in lost time beyond the date of the incident OR requires medical treatment beyond first aid. If an employee subsequently dies as a result of a previously reported injury or illness, the employer must file within five days of knowledge an amended report indicating death. In addition, every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health.

EMPLOYER

1. FEIN (used)
1a. Policy Number
Please do not use this column ☐
2. MAILING ADDRESS: (Number, Street, City, Zip)
2a. Phone Number
CASE NUMBER
3. LOCATION if different from Mailing Address (Number, Street, City, Zip)
3a. Location Code
OWNERSHIP
4. NATURE OF BUSINESS, e.g. Painting contractor, wholesale grocer, sawmill, hotel, etc.
5. State unemployment insurance acct. no.
6. TYPE OF EMPLOYER: ☐ Private ☐ State ☐ County ☐ City ☐ School District ☐ Other Gov't. Specify:
INDUSTRY

INJURY OR ILLNESS

7. DATE OF INJURY/ONSET OF ILLNESS (mm/dd/yy)
8. TIME INJURY/ILLNESS OCCURRED AM PM
9. TIME EMPLOYEE BEGAN WORK AM PM
10. IF EMPLOYEE DIED, DATE OF DEATH (mm/dd/yy)
OCCUPATION
11. UNABLE TO WORK FOR AT LEAST ONE FULL DAY AFTER DATE OF INJURY? ☐ YES ☐ NO
12. DATE LAST WORKED (mm/dd/yy)
13. DATE RETURNED TO WORK (mm/dd/yy)
14. IF STILL OFF WORK, CHECK THIS BOX: ☐
SEX
15. PAID FULL DAY WAGES FOR DATE OF INJURY OR LAST DAY WORKED? ☐ YES ☐ NO
16. SALARY BEING CONTINUED? ☐ YES ☐ NO
17. DATE OF EMPLOYER KNOWLEDGE/NOTICE OF INJURY/ILLNESS (mm/dd/yy)
18. DATE EMPLOYEE WAS PROVIDED CLAIM FORM (mm/dd/yy)
AGE
19. SPECIFIC INJURY/ILLNESS AND PART OF BODY AFFECTED. MEDICAL DIAGNOSIS if available, e.g. Second-degree burns on right arm, tendonitis on left elbow, lead poisoning
DAILY HOURS
20. LOCATION WHERE EVENT OR EXPOSURE OCCURRED (Number, Street, City, Zip)
20a. COUNTY
21. ON EMPLOYER'S PREMISES? ☐ YES ☐ NO
DAYS PER WEEK
22. DEPARTMENT WHERE EVENT OR EXPOSURE OCCURRED, e.g. Shipping department, machinist shop.
23. Other Workers injured or ill in this event? ☐ YES ☐ NO
24. EQUIPMENT, MATERIALS AND CHEMICALS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Kodylene, welding torch, farm tractor, scaffold
WEEKLY HOURS
25. SPECIFIC ACTIVITY THE EMPLOYEE WAS PERFORMING WHEN EVENT OR EXPOSURE OCCURRED, e.g., Welding seams of metal forms, loading boxes onto truck.
WEEKLY WAGE
26. HOW INJURY/ILLNESS OCCURRED. DESCRIBE SEQUENCE OF EVENTS. SPECIFY OBJECT OR EXPOSURE WHICH DIRECTLY PRODUCED THE INJURY/ILLNESS, e.g., Worker stepped back to inspect work and slipped on scrap metal material. As he fell, he brushed against fresh weld, and burned right hand. USE SEPARATE SHEET IF NECESSARY.
COUNTY
NATURE OF INJURY
PART OF BODY

All items with time between information relating to employee exposure that would be useful to an employee or his designated representative in evaluating the employee's exposure to toxic substances or harmful physical agents may be required by any general or applicable standard in Group 16 of Subchapter 4 of the California Code of Regulations, Chapter 3.2 of Division 5 of the Labor Code, while the information is being used for occupational safety and health purposes. See CCR Title 8 §14300.29 (b)(5)-(10) & 14300.35(d)(3)(A).
Note: Shaded boxes indicate confidential employee information as listed in CCR Title 8 §14300.35(d)(3)(C).

SOURCE

EMPLOYEE

EVENT
SECONDARY SOURCE
31. OCCUPATION (Regular job title, NOT initials, abbreviations or numbers)
32. Usual work hours:
hours per day, days per week, total weekly hours
33a. Usual employment status:
☐ regular, full-time ☐ part-time
☐ temporary ☐ seasonal
33b. Length of time at this type of job in this industry:
EXTENT OF INJURY
34. GROSS WAGES/SALARY per
35. OTHER PAYMENTS NOT REPORTED AS WAGES/SALARY (e.g. tips, meals, overtime, bonuses, etc)? ☐ YES ☐ NO
Completed By (type or print)
Signature & Title
Date (mm/dd/yy)

* Confidential information may be disclosed only to the employee, or their personal representative (CCR Title 8 §14300.35) to others for the purpose of processing a workers' compensation or other insurance claim; and under certain circumstances to a public health or law enforcement agency or to a consultant hired by the employer (CCR Title 8 §14300.20). CCR Title 8 §14300.40 requires provision upon request to certain state and federal workplace safety agencies.

FORM 5020 (Rev?) June 2002
FILING OF THIS FORM IS NOT AN ADMISSION OF LIABILITY

Figure 4

Figure 5

State of California
Department of Industrial Relations
DIVISION OF WORKERS' COMPENSATION

Estado de California
Departamento de Relaciones Industriales
DIVISION DE COMPENSACIÓN AL TRABAJADOR

WORKERS' COMPENSATION CLAIM FORM (DWC 1)

PETITION DEL EMPLEADO PARA DE COMPENSACIÓN DEL TRABAJADOR (DWC 1)

Employee: Complete the "Employee" section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Receipt" until you receive the signed and dated copy from your employer. You may call the Division of Workers' Compensation and hear recorded information at (800) 736-7401. An explanation of workers' compensation benefits is included on the cover sheet of this form.

You should also have received a pamphlet from your employer describing workers' compensation benefits and the procedures to obtain them.

Empleado: *Complete la sección "Empleado" y entregue la forma a su empleador. Quédese con la copia designada "Recibo Temporal del Empleado" hasta que Ud. reciba la copia firmada y fechada de su empleador. Ud. puede llamar a la División de Compensación al Trabajador al (800) 736-7401 para oír información grabada. En la hoja cubierta de esta forma esta la explicación de los beneficios de compensación al trabajador.*

Ud. también debería haber recibido de su empleador un folleto describiendo los beneficios de compensación al trabajador lesionado y los procedimientos para obtenerlos.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Toda aquella persona que a propósito haga o cause que se produzca cualquier declaración o representación material falsa o fraudulenta con el fin de obtener o negar beneficios o pagos de compensación a trabajadores lesionados es culpable de un crimen mayor "felonía".

Employee—complete this section and see note above ***Empleado—complete esta sección y note la notación arriba.***

1. Name. *Nombre.* _____ Today's Date. *Fecha de Hoy.* _____
2. Home Address. *Dirección Residencial.* _____
3. City. *Ciudad.* _____ State. *Estado.* _____ Zip. *Código Postal.* _____
4. Date of Injury. *Fecha de la lesión (accidente).* _____ Time of Injury. *Hora en que ocurrió.* _____ a.m. _____ p.m.
5. Address and description of where injury happened. *Dirección/lugar donde ocurrió el accidente.* _____
6. Describe injury and part of body affected. *Describa la lesión y parte del cuerpo afectada.* _____
7. Social Security Number. *Número de Seguro Social del Empleado.* _____
8. Signature of employee. *Firma del empleado.* _____

Employer—complete this section and see note below. ***Empleador—complete esta sección y note la notación abajo.***

9. Name of employer. *Nombre del empleador.* City of Los Angeles
10. Address. *Dirección.* _____
11. Date employer first knew of injury. *Fecha en que el empleador supo por primera vez de la lesión o accidente.* _____
12. Date claim form was provided to employee. *Fecha en que se le entregó al empleado la petición.* _____
13. Date employer received claim form. *Fecha en que el empleado devolvió la petición al empleador.* _____
14. Name and address of insurance carrier or adjusting agency. *Nombre y dirección de la compañía de seguros o agencia administradora de seguros.* City of Los Angeles, 700 East Temple Street, Room 310, Los Angeles, CA 90012
15. Insurance Policy Number. *El número de la póliza de Seguro.* Self-Insured
16. Signature of employer representative. *Firma del representante del empleador.* _____
17. Title. *Título.* _____ 18. Telephone. *Teléfono.* _____

Employer: You are required to date this form and provide copies to your insurer or claims administrator and to the employee, dependent or representative who filed the claim within one working day of receipt of the form from the employee.

SIGNING THIS FORM IS NOT AN ADMISSION OF LIABILITY

Empleador: *Se requiere que Ud. feche esta forma y que provea copias a su compañía de seguros, administrador de reclamos, o dependiente/representante de reclamar y al empleado que hayan presentado esta petición dentro del plazo de un día hábil desde el momento de haber sido recibida la forma del empleado.*

EL FIRMAR ESTA FORMA NO SIGNIFICA ADMISION DE RESPONSABILIDAD

☐ Employer copy/*Copia del Empleador* ☐ Employee copy/*Copia del Empleado* ☐ Claims Administrator/*Administrador de Reclamos* ☐ Temporary Receipt/*Recibo del Empleado*

6/10 Rev.

Cal/OSHA Form 301
Injury and Illness Incident Report

Appendix C

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.
See CCR Title8 14300.29(b)(6)-(10)

Department of Industrial Relations
Division of Occupational Safety & Health

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Annual Summary*, these forms help the employer and Cal/OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the instructions and information asked for on this form.

According to CCR Title 8 Section 14300.33 Cal/OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____

Title _____

Phone (____)____-_____ Date ____/____/____

Information about the employee

1) Full name _____

2) Street _____

City _____ State _____ ZIP _____

3) Date of birth ____/____/____

4) Date hired ____/____/____

5) ☐ Male
☐ Female

Information about the physician or other health care professional

6) Name of physician or other health care professional _____

_____

7) If treatment was given away from the worksite, where was it given?

Facility _____

Street _____

City _____ State _____ ZIP _____

8) Was employee treated in an emergency room?
☐ Yes
☐ No

9) Was employee hospitalized overnight as an inpatient?
☐ Yes
☐ No

Information about the case

10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)

11) Date of injury or illness ____/____/____

12) Time employee began work _____ AM / PM

13) Time of event _____ AM / PM ☐ Check if time cannot be determined

14) What was the employee doing just before the incident occurred? Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

15) What happened? Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

16) What was the injury or illness? Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or sore." Examples: "strained back"; "chemical burns, hand"; "carpal tunnel syndrome."

17) What object or substance directly harmed the employee? Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.

18) If the employee died, when did death occur? Date of death ____/____/____

Figure 9

OSHA's Form 300 (Rev. 01/2004)

Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20__ __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name _____

City _____ State _____

Identify the person			Describe the case			Classify the case				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	(G) Death	(H) Days away from work	(I) Job transfer or restriction	(J) Other recordable cases	(K) Days away from work	(L) Days on job transfer or restriction	(M) Injury	(N) Skin disorder	(O) Respiratory condition	(P) Poisoning	(Q) Hearing loss	(R) All other illnesses
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
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			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
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			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
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			/ / mm/dd/yy			☐	☐	☐	☐	____ days	____ days	☐	☐	☐	☐	☐	☐
	Page totals>					____	____	____	____	____	____	____	____	____	____	____	____

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page ___ of ___

Totals (1) (2) (3) (4) (5) (6)

Figure 7

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

6. The Cal/OSHA 300 Log Form should be completed as follows:

Column	Entry
A	Workers' Compensation case number
B	Employee=s name
C	Self explanatory
D	Self explanatory
E	Exactly where the event occurred *(e.g., Loading dock, north end of the building)*
F	Describe the injury or illness, parts of the body affected, and object/substance that directly injured or made the person ill. (*Provide details, use multiple lines if necessary; e.g., second degree burn on right forearm from an acetylene torch.*)
G-J	AClassify the Case@ in one of the four categories. Classify (check) or count only the most serious result of each case. The Injury or Illness resulted in: G Death H Days away from work Employee remained at work with: I Job transfer or restriction J Other recordable cases
K-L	Enter the number of days the injured or ill worker was: K On job transfer or restriction L Away from work NOTE: The day of the injury/illness does not count. Count all calendar days the employee would not have been able to work. A maximum of 180 days can be given to any one case in a calendar year. Remember to update the 300 Log as the case develops.

M Check one of the 5 columns, numbered(1) to(5):

(1) Injury
(2) Skin Disorder
(3) Respiratory Condition
(4) Poisoning
(5) Other Illnesses

Examples of (2): Occupational Skin Diseases or Disorders - Contact dermatitis, eczema, or rash caused by primary irritants, sensitizers, or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammation; etc.

Dust Diseases of the Lungs - pneumoconiosis; silicosis; asbestosis; coal worker's pneumoconiosis; byssinosis; siderosis; etc.

Examples of (3): Respiratory Conditions Due to Toxic Agents - pneumonitis; pharyngitis; rhinitis; acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

Examples of (4): Poisoning (Systemic Effect of Toxic Materials) - Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such a parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics, and resins; etc.

Examples of (5): Disorders Due to Physical Agents (other than toxic materials) - heatstroke, sunstroke, heat exhaustion, and other effects of environmental heat; freezing, frostbite, and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (isotopes, X-rays, radium); effects of non-ionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn); etc.

Disorders Associated with Repeated Trauma - noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raised's phenomena; and other conditions due to repeated motion, vibration, or pressure

Other Occupational Illnesses - anthrax; brucellosis; infectious hepatitis; malignant and benign tumors; food poisoning; histoplasmosis; coccidioidomycosis; etc.

Figure 8

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 20___

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
_____	_____	_____	_____
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
_____	_____
(K)	(L)

Injury and Illness Types

Total number of . . .

	(M)		
(1) Injuries	_____	(4) Poisonings	_____
		(5) Hearing loss	_____
(2) Skin disorders	_____	(6) All other illnesses	_____
(3) Respiratory conditions	_____		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA, Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name _____

Street _____

City _____ State ____ ZIP _____

Industry description (e.g., Manufacture of motor vehicle axles)

_____

Standard Industrial Classification (SIC), if known (e.g., 3715)

___ ___ ___ ___

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

___ ___ ___ ___ ___ ___

Employment information (If you don't know these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____ _____
Company executive Title

_____ _____
Phone Date

Figure 9

U.S. Department of Labor
Occupational Safety and Health Administration

Optional

Worksheet to Help You Fill Out the Summary

At the end of the year, OSHA requires you to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Summary page at the end of the year.

How to figure the average number of employees who worked for your establishment during the year:

1. **Add** the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.

   The number of employees paid in all pay periods = ● _____

2. **Count** the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.

   The number of pay periods during the year = ● _____

3. **Divide** the number of employees by the number of pay periods.

   ● _____ / ● _____ = ● _____

4. **Round the answer** to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees.*

   The number rounded = ● _____

For example, Acme Construction figured its average employment this way:

For pay period...	Acme paid this number of employees...
1	10
2	6
3	11
4	30
5	40
▼	▼
24	30
25	12
26	+20
	830

Number of employees paid = 830 ●

Number of pay periods = 26 ●

830 ÷ 31.92 ●
26

31.92 rounds to 32 ●

32 is the annual average number of employees

How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

_____	***Find*** the number of full-time employees in your establishment for the year.
X _____	***Multiply*** by the number of work hours for a full-time employee in a year.
_____	This is the number of full-time hours worked.
+ _____	***Add*** the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal)
_____	***Round*** the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year.*

406.pdf

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DEPARTMENT OF
RECREATION AND PARKS

INSTRUCTION

INSTRUCTION NO.	
406	
DATE	
07/01/05	
DIST.	ORIGINATOR
P	HR
PAGE	
1 of 4	

SUBJECT:

USE OF THE DEPARTMENT APPLICATION FOR EMPLOYMENT

I. PURPOSE

This Instruction provides guidance on the use of the Department Form 88-904 "Application for Employment" (Rev. 12-89). Any copies of the previous Form 88-904 are to be destroyed.

All new employees must complete a Department "Application for Employment" (Form 88-904). This includes persons who are:

- appointed from a certification;
- transferred from another City department;
- hired on an exempt basis; or
- previous employees of the Department who have had a break in service.

The completed Form 88-904 must be on file in the Human Resources Division prior to appointment.

II. GENERAL

Form 88-904 is a multi-purpose document:

A. Part One is constructed to provide the basic information required to determine employment qualifications and contains lawful pre-employment inquiries. (See Figure 1.)

B. Part Two, "Employment Processing Information," is printed only on the back of the original copy (white) and is to be completed only after a tentative employment commitment has been made. Applicants for full-time positions are to complete PART TWO in the Human Resources Division. Applicants for part-time exempt positions are to complete PART TWO at the time they are recommended for appointment and may do so in field offices. (See Figure 2.)

C. Authenticity of Information

All applications for employment must be completed and signed by the individual seeking employment. Changes or corrections must be made and initialed by the applicant. No notes, comments, or other unnecessary marks are to be made on a completed application form. Completed application forms become the property of the City of Los Angeles, and the original copy must be retained in accordance with PART III A and B of this Instruction. They are subject to review and subpoena by federal, state, and local agencies and the courts.

III. APPLICATION PROCESS

A. Positions Filled Through Certification

(No deviation from this procedure is to be made without the prior authorization of the Director of Human Resources.)

1. All candidates reporting to the interview are to bring either a resume or copy of their civil service application. If neither is convenient, they may complete PART ONE of Form 88-904 "APPLICATION FOR EMPLOYMENT." PART TWO is not to be completed prior to the interview.

2. The interviewer and appropriate supervisors recommend the appointment of one candidate for each position to be filled. The interviewer requests approval from the Human Resources Division for the selection, and the candidate is notified to report to the Human Resources Division for final processing when approved.

   If the candidate being selected is currently a full-time regular employee of the Department, it will not be necessary for the employee to report to the Human Resources Division. The Certification Unit in the Human Resources Division will advise the interviewer/ supervisor as required.

3. All resumes and applications which are submitted by candidates through the Certification process are to be forwarded to the Human Resources Division upon the completion of the selection process (emergency appointments, inter-departmental transfers, exempt appointments, etc.)

B. Part-time Exempt Positions

The process for hiring part-time exempt employees is found in Instruction 407, "Selection and Appointment of Part-Time Exempt Employees." Please refer to that Instruction for the complete procedure.

1. A Form 88-904 "Application for Employment" is to be completed by all persons who are to be formally interviewed for a part-time exempt position. Only PART ONE is to be completed before the interview.

2. After the interviewer has made a tentative selection and completed Form RP 417x "Request To Hire Part-Time Exempt Employee," the applicant should be instructed to complete PART TWO of Form 88-904 (on back of white copy).

Application forms which have been completed by persons who are not hired are to be retained by the interviewer or appropriate supervisor in Department files for eighteen (18) months.

84-904 (Rev. 12-98)
White – Personnel
Green – Field

APPLICATION FOR EMPLOYMENT
DEPARTMENT OF RECREATION AND PARKS
City of Los Angeles
An Equal Employment Opportunity — Affirmative Action Employer

PART ONE

NOTICE TO ALL APPLICANTS: Complete this application accurately and completely. The information you provide will be used to determine your employment qualifications for the position for which you are applying. If you become employed by the Department this application will become part of your permanent personnel records. Employment commitments are made subject to clearance by the City Health Officer, compliance with legal age requirements for the position, application of policies of the Recreation and Parks Commission concerning employment of relatives and policies of the Civil Service Commission concerning personal background.

Please print (If you need additional space to complete any item, you may attach an additional page). Do not complete the back side of this application until you are instructed to do so.

1. Position: (Use correct job title)	4. Home Phone Area Number
2. Name: Last First Middle	5. Bus. Phone Area Number Ext.
3. Present Address: Number Street Apt. No.	6. If you are NOT a U.S. Citizen have you the legal right to work in the U.S.? ☐ Yes ☐ No If No, attach explanation. (Do not answer if you are a U.S. Citizen)
City State Zip Code	

7. Name and location of Trade School, Vocational or Business School or other special training if related to the Position.

Major or Courses Taken	Units Completed Degrees Certificates

8. Special Certificates or Licenses held, if relevant to the job:

Name of Certificate or License, including Drivers License	Issued by	Date Obtained	Expiration Date if any

9. Experience: Begin with your most recent job. List all jobs in the last 5 years. Also, list any other jobs, Military experience, or Volunteer experience related to the position.

DATES OF EMPLOYMENT	NAME AND ADDRESS OF EMPLOYER	TITLE OF POSITION — DESCRIPTION OF DUTIES	REASONS FOR LEAVING
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			
From			
To			
Monthly Salary			

10. HAVE YOU BEEN DISCHARGED OR TERMINATED FOR ANY REASON EXCEPT LAYOFF, FOR LACK OF WORK, OR HAVE YOU RESIGNED TO AVOID DISCHARGE WITHIN THE LAST 5 YEARS? Yes ☐ No ☐ If "Yes", please list date, employer and reason. _____

11. a) Have you ever been convicted of a crime other than minor traffic violations?
☐ Yes ☐ No
If "Yes", fill in spaces to the right. (Drunk, reckless or hit-run driving are not minor driving violations. You do not need to list juvenile convictions which have been sealed by the court. However, you must list convictions for which you received a suspended sentence, probation, or fine.)
b) Are you currently on probation or parole?
☐ Yes ☐ No

List all convictions (Do not list arrests)

OFFENSE	DATE
LOCATION	FINE OR SENTENCE
OFFENSE	DATE
LOCATION	FINE OR SENTENCE

12. CERTIFICATION
I certify that all statements on this questionnaire are true and complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal.

DATE _____ SIGNATURE _____

Figure 1

APPLICATION FOR EMPLOYMENT
DEPARTMENT OF RECREATION AND PARKS
City of Los Angeles
An Equal Employment Opportunity — Affirmative Action Employer

PART TWO
EMPLOYMENT PROCESSING INFORMATION

Complete the following information only when instructed to do so. This information is required to obtain final employment clearance and to complete Personnel/Payroll documents.

Name Last First Middle

Age | Birthdate: Month Day Year | Height ft. in. | Weight lbs. | Color Hair | Color Eyes

Male ☐ Female ☐ | Married ☐ Single ☐ Divorced ☐ Widowed ☐ | Circle last grade of school completed: 8 or less 9 10 11 12 13 14 15 16

Name and Relationship of Person to be Notified in case of Emergency

Address (Street) (City) (Zip) Home Phone Area Number

Business Address (Street) (City) (Zip) Business Phone Area Number Ext.

U. S. Military Service Branch | Active Duty (Dates) From To | Type of Discharge | Rate or Rank | Are you subject to Active Duty? ☐ Yes ☐ No

Have you ever been employed by the City of Los Angeles Yes ☐ No ☐
If 'Yes', list last Department, last civil service classification and dates of employment.
Department: Dates:
Classification:

IF YOU ARE NOT A U.S. CITIZEN, what is the basis for your legal right to remain and work in the U.S.? _____

Expiration date, if any _____

If you are to be employed in a position EXEMPT FROM CIVIL SERVICE, a copy of your proof of Legal right to work in the U.S. must be forwarded to the Personnel Division with this application.

Do you have a relative working now for the City of Los Angeles? Yes ☐ No ☐

Name	Relationship	Department

FEDERAL LAW P.L. 93-579 Section 7 (re: Federal Privacy Act and use of Social Security Nos.) Requires you be informed when asked for your social security number, that it must be provided for use in employment, personnel and payroll processes. Authority for requiring this information is based upon provisions of the City's payroll and personnel candidate processing system operational prior to January 1, 1975 and applicable federal law.

SOCIAL SECURITY NUMBER

Signature _____ Date _____

Figure 2

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LEGAL DEFENSES

1. **Injury is entirely or partially non-industrial**
2. **The Statute of Limitations applies**
3. **Psychiatric claim in first 6 months of employment**
4. **Horseplay or Skylarking**
5. **Going and Coming rule**
6. **Post Termination Claims**
7. **Good Faith Administrative Actions**
8. **Initial Aggravator rule**
9. **Willful Intoxication**
10. **Self-inflicted injuries or Suicide**

Non-Industrial Injury: When an confirmed injury fails to meet the AOE/COE test for compensability under the workers' compensation laws, it is non-industrial. Injuries that occur outside the terms of employment and are unrelated to the requirements of the employer, are non-industrial. The burden is usually on the employer to prove that an injury or illness is non-industrial

Many cases of workers' compensation fraud involve non-industrial injuries or illnesses that are claimed as industrial by dishonest employees.

The Statute of Limitations: One year statute. An injured worker must file a claim within one year after the injury or within one year of the last date that the employer provided benefits for the injury.

Psychiatric Claims: Claims filed during the first six months of employment are statutorily non-industrial with one exception: Where the injury results from "...sudden traumatic event on the job..."

Horseplay or skylarking: A significant deviation from the course and scope of employment during the hours of employment and in the workplace.

1. Where injury results from playful pranks or horseplay in the workplace such injury will usually be considered non-industrial. Injuries to co-workers who are not participants in the horseplay are almost always industrial.
2. Where the employer has condoned or encouraged such conduct in the past, a resulting injury may be industrial.

A somewhat related activity, not considered horseplay, involves "Voluntary participation in off-duty recreational, social, or athletic activities" by employees who are injured in such activities.

- Off-duty injuries claimed by injured employees may be covered if there was:
  1. A good faith, subjective belief that the employer required or expected the activity, And
  2. Such belief was objectively reasonable based on the facts and circumstances of the injury.

The "Going and Coming" rule. Injuries sustained during regular commute to or from work are not generally industrial. Driving to work is not a "Duty of the employment."

- Injuries that occur during any break period, field work, or travel during the work shift, must be carefully investigated to verify that the injury is compensable under the AOE/COE rules.
- Such injuries may or may not be industrial depending upon the facts and circumstances.

- They are not industrial if they occur while the employee is engaged in a substantial deviation from the course of employment. When the employee is engaged in conduct of no benefit to the employer he or she is likely outside of the C/E part of the test for compensability.
- Look for injuries that could not have occurred but for the deviation from the course of employment.
- The deviation must be in terms of location, time, nature of activity, and connection to any beneficial interest of the employer. How will the employer benefit from the conduct of the employee?
- Special commute or special errand for the employer can make it industrial.

  Exceptions:

  - Personal Comfort Doctrine: Stopping for a meal, a cup of coffee, to use the restroom or for a brief rest break does not constitute a "substantial deviation "from the course of employment.
  - Special Risk Exception: Where a risk linked to the employment is found to be a factor in an injury it is likely to be considered industrial even absent the usual A/E/C/E requirements.

Post-Termination Claims: Claims filed by employees after being served with a notice of termination will not be considered industrial unless there is medical evidence, pre-dating the notice of termination that documents the existence of the injury.

Good Faith Personnel Actions: Psychiatric injuries caused by stress related to lawful, good faith, non-discriminatory, administrative actions of the employer are not industrial.

Initial Aggressor - Altercation Injuries: Injuries sustained by the initial aggressor in an altercation with others in the workplace are generally not industrial. This can be an altercation between employees, or between an employee and citizen. Whoever first becomes "physical" will be precluded from any workers' compensation recovery.

- Where the motive for an altercation is entirely personal and unrelated to the employment, any injuries sustained thereby are not generally industrial.
- Where the employment environment creates an increased likelihood of an assault even an injury resulting from a personally motivated attack can be industrial. [No opportunity to present or flaw.]

Willful Intoxication: Where an injury occurs to an intoxicated employee, and where the intoxication is a substantial factor in the incident causing the injury, it will be deemed non-industrial. [Drugs or alcohol qualify]

- The employee's intoxication must be proven by persuasive and convincing medical or scientific evidence. Statements from co-workers' regarding their observations of the injured employee's physical condition; i.e. unsteady gait, alcoholic breath, etc., are not enough. If possible secure a medical opinion regarding intoxication. Ask the doctor at the emergency room to rule out intoxication. [Be sure to use the Reasonable Suspicion Form]
- Company Christmas Party where alcohol is served may result in an subsequent injuries being ruled industrial.
- Where intoxication results from unintentional exposure to intoxicant, it is not "willful".

Self-Inflicted Injuries/Suicide: Injuries that are intentionally self-inflicted are not industrial. Suicide may be industrial if an industrial condition results in psychiatric illness leaving the employee unable to resist the suicidal impulse, or in such pain that death becomes a reasonable escape.

Off-Duty Injuries in the Workplace: When an employee is injured on the property of the employer while off-duty, there are some factors that may make such injuries industrial. In order to determine if there was any benefit to the employer in the employee's presence at the time of the injury you must ask:

- Why was the employee present in the workplace?
- What was he or she doing at the time of the injury?
- Was there any benefit to the employer from the presence or conduct of the employee? If there is any benefit to the employer by virtue of the injured employee's presence or conduct, it is likely that the injury will be found industrial.

FRAUDULENT CLAIMS

Fraudulent Claims always begin with a lie. California Insurance Code Section 1871.4 states simply:

> "It is unlawful…to make or cause to be made any knowingly false or fraudulent written or oral material misstatement…for the purpose of obtaining or denying any workers' compensation benefits."

The punishment for violation of this statute is up to five years in prison, or by a fine up to $150,000 or double the value of the fraud, whichever is greater, or by both such fine and imprisonment. In addition, upon conviction the court may order restitution of all costs related to the fraud.

- Working for another employer while being paid TTD or State Rate TTD by the city can be workers' compensation fraud. [Failure to disclose the other employment.]
- Telling a supervisor or doctor that one cannot perform specific acts in order to convince them of continued disability is fraud if it can be shown that he or she was in fact capable of such acts at or near the time the statement was made.
- Fraud is committed even though the employee has a legitimate injury when he or she exaggerates symptoms or disability to extend time off work or to inflate the dollar value of the claim.
- Every employee must expect that anyone who commits workers' compensation fraud will be investigated, terminated, and prosecuted to the fullest extent of the law. The City of Los Angeles has a zero tolerance policy for those who commit workers' compensation fraud.

VALIDATING THE CLAIM

The purpose of any workers' compensation investigation is to verify the validity of the claim. In addition to the immediate results of the initial investigation of an injury which can disclose the possibility of fraud, there are other more subtle signs of fraud or abuse that supervisors should learn to recognize.

Some of the more common indicators of fraud or abuse have become known as Red Flag Warnings for workers' compensation professionals. Supervisors need to know them.

RED FLAG WARNINGS

- The injured employee is new on the job.
- The injury was reported just prior to the end of temporary employment.
- The injured worker took unexplained or excessive time off just prior to the injury.
- There are no witnesses to the injury even though the injured employee works in an area with numerous co-workers.
- The details of the injury reported by the injured employee are vague.
- The injury was not reported immediately and is a serious injury.

- The described injury is not consistent with the type work or position of the employee.
- The injury is reported immediately after a disciplinary action is initiated against an employee which could result in termination.
- The injured worker's employment history includes multiple jobs held for brief periods of time.
- The employee recently moved and now uses a friend's address or a P.O. Box.
- The employee has complained of prior injuries or physical symptoms in the same body parts.
- The employee has recently purchased private long-term disability insurance.
- The employee has dangerous hobbies such as auto racing, bungee jumping, or kick fighting.
- The employee is known to be experiencing serious financial difficulties.
- The employee cannot be contacted home during the day or can only be reached by a cell phone.
- Co-workers' are hard lipping about the injury. They may know something you don't know!
- The worker reported that his injury occurred in a place he would have no reason to be.
- The employee is building his or her own home and has complained about the pace of work done.
- The employee describes the injury differently each time he tells the story.

7. EMPLOYER'S RIGHT TO INVESTIGATE CLAIMS

California law recognizes that an employer has both the right and the duty to investigate the facts in order to determine his liability for workers' compensation benefits.

- The courts have upheld an employer's right to question injured employees, co-workers, and other witnesses.
- The right to question the injured worker however is lost once he or she retains legal counsel for the claim. Further questioning thereafter will be in a legal deposition.
- Refusal to cooperate in the investigation is insubordination and can result in disciplinary action.

Before interviewing any employee be sure that you explain the need for the inquiry and assure him or her that the investigations are intended to identify work safety issues, and to ensure that legitimate work injury claims are timely and fairly administered.

GENERAL GUIDELINES FOR INVESTIGATING WORK-RELATED INJURIES

- Go to the scene of the accident while the facts are fresh. Interview the witnesses at the scene if possible.
- Protect the safety of others and preserve any evidence such as defective equipment etc. Take photos of any physical characteristics of the scene such as oil or water on the floor.
- Go to the hospital if necessary to interview the injured employee. Get the facts and don't place blame or fault. If you can, view the injury for yourself. Do not interfere with medical care.

8. ASKING THE RIGHT QUESTIONS

- The key to a successful investigation of any work-related injury is to ask the right questions.
- Before asking any questions you should know as much as possible about the injured employee's position, job duties, work environment, and the nature of the claim of injury. This initial information should come from co-workers or other supervisors who know the injured employee and about the accident or incident that caused the injury.
- Before you interview the injured employee you must know as much as possible about the employee's: job, duties, work hours, work environment, and his or her co-workers.

The Scope of Your Questions: Employers may ask any question that is relevant to the injury claim. They may not, however, inquire into personal or private matters unrelated to the claim. Questions must concern issues that are relevant to the nature of the claim and the employee must answer them truthfully.

Examples of Proper Questions: Remember that the first questions are often asked for the purpose of identifying the persons most likely to provide information you will need to conduct your investigation and to interview the injured worker.

- Who first reported the injury and whom was it reported to?
- Who witnessed the injury?
- Who did the injured worker first speak to after the injury?
- Who knows the most about the injured employee's work practices and duties?

SAMPLE QUESTIONS FOR THE INJURED EMPLOYEE

- Describe exactly how the injury occurred? ["Exactly"] is a word of art here!
- What parts of your body were injured?
- Exactly where did the injury occur?
- Precisely when did the injury occur? Determine the exact hour of the day if possible?
- What were you doing at the time of the injury?
- Who else was present at the time of the injury?
- Did any tool or device of any kind cause or contribute to the accident?
- Is that tool or device normally used in your assigned work duties?
- Has the tool or device been inspected for defects or malfunction?
- If any defect was found was the tool or device preserved?
- Were you engaged in work activities normally performed in your position?
- Were you in your regular assigned work area when the injury occurred?
- Who assigned the duties being performed at the time of the injury?
- What could be done to prevent such accidents in the future?
- Describe exactly which parts of your body were affected by this injury and how?
- Exactly where were you sitting, standing, or working when the accident occurred?
- Describe the mechanics of the fall, trip or slip, or whatever happened.
- Never request a description or re-enactment of the injury!
- Did you damage or dirty your clothing in any way during the accident?
- Did you require medical treatment as a result of the injury?
- Where did you go for such treatment?
- Who directed you or transported you to that facility or provider?
- Did a supervisor or co-worker accompany you to the hospital?
- What doctor provided medical treatment to you?
- Did the doctor provide you a medical slip with a diagnosis or work authorization?
- What time did your work shift begin on the day of the accident?
- What time was your work shift scheduled to end?
- Has your work shift schedule been changed in the last three months?
- Who do you usually work with in the area where the accident occurred?
- Was there anything different about your work hours, duties, or the work environment on the day of the injury? [Time, location, identity of co-workers, etc.]

QUESTIONS FOR AUTOMOBILE ACCIDENT INJURIES

- Were you driving or a passenger in a City-owned vehicle?
- Were you on-duty at the time of the accident; i.e. on an errand for the city?
- Who assigned you to perform that errand?
- Where were you going?
- What was the purpose of the trip?
- When did the trip begin?
- Are such assignments a normal part of your job?
- Is the city vehicle assigned to you or to your department?

If the injured employee is claiming an injury that occurred while operating or riding in a private vehicle, or while on a break or at lunch and not on city premises the following questions are necessary.

- Who owns the vehicle you were operating or riding in?
- Where were you going?
- What was the purpose of the trip?
- Who authorized you to engage in same activity while in a private vehicle?
- Were you working that day or on a day off?
- When did your work shift begin the day of the accident?
- When was it scheduled to end?
- Where did the trip begin?
- Were you entitled to mileage reimbursement during the trip?
- Who authorized the payment of mileage?
- What benefit did the city derive from this travel?
- Were you paid for your time during the travel?
- Who authorized salary or wages to be paid during the trip?

If the injury occurs during a break or lunch hour, does not involve a vehicle, and does not occur on city owned property, the following questions need to be asked. (Pedestrian injuries)

- Why were you at the location of the injury?
- Were you on any errand or performing any service for the city at that location?
- What activity were you engaged in that was of benefit to the city?
- Had you been instructed by your employer to be there for that purpose?
- Who gave you those instructions?
- Were you on a break or on your lunch hour?
- When did it begin and when was it to end?
- How you performed these services in the past?
- When was the last time you performed such services?
- Were you compensated for your time during the break or lunch period?

Remember that these questions are in addition to the questions you must ask regarding the nature of the injury itself. These questions, along with those for motor vehicle accidents are for the purpose of ruling out an application of the Going & Coming Rule, or for the primary issue of AOE/COE.

QUESTIONS FOR INJURED EMPLOYEE'S SUPERVISOR

- Do you have any concern for the validity of the claimed injury?
- Who assigned the injured worker to the duties he was engaged in at the time of the injury?
- Was the injured worker paid during the activity away from the regular workplace?

- Did you interview the injured employee and record his or her statement?
- When first reported, exactly what parts of the body were claimed as injured?
- Did the injured employee request or receive medical treatment for the injury?
- Where was the treatment provided and who provided it?
- Who authorized the treatment or referred the injured employee to that doctor or clinic?
- Did anyone accompany the injured worker to the clinic, hospital, or doctor's office?
- How was the injured employee transported to the medical provider?
- Did a treating MD give the employee a medical form with a diagnosis, Rx for treatment, or authorization for time off work?
- On the day of the injury, what time did the injured worker report for work?
- What time of the day was his or her shift scheduled to begin?
- Has the shift schedule been consistent for the last 30 to 60 days?
- Did the injured workers' supervisor verify the time his or her shift began and ended?

When reporting the circumstances of the injury it is important to elicit and record very precise details about how it occurred. Medical evaluators often need to know the exact mechanics of an injury to determine if the nature of the injury is consistent with the description provided by the employee. A precise description of the actual physical movements can confirm a valid injury or expose a fraudulent claim.

- How did he or she slip/fall?
- What did he or she slip on?
- How did he or she fall? Forward, backward, or sideways?
- Did he or she land on the knees, hands, or back?
- What part of the body struck the ground, sidewalk, or floor? (Be specific)
- What parts of the body are experiencing pain or need medical care?
- Can the injured employee or witness point out the exact place of the injury?
- Can he or she describe the mechanics of the injury by referring to the specifics of the scene. (Stairs, Chairs, Desks, tools, carpets, etc.)

QUESTIONS FOR CO-WORKERS / WITNESSES

- How long have you known the injured employee?
- Do you know him or her socially away from the employment?
- How long have you worked with him or her?
- Did you actually witness the accident, or did you hear about it from others?
- Where were you when you saw the accident happen?
- Did you hear any unusual sounds or verbalization by the injured employee?
- Did the injured employee make any statement to you immediately after the injury?
- Did you see what actually caused the accident?
- Do you normally work in close proximity to the injured employee?
- Was there anything unusual about his or her work activities before the accident?
- Did the injured employee say anything to you about what caused the accident?
- Did any environmental condition cause or contribute to the accident? [Oil or water on the floor, loose cable, etc.]
- Did the injured worker complain of pain or symptoms related to the injury?
- Did he or she identify any parts of the body that were injured?
- Did you actually see the injury? [Cut, abrasion, swelling, discoloration, etc.]
- If you did see such condition, describe exactly what you saw?
- Has the injured worker complained before about pain affecting the same body part(s)?

- Are you aware of any sports or dangerous hobbies the injured worker participates in?
- Is there anything about this incident that seems inconsistent or suspicious?
- Is there anything about the employee's version of the injury that concerns you?
- Did you make any statement to any other person about this incident? If so, who?

SUBROGATION INQUIRY

The following questions are general in nature and are intended to be asked of any witnesses interviewed during the investigation. The investigator must ask at the earliest stage of the investigation if there is any possibility of a subrogation claim in the facts or circumstances of the accident.

- Could a defective product be a cause of contributing factor in this accident? Was the product poorly designed or manufactured, or maintained? Was there a failure to warn?
- Was the accident caused by a hazardous condition on the premises of another party or on city premises that are maintained by an outside contractor?
- Did employees of another party do anything that contributed to the injury in any way?
- If a traffic accident caused the injury, was the other party at fault or partially at fault? Was there a police report taken?

If circumstances warrant, do not hesitate to conduct an examination for physical evidence at the scene of a claimed injury.

- Look for evidence of skip marks, scratches, dents, or any other evidence supporting the injured workers' description of the event. (When tools or other heavy objects are dragged etc., they do leave marks.)

- Have the injured employee point out any tools or devices that were in use at the time of the injury. Inspect them for safety defects.

AFTER YOUR INVESTIGATION

- The results of your investigation are to be kept confidential. Report them only to your own supervisor, manager, the Personnel Department or the City Attorney's office.

- Complete your report immediately after your investigation is complete. Record the facts, your observations, and state your opinions.

- Forward the 5020 form and any completed DWC-1 submitted by the injured employee to the Personnel Department immediately through normal channels. DO NOT HOLD THESE FORMS! These forms must be sent to the Personnel Department to ensure that the city is in compliance with state reporting requirements and that benefits are timely provided to the injured employee.

- If a supervisor knows or suspects that an employee has lied about a work injury or has exaggerated the extent of his or her disability, a call to the Personnel Department or City Attorney is appropriate. Such information will be kept confidential when requested. No employee should be afraid to report misconduct in the workplace.

- Office of the City Attorney: (213) 847-2810
  Personnel Department (213) 847-2345

list of abbreviations.pdf

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ABBREVIATIONS

I. USE- This list is a guide to preparing reports. It does not limit the use of abbreviations to these words.

II. RULES

1. Persons reading the report should easily understand abbreviations. WHEN THERE IS DOUBT as to the understandable abbreviation of a word, DO NOT ABBREVIATE.
2. Abbreviations containing all capital letters do not require periods; e.g., DMV, BFMV.
3. In certain instances, the same abbreviation may be used to indicate the plural, various tenses or derivatives of a word; e.g., ID - identity, identified, or identifications.
4. Abbreviations USED ON TRAFFIC CITATION NOTES must be limited to those marked with an asterisk (*).

A

Above **ABV**
Address **ADD**
Administrative **ADM**
*Administrative Citation Enforcement **ACE***
Advice or Advise **ADV**
All Points Bulletin **APB**
Apartment **APT**
Appreciable Property Damage **APD**
*Approximately **APPROX**
Arrest **ARR**
Attention **ATTN**
Avenue **AVE**

B

Bad Order **BO**
Between **BTWN**
Bicycle **BIKE**
Black **BLK**
*Blocks **BLKS**
Blond **BLND**
Blue **BLU**
*Body Worn Video **BWV***
Booked **BKD**
Booking **BKG**
Boulevard **BL**
*Boulevard Stop **BL STOP**
Broadcast **B/C**
Brown **BRN**
Building **BLDG**
Burglary **BURG**
Burglary From Motor Vehicle **BFMV**
Business and Professions Code **B&P**
*Business District **BUS DIST**

C

Caliber **CAL**
California **CA**
Calif. Highway Patrol **CHP**
Captain **CAPT**
Cared For By Driver **CFBD**
Cared For by Owner **CFBO**
Chief of Police **COP**
Citation **CIT**
City Property Involved **CPI**
*Paced/Est Speed In Zone **45/25**
Commander **CMDR**
Commanding Officer **CO**
Command Post **CP**
Community Relations Officer **CRO**
*Crossing **X-ING**
*Crosswalk **X-WALK**

D

Daily Field Activities Report **DFAR**
Dark **DK**
Date of Birth **DOB**
Dead on Arrival **DOA**
*Defendant **DEFT**
Delinquent **DEL**
Dept. of Child and Family Services **DCFS**
Dept. of Motor Vehicles **DMV**
Dept. of Transportation **DOT**
Detective **DET**
Division **DIV**
*Double Line **DBLE LINE**
*Driver's License **DRIV LIC**
Driven From Scene **DFS**
Driving Under Influence **DUI**
Drug Recognition Expert **DRE**
*Department Risk Manager **DRM***

E

East **E**
*Eastbound **E/B**
Electro Chemical Infra Red **EC/IR**
Emergency **EMER**
Evidence **EVID**
*Expired **EXP**
*Estimate **EST**

F

Felony **FEL**

Female **F**

Field Interview Report **FI**

Field Task Force **FTF**

Follow up **F/U**

*Following Too Close **FTC**

Foot, Feet **FT**

*Freeway **FWY**

G

Gone on Arrival **GOA**

Gray **GRY**

Green **GRN**

Gross Grams **GG**

H

Had Been Drinking **HBD**

Hazel **HZL**

Health & Safety Code **H&S**

High School **HS**

Hispanic **HISP**

Hit and Run **H&R**

Hospital **HOSP**

I

Identify, Identification **ID**

Impound **IMP**

Inch **IN**

Indian, American **IND**

Information **INFO**

Injury **INJ**

Injury On Duty **IOD**

*Intersection **I/S**

Intoxicate **INTOX**

Investigation **INV**

Investigating Officer **I/O**

J

Juvenile **JUV**

K

L

Left Front **L/F**

Left Rear **L/R**

*Left Turn **LT/T**

License **LIC**

Lieutenant **LT**

Location **LOC**

LA County-Univ. of
Southern California
Medical Center **LAC- USCMC**

LA Fire Dept. **LAFD**

LA Harbor Dept. **LAHD**

LA Housing Authority **LAHA**

LA International Airport **LAX**

LA Municipal Code **LAMC**

LA Unified School District **LAUSD**

Local Area Network **LAN**

M

Male **M**

*Marked **MKD**

*Marked Crosswalk **MKD X-WALK**

Market **MKT**

*Maximum **MAX**

Medical Treatment **MT**

Medium **MED**

*Miles Per Hour **MPH**

Minimum **MIN**

Miscellaneous **MISC**

Misdemeanor **MISD**

Missing Juvenile **MJ**

Month **MO**

*Motorcycle **M/C**

N

Narcotics **NARC**

No Vehicle Seen **NVS**

No Further **NFD**

Description *Not* Applicable **N/A**

North **N**

*Northbound **N/B**

*Not in Possession **NIP**

O

*Observed OBS

Office OFC

Officer OFCR

Officer-in-Charge OIC

Ounce OZ

P

*Parked **PKD**

Parking **PKG**

Parole Officer **PAR OFCR**

Party One, Two, **- P-1, P-2**

*Passed Other Veh. **POV**

Passenger **PASS**

*Pedestrian **PED**

Person Reporting **PR**

*Personalized License Plate **PLP**

*Plates **PLTS**

Point of Impact **POI**

Police Administration Building **PAB**

Police Commission **P/C**

Police Officer **PO**

Possible **POSS**

Private **PVT**

Probable Cause **PC**

Probation Officer **PROB OFCR**

Property **PROP**

Q

Questioned and Released **Q&R**

R

Radio Call **R/C**

Railroad **RR**

Ran Off Roadway **ROR**

Received **RECD**

*Registration **REG**

Report **RPT**

Rescue Ambulance **RA**

Residence **RES**

*Residential District **RES DIST**

Reporting District **RD**

Right Front **R/F**

Right Rear **R/R**

*Right Turn **RT/T**

*Right of Way **ROW**

Roadway **RDWY**

Room RM

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