

## CHAPTER IX – Support Functions

### 9/1 Crime Analysis

#### 9/1.1 Crime Analysis Detail

##### A. Policy

It is the policy of the LAWA Police to maintain a Crime Analysis Detail for the specific purpose of collecting, collating, analyzing, and disseminating crime related data. This detail is responsible for processing the data, preparing crime analysis reports and other reports as needed.

This section sets forth a system for the collection, analysis and dissemination of crime data for identifying crime trends and to assist in the effective deployment of LAWA Police resources.

##### B. Chain of Command

The Chain of Command of the Crime Analysis Detail is as follows:

1. Chief of Airport Police;
2. Deputy Chief, Office of Operations
2. Commanding Officer, Patrol Services Section;
3. Supervisor, Crime Analysis Detail

##### C. Duties and Responsibilities

The Crime Analysis Detail has the responsibility to collect, collate, analyze and disseminate all data processed for crime analysis. The process and procedures are as follows:

#### 9/1.2 Collection of Data

Crime, arrest and other data shall be extracted from crime reports, field interview reports, arrest reports, and employee's reports. Collection of pertinent data from other agencies or sources shall be coordinated by the Police Crime Analysis Detail (CAD).

##### A. Collection of Data

Crime and arrest information shall be collected daily to ensure timely and meaningful analysis, this data shall be classified according to:

1. Type of crime;
2. Detailed description of offenders;
3. Time of Occurrence;
4. Geographical location by reporting districts;
5. Other appropriate categories.

##### B. Analysis of Data

Crime data shall be analyzed to:

1. Identify criminals and their methods of operation;
2. Determine evolving and existing crime patterns;
3. Facilitate apprehension and prosecution of criminals;
4. Furnish data for long-range planning.

##### C. Dissemination of Crime and Arrest Data

Monthly summaries of crime occurrences shall be prepared and distributed by the Police Crime Analysis Detail to all sections, and units of the LAWA Police. Section Commanders and Unit Supervisors shall be responsible for further distribution of this information to personnel under their command.

##### D. Crime Factors

Specific crime factors in the monthly crime analysis report shall include the following:

1. Frequency of crime;
2. Location, time(s), and date;
3. Victim and target description;
4. Physical evidence information;
5. Suspect and suspect vehicle description;
6. Method used to attack victim or property (Modus Operandi).

#### 9/1.3 Crime Analysis Report

The monthly report shall contain a spot map or computer generated printout depicting crime occurrences, times and locations.

The Commanding Officer, Patrol Services Section, shall review all reports and utilize the information to assist in the formulation of field deployment. Trends should be closely observed particularly as they relate to peak travel usage and numbers of persons frequenting the airport facilities.

The Commanding Officer, Patrol Services Section, shall utilize these reports to assist in focusing and concentrating resources on those areas and victims that may be targeted by perpetrators.

##### A. Outside Distribution

Crime analysis reports shall be made available to other agencies, which have law enforcement responsibilities in the Airport complex.

1. Confidential reports shall only be distributed to concerned agencies and only with the express authorization of the Chief of Airport Police or a designee.
2. Distribution of crime, arrests and related reports may also include other agencies of the Criminal Justice System.

A copy of the crime analysis reports shall be forwarded to the LAWA Media Relations Division.

#### 9/1.4 Feedback System.

All Commanding Officers shall address the crime situation in the monthly management report to the Chief of Airport Police. If the commanding officer has direct responsibility for crime deterrence/suppression, he shall detail the plans and the manner in which he is concentrating his efforts in the report.

Commanding officers who are providing support services to line sections shall address the manner in which their personnel are assisting the efforts of line personnel in crime suppression.

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**9/1.5 Crime Bulletins and Alerts**

A. Development of Crime Bulletins and Alerts

All assertions and statements contained in a Crime Bulletin or Alert, including Information Only Bulletins shall be supported by written documentation on file in the CAD office.

CAD are not required to produce any Bulletins or Alerts that, in the judgement of the CAD staff requires supporting written documentation, unless such documentation is provided to CAD prior to release of the Bulletin or Alert.

B. Review and Approval of Crime Bulletins and Alerts

All Crime Bulletins and Alerts shall be reviewed and approved by the Patrol Services Section Commander or the Detective investigating the crime prior to release. In the absence of either the Commander or the detective, the Bulletin or Alert shall be reviewed by the Chief of Airport Police or designee, or the Commander acting in the absence of the Chief of Airport Police.

C. Release of Bulletins and Alerts to Outside Agencies

Requests for Bulletins and Alerts from outside agencies shall be submitted to the Crime Suppression Unit supervisor. In urgent situations, and in the absence of the Crime Suppression Unit supervisor, the request shall be directed to the CAD supervisor.

**9/2 Special Units**

**9/2.1 Dignitary Protection Unit**

A. Mission Statement

The Los Angeles World Airport Police established the Dignitary Protection Unit in 1986. The purpose of the unit is to ensure that dignitaries arriving and departing Los Angeles International Airport receive the proper protection and courtesies while at the airport and to maintain liaison with federal, state, local and international law enforcement agencies and the Los Angeles Consular Corps.

The responsibilities of the Dignitary Protection Unit include:

- Providing world class protection to dignitaries arriving and departing Los Angeles International Airport;
- Avoiding embarrassment to the U.S. government, the dignitary, the dignitary's government, the City of Los Angeles and the Los Angeles World Airports;
- Acting as the liaison with the protocol offices of the United States Secret Service, the United States Department of State, the California Highway Patrol, the State of California Attorney General's Office, the Los Angeles County District Attorney's Office, the Los Angeles County Sheriff's Office, the Los Angeles County Office of Protocol, the City of Los Angeles Mayor's Office of Protocol, the Los Angeles Consular Corps and other agencies, on behalf of the Los Angeles World Airports and the LAWA Police;
- Being the single contact point to assist agencies with planning implementing and coordinating the protection of the dignitary while at Los Angeles International Airport;

- Acting as liaison with intelligence organizations on a regular basis to share intelligence information pertaining to the aviation community, local and state issues and events as they relate to the Los Angeles World Airports;
  - Insuring the arrival or departure of a dignitary does not interfere with the everyday operation of the involved airline and the general operation at LAWA;
  - Protecting assets belonging to the Los Angeles World Airports.
- B. Core Values
- Insure that diplomats and consular corps officers are accorded their respective privileges, rights and immunities as directed by international law and federal statutes;
  - Courtesy and respect are paramount to a professional resolution.

**9/2.2 Bicycle Patrol Unit**

A. Mission

The Bicycle Patrol Unit shall support the mission of the LAWA Police with specific emphasis on:

1. Crime suppression and criminal apprehension in the Airport parking structures and outer parking lots;
2. Tenant and public contact to promote public relations between LAWA Police and the community;
3. Support response to calls for service within designated patrol areas, particularly calls for screening station support;
4. Traffic control in the Airport Central Terminal Area.

B. Tactics

Tactics to be utilized by the Bicycle Patrol Units shall include, but not be limited to:

1. Providing high visibility patrol for LAWA operated parking structures, outer parking lots and employee parking lots;
2. Silent approach to observed or reported crimes-in-progress and suspicious activity in the designated patrol areas;
3. Providing night time escorts in parking lots, if requested, based on availability;
4. Traffic control, utilizing bicycles to bypass heavy vehicle traffic;
5. Rapid apprehension of fleeing suspects;
6. Rapid response to emergency calls;
7. Liaison with tenant employees to identify special enforcement problems and provide input for possible solutions to these problems;
8. Selective enforcement in locations identified as high crime areas;

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| <p>C. Management</p> <p>1. Selection</p> <p style="padding-left: 20px;">Selection of candidates for the Bicycle Patrol Unit shall follow the procedures outlined in Section 3/8 - Special Assignments.</p> <p>2. Supervision</p> <p style="padding-left: 20px;">Unit supervision shall be the responsibility of the assigned unit supervisor. The assignment as Unit supervisor shall be a collateral assignment to that supervisor's primary assignment.</p> <p>3. Deployment</p> <p style="padding-left: 20px;">Deployment of bicycle patrols shall be in two officer teams. Deviations may be made with the approval of the Unit supervisor.</p> <p style="padding-left: 20px;">The Unit's duty hours and days shall be flexible for response to enforcement problems.</p> <p>4. Training</p> <p style="padding-left: 20px;">All officers assigned to the Bicycle Patrol Unit shall complete a 40-hour POST approved Bicycle Patrol Course prior to being deployed on bicycle.</p> <p style="padding-left: 20px;">Exceptions may be made by the Unit supervisor for training purposes provided adequate measures are taken for safety.</p> <p>5. Equipment and Uniform Specifications</p> <p style="padding-left: 20px;">Refer to Section 6/3.1 for Equipment and Uniform Specifications.</p> | <p>4. Training LAWA employees, tenants and contract employees on their responsibilities under the ASP;</p> <p>5. Training contract screening company and airline employees on proper restricted area access alarm resolution;</p> <p>6. Updating the federally-mandated ASP to reflect changes in conditions affecting security at all LAWA airports and mandatory ASP changes required by the FAA;</p> <p>7. Evaluating access control systems, methods and procedures for effectiveness in light of current security needs and make recommendations for improvement, where appropriate;</p> <p>8. Maintaining perimeter lock and key records in accordance with the ASP;</p> <p>9. Evaluating access control procedures at LAWA airfield access posts and make recommendations for improvements, as appropriate;</p> <p>10. Acting as a liaison with FAA personnel in a cooperative effort to ensure a safe airport environment;</p> <p>11. Conducting follow-up investigations of reported security breaches and other airport security-related incidents;</p> <p>12. Utilizing the applicable automated access control system to grant, update, delete or restrict access to the Air Operations Area;</p> <p>13. Conducting the federally-mandated annual aviation security contingency exercise;</p> <p>14. Maintaining records of airport security incidents, security improvements and security training provided by VAAU personnel.</p> |
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### **9/2.3 Vulnerability Assessment and Analysis Unit**

The Vulnerability Assessment and Analysis Unit was created to ensure compliance with Federal Aviation Regulations relating to the security of the Air Operations Area.

- A. Mission Statement
- It is the mission of the Vulnerability Assessment and Analysis Unit to ensure a safe environment for business and travel at Los Angeles International Airport through compliance with the Comprehensive Airport Security Program with emphasis on security awareness, physical security and participation of all those who travel or conduct business at all LAWA airports. This mission can be accomplished through education, self-inspection, enforcement and a cooperative effort among all those affected at LAWA.
- B. Duties and Responsibilities
- The Vulnerability Assessment and Analysis Unit is responsible for:
1. Inspecting LAWA Tenant and Cargo facilities to ensure compliance with exclusive area agreements, tenant security agreements and the applicable Comprehensive Airport Security Program (ASP);
  2. Conducting security assessments of new and existing LAWA facilities to improve security;
  3. Providing security related guidance to contractors and LAWA employees relating to construction at all LAWA airports;

### **9/2.4 Commercial Enforcement Unit**

- A. Mission Statement
- To enhance the safety of the public who use commercial ground transportation at Los Angeles World Airports.
  - To assist allied agencies with enforcing rules and regulations governing all transportation of persons and property.
  - To inspect permits and work locations of commercial vehicles doing business on LAWA property.
  - To investigate motor vehicle traffic collisions that occur within the LAWA jurisdiction.
  - To enforce parking regulations within employee parking lots.
  - To support the Dignitary Protection Unit as needed.
- B. Duties and Responsibilities
1. Investigate traffic collisions involving LAWA Police Vehicles.

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2.	Patrol Functions	9/2.5	<b>Canine Unit</b>
a.	Central Terminal Area	A.	Mission Statement
•	Commercial Vehicles		The Canine Unit is dedicated to enhancing the law enforcement services of the Los Angeles World Airports Police through high visibility patrols, physical deterrence, unattended vehicle and article investigations, explosives detection, and public service to the aviation community. The Canine Unit will strive to reduce the expenditure of police staffing hours while increasing the safety of both the public and LAWA Police personnel by utilizing the canine and Handlers' training and expertise.
	Ensure all commercial vehicles comply with LAWA rules and regulations.		
	<b>Note - Any commercial vehicle may drop off whether it is part of the airport permit program or not.</b>		
•	For-Hire Vehicles	B.	Policy
	Vehicles that appear to be for-hire, regardless of whether they are authorized or unauthorized, are to inspected for the following:		The Canine Unit will respond to any request for service from within the LAWA Police, and may, upon request, assist outside law enforcement agencies. The Canine Unit will perform duties deemed appropriate by the Canine Unit Supervisor in support of the Mission of the Los Angeles World Airports Police.  The Canine Handler is responsible for making the final decision whether the Canine will be deployed in any given situation.
(1)	An Airport decal and/or a trip ticket when a for-hire limousine is observed in the CTA or in a parking lot;	C.	Information
(2)	Authority to do business at LAWA in accordance with applicable local ordinances, and within the state in accordance with Public Utility Code Sections 5371 and 5379, when applicable;	1.	Definitions
(3)	A correctly filled out waybill, when applicable;	a.	<b>Police Service Dog/Canine</b> - A dog specially trained to search for suspects, evidence and explosive materials, and to apprehend fleeing suspects, under the guidance of a trained Police Service Dog Handler.
(4)	Meters, logos, decals, driver's permits, etc. if the vehicle is a taxi.	b.	<b>Handler</b> - A sworn LAWA Police employee who has been selected and trained to work with Police Service Dogs.
b.	Bus/Van/Shuttle Stop and Taxi Zone Parking Enforcement and Inspections	c.	<b>Team</b> - A Handler and a Police Service Dog who are assigned to work together as partners.
c.	Holding Lots	d.	<b>Canine Unit</b> - A specialized unit within Patrol Services Section dedicated to providing Canine Team services to the LAWA Police.
	Ensure only authorized personnel are utilizing the lots. Enforce all soliciting ordinances.	e.	<b>Approved Vendor/Trainer</b> - The company (ies) or agencies LAWA contracts with for the acquisition of canines, to conduct the basic Handler and explosive detection courses, and to advise and consult with LAWA Police regarding police service dogs.
d.	Cargo Areas	2.	General Application
	Enforce all parking and traffic regulations in the cargo complexes. Inspect permits of catering trucks operating in these areas.		Canine Teams provide the following benefits:
3.	Plain Clothes Details	a.	Provide high visibility patrol of terminal areas;
	CEU officers, assigned to work plain clothes, target unauthorized persons soliciting passengers as for-hire vehicle drivers in violation of applicable local ordinances and/or PUC Section 5371 by acting as passengers to have these individuals solicit them, or be close enough to be a witness when they solicit other people.	b.	Respond to unattended article calls;
4.	Vehicle Inspections - Passenger Commercial Vehicles	c.	Search for explosives, suspects or evidence;
	Periodical checks of passenger commercial vehicles are conducted at LAWA by CEU. Occasionally, these checks are conducted as a joint enforcement activity with the California Highway Patrol, Landside Operation, the Public Utility Commission, and other local regulatory agencies.	d.	Assist the LAPD, LASD or Ontario Police Bomb Squad upon request;
5.	Dignitary Protection Unit (DPU) Details	e.	Assist the Transportation Security Administration (TSA) upon request;
	CEU officers provide uniformed support for DPU details when needed.	f.	Facilitate the capture of suspects while reducing potential injury to officers, the public, or the suspect.
6.	Any other duties as may be required by the Traffic Services Section Commander.		

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3. Overview of Police Service Dog Use
- An officer has a variety of options/tactics available to him/her which may be used to identify a possible explosive device, apprehend a suspect or control a potentially dangerous situation. Officers must evaluate each situation and determine whether the use of the canine is a reasonably effective and safe option under the circumstances.
- Canines may be used:
- a. For explosives detection;
  - b. For investigation of possible crime;
  - c. To search for, control and apprehend suspects wanted for felonies;
  - d. To search for or apprehend a subject who appears to be a juvenile if the subject is armed with a firearm and presents an imminent threat of serious bodily harm to himself/herself, the officers or others;
  - e. In any other situation where there is a reasonable belief that, due to the circumstances surrounding the incident, there is an imminent danger to the public or officers, either known or perceived.
4. Canines are trained and capable of being used in numerous law enforcement situations including, but not limited to the following:
- a. High visibility of police presence in and about LAWA facilities;
  - b. Conducting searches for explosive material odors;
  - c. Conducting open area searches for hidden suspects or evidence;
  - d. Conducting searches of structures for hidden suspects or evidence;
  - e. Conducting searches for arrestees who escape from custody;
  - f. Assisting the Dignitary Protection Unit when handling VIP arrivals and departures;
  - g. Primary units to crimes in progress;
  - h. Assisting in the apprehension of fleeing suspects;
  - i. Deterrent to aggression toward the Handler, other officers, or civilians;
  - j. Providing crowd control in unruly and hostile situations;
  - k. Assisting the Special Response Team in high-risk operations where explosives, evidence or suspects may be secreted;
  - l. As ambassadors to the community at public meetings and demonstrations;
  - m. In any other situation where the canine's unique training and abilities may be beneficial.
5. Off-Leash Use
- Canines shall remain on leash at all times except under the following circumstances:
- a. When the canine is used off-leash to search for a suspect in a secured/closed environment (i.e. - a fenced area, enclosed building, etc.);
  - b. In the apprehension of a fleeing suspect;
  - c. To clear a vehicle during a felony vehicle stop; or,
  - d. To defend the Handler or others from imminent bodily harm (Refer to Part 5.a, this section).
  - e. When released from a vehicle via the Emergency Remote Control Door Opening System (Refer to Part 5.c, this section).
- D. Procedures
1. Deployment of Police Service Dogs
- a. Canine Teams:
    - Will be assigned to the Patrol Services Section, using specially marked canine patrol units;
    - May be assigned as area units or roving footbeat units. However, consideration should be given to limiting the types of calls they are required to handle as the primary unit so as to keep them available for calls requiring the specific talents and training of a Canine Team.
    - Will respond to the termination point of all vehicular pursuits, if available.
  - b. Public Areas or Establishments

Whenever a canine is taken into a public area or an establishment the canine will remain on leash unless engaged in an off-leash activity in accordance with this policy.
  - c. Requests from Outside Law Enforcement Agencies
    - The Canine Unit may respond to requests for assistance from other law enforcement agencies upon the Watch Commander's approval if the request does not interfere with or compromise the Mission of the LAWA Police.
    - LAWA Police Canine Teams will follow LAWA Police policies, procedures, and guidelines when assisting other law enforcement agencies.

**Note: Requests for assistance from outside agencies will not constitute "mutual aid."**
2. Unattended/Suspicious Articles
- a. Unattended Articles
    - The canine is an additional tool in determining whether an unattended article should be upgraded to a suspicious article or cleared.
    - The Handler will follow all current unattended article procedures.
    - The Handler will determine, based upon the skills of the dog and the circumstances present, whether it is appropriate for the canine to conduct a search of the unattended article(s).

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- The Handler on scene will determine if the article meets the criteria of a suspicious article. If the article is upgraded to suspicious, all current suspicious article procedures will be followed.
  - b. Suspicious Articles

A Canine Team **WILL NOT** investigate and/or search any article that has been declared "suspicious" per current suspicious article procedures
  - 3. Searches

A Canine Team may search:

    - a. Buildings and other LAWA facilities:
      - Upon the request of the Watch Commander or on-scene Incident Commander;

**Note: The final determination on deployment of the canine is the responsibility of the Handler (Refer to C - Policy).**
      - Upon the request of the TSA, the Police Bomb Squad, or other law enforcement agency, with the approval of the Watch Commander, when:
        - The sterile area of a terminal has been, or is suspected to have been, breached;
        - A bomb threat is received against a specific building owned or leased by LAWA or occupied by LAWA employees;
        - Reasonable suspicion exists to believe that any other areas, structures or aircraft may be at risk.
    - Note: Aircraft searches require the consent of the aircraft owner or authorized designee.**
  - b. Suspicious vehicles located on or adjacent to LAWA property in accordance with Section 10/4.5.C.
  - c. Suspect Search Procedure Guidelines
    - The Handler will make all reasonable efforts to ensure that the canine will not have adverse contact with the public.
    - A warning will be made prior to taking the canine off-leash unless conditions outlined in paragraph (4) below exist;
  - (1) The following language is a guide for a warning.

"Attention in the (search area). This is the Los Angeles Airport Police. Surrender immediately or a police dog will be used to find you. He will bite you."
  - (2) If it is believed that the suspect may be Spanish speaking, the warning will be made in Spanish, if possible.
  - (3) Other officers at the scene will confirm that they heard the warning and include such information under the "Additional" section of the Arrest Report, if used, and the Use of Force Report.

**Note: If there is no Arrest Report, the warning will be documented in an Employee's Report.**
  - (4) If a different warning is used, it should be reported verbatim in the report of the incident.
- Subsequent Warnings

The use of subsequent or repeated warnings acknowledges that each search is unique and the search team's response to a suspect and/or the suspect's actions requires flexibility. Subsequent and repeated warnings to a suspect is recommended, particularly in situations where verification of the original warning cannot be obtained (i.e. - building searches or dense areas). Where possible, a subsequent warning should be given.

If a subsequent or repeated warning is given, it should be documented under the "Additional" section of the Arrest Report, if used, and the Use of Force Report.

**Note: If there is no Arrest Report, the subsequent or repeated warning will be documented in an Employee's Report.**
- If the Handler believes that a warning would jeopardize himself/herself, other officers, or any citizens, the warning may be eliminated. Specific facts must be articulated in any report as to why a warning was not given.
- The Handler must make a concerted effort to keep the assisting officers apprised of the status of the search.
- When searching in residential areas a reasonable effort will be made to notify residents that a canine is in the area and may be off-leash.
- (1) Officers, utilizing a public address system, will instruct residents to remain inside their homes during the search.
- (2) Additional officers will be assigned to walk door to door, instructing residents to remain indoors and secure all pets during the search.
- (3) Residents will be notified when the search has been concluded.
- Duties and Responsibilities of On-Scene Supervisor
  - (1) The on-scene supervisor is responsible for directing and controlling the incident, including determining whether, upon consultation with the Handler, the canine is capable of performing the requested task.
  - (2) The Handler is responsible for advising the on-scene supervisor of the abilities and limitations of the canine and for assessing the scene as it pertains to the team's function.
- To reduce the risk and degree of injury to the suspect, should contact occur between the canine and the suspect, the canine shall be called off as soon as reasonably possible after first verifying the safety of officers and others.
4. Apprehension of Fleeing Suspects
  - a. Prior to taking the canine off-leash, the Handler will make all reasonable efforts to determine that the person the canine is being sent to apprehend is the actual suspect.
  - b. A clearly audible warning announcing the release of the canine will be given. The following language is a guide for a warning.

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- “Police. Stop, or I will release a police dog.”
- A verbatim statement of the warning will be included in the "Additional" section of the Arrest Report and the Use of Force Report.  
**Note: If there is no Arrest Report, the warning will be documented in an Employee's Report.**
  - If the Handler believes that a warning would jeopardize himself/herself, other officers, or any citizens, the warning may be eliminated. Specific facts must be articulated in any report as to why a warning was not given.
  - c. After the canine has been released, the Handler will make every effort to keep the canine in sight until the suspect has been apprehended. If the canine loses the suspect, the Handler will call the canine back immediately.
  - d. Subsequent Warnings  
The use of subsequent or repeated warnings acknowledges that each situation is unique and the Handler's response to a suspect and/or the suspect's actions requires flexibility. Subsequent and repeated warnings to a suspect is recommended, particularly in situations where verification of the original warning cannot be obtained. Where possible, a subsequent warning should be given.  
If a subsequent or repeated warning is given, it should be documented under the "Additional" section of the Arrest Report and the Use of Force Report, if used.  
**Note: If there is no Arrest Report, the subsequent or repeated warning will be documented in an Employee's Report.**
5. Handler/Officer Protection
- a. Canines are trained to protect their Handler without command. The canine cannot distinguish between a real or perceived threat to the Handler. Officers must exercise care around the canines.
  - b. Canines may be used to defend other officers or citizens.
    - The Handler may direct a canine to defend or protect any person as needed.
    - When the canine is used to protect someone other than the Handler, the Handler will keep the canine on leash unless the Handler determines that, due to the totality of the circumstances, including the safety of the Handler and others, that the canine should be released.
  - c. Emergency Remote Control Door Opening System ("System")
    - Handlers are issued a remote control door-opening device that permits the canine to exit the vehicle off-leash in an emergency situation.
    - This system shall only be used where there is a clear and present danger of serious bodily injury or death to the Handler, other officers or citizens.
- Before activating the System, the Handler must weigh the existing threat to himself/herself and others against the potential danger created by having the canine off-leash in a volatile situation.
6. Crowd Control
- a. Canines will not be used in crowd control situations where the crowd is peaceful and of a law-abiding nature.
  - b. Where there is a possibility of the crowd turning hostile, or, in a riot situation, one or more canines may be deployed to the area with the authorization of the Incident Commander or any supervisor and with the concurrence of the individual Handler.
    - Canines will be deployed behind a front line of officers as a psychological deterrent.
    - If it becomes evident that the position of the canines is not enough to deter aggression on the part of the crowd, the canines will be moved forward of the front line of officers.
    - The intended use of canines will be announced and the crowd given a reasonable amount of time to comply with commands to disperse.
    - The canines may be deployed as part of a concerted effort to disperse the crowd.
7. Bites and Injuries Caused By A Canine
- a. In the event of a bite or injury, paramedics will be immediately notified and appropriate medical attention will be provided.
  - b. The Canine Unit Supervisor will immediately respond to the location. If the Canine Unit Supervisor is off-duty or cannot be contacted, Communications will assign a supervisor to respond to the location.
  - c. The Canine Unit Supervisor or responding supervisor will:
    - Observe and note the injury or bite;
    - Contact the Watch Commander and give a brief synopsis of the situation.
  - d. The Watch Commander will notify the Patrol Services Section Commander and, if necessary, the Canine Unit Supervisor.
    - Suspect Bitten  
The Handler will:
      - (1) Complete a Use of Force Report with complete details of the circumstances surrounding the bite(s). The report must contain the suspect's name, date of birth, address, telephone number, extent of injuries, hospital that treated the suspect, attending physician's name, and a list of all witnesses, including officers.
      - (2) Require at least one other officer, preferably the assigned supervisor, observe the injuries caused by the bite(s). These injuries must be carefully documented in the Arrest and Use of Force Report.

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- Note: If the suspect refuses medical treatment or transportation for medical treatment, this must be documented in the Arrest Report along with the reason for refusal, if it can be obtained. If possible, have the assigned supervisor or another officer witness the refusal.**
- (3) The Handler will supply two sets of photographs of the suspect and the injuries. Photographs should show the location of the bite(s) clearly and be taken after medical personnel clean the wound(s) and before stitches are applied.
- Note: One set of photographs will be booked as evidence.**
- (4) A copy of all reports related to the bite incident, including a set of photographs, will be forwarded to the Canine Unit Supervisor.
- Accidental Bites
- The Handler will follow the procedures set forth in Part 7.a through e, and:
- (1) Complete an Employee Report titled "Accidental Bite" outlining the circumstances surrounding the accidental bite(s). The report must contain the subject's name, date of birth, address, telephone number, extent of injuries, hospital that treated subject, attending physician's name, and a list of all witnesses, including officers.
- (2) Complete an Outside Agency Animal Bite Report for the County of Los Angeles Department of Health Services (DHS), which is available in the Canine Unit Supervisor's office. The completed report will be faxed to DHS as soon as possible.
- (3) Require at least one other officer, preferably the assigned supervisor, observe the injuries caused by the bite(s). These injuries must be carefully documented in the Employee Report.
- Note: If the subject refuses medical treatment or transportation for medical treatment, this must be documented in the Employee Report, along with the reason for refusal, if it can be obtained. If possible, have the assigned supervisor or another officer witness the refusal.**
- (4) Photograph the subject and the injuries. The photographs should show the location of the bite(s) clearly and be taken after medical personnel clean the wound(s) and before stitches are applied.
- (5) A copy of all reports related to the bite incident, including the photographs, will be forwarded to the Canine Unit Supervisor and Risk Management.
- e. The Canine Unit Supervisor, or designee, will review and evaluate all canine injury reports and forward a copy to the Patrol Services Section Commanding Officer and the Chief of Airport Police.
- f. In the event of property damage only, reasonable efforts should be made by the Handler to notify the property owner or responsible person. The property damage incident will be documented on an Employee's Report.
8. Call-out Protocol
- a. Procedures
- In the event a Canine Team is needed, and there are no canine teams on duty, one may be requested on a "call-out" basis.
- Note - If it is determined that more than one team is needed, additional teams may be contacted to respond.**
- Call-out requests will go through the Watch Commander for approval.
  - The Canine Unit Supervisor will be notified of all call-out requests.
  - The Watch Commander may contact another near-by law enforcement agency to request assistance when there is an urgent need for a canine unit and the on-call unit cannot respond quickly.
- b. Criteria for Call-out
- Unattended Article
- A Canine Team may be requested to respond to an unattended article call. However, such call-out should not interfere with or delay the Bomb Squad's response. Therefore the Watch Commander must consider the likely response time of the Canine Team before ordering it to respond.
- Building and Property Searches
- A Canine Team may be requested to respond to search buildings and other LAWA facilities and property.
- Evidence/Suspect Search
- A Canine Team may be requested to respond if there is a need to search for or locate a suspect or evidence.
- c. On-Call Status
- Two Canine Teams will be placed on-call. A monthly roster will be maintained in the Watch Commander's office showing which teams are currently on-call.
  - All Canine Teams will be rotated on a weekly basis for on-call status.
  - Handlers, when on-call, are required to keep city-issued communication devices with them during off-duty time and respond if requested.
  - Handlers are required to update their residence addresses and phone numbers within 12 hours of any change by notifying the Operations Center and the Canine Unit Supervisor.
9. Requests From The Public - Canine Presentations



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### Definitions

**Demonstration** - Canine presentations are designed to demonstrate the ability of the canine. Handlers are required to know the exact location of the training aid prior to performing the demonstration. Demonstrations are not designed to test the abilities of the Canine Team.

**Testing** - Testing is designed to evaluate the capabilities of the Canine Team. Handlers are unaware of the location of the training aids. At no time will Canine Team testing be done during a Canine presentation.

- a. All requests for canine presentations from the news media shall be forwarded to the Section Commander and the Office of the Chief of Airport Police. A script will be required and submitted prior to final approval being granted by the Chief of Airport Police or designee.
  - b. All other requests for canine presentations will be referred to the Canine Unit Supervisor. The Section Commander or designee will approve all requests. The Canine Unit Supervisor will coordinate any presentations.
  - c. The Canine Unit Supervisor will make all assignments for lectures, demonstrations, or public exhibitions. The supervisor will notify the LAWA Police Community Liaison Office and LAWA's Media Relations and Community Relations Divisions of any scheduled public presentation.
    - Staffing needs and coverage must be met before any demonstrations are scheduled.
    - Public awareness of the LAWA Police canine program is an important asset. Requests from the public will be acknowledged and accepted whenever possible.
  - d. An Employee Report, detailing the nature and substance of the canine presentation, will be submitted to the Canine Unit Supervisor. A copy shall be forwarded to the Patrol Services Section Commander.
  - e. Duties at Public Appearances
    - Handlers participating in public appearances will conduct themselves in a professional manner.
    - Only clean, well-maintained equipment will be used at presentations.
    - Handlers will not demonstrate the apprehension abilities of a canine without approval of the Canine Unit Supervisor and the Patrol Services Section Commander or designee.
  - f. Handlers should not become involved in any situation where a civilian might be endangered or where the use of the canine could bring discredit to LAWA.
- E. Reporting Procedures
1. Each Handler is required to complete and submit a Canine Unit Field Activity Report at end of watch.
  2. See Part 7, this section for Canine Bites reporting procedures.
3. Files For Individual Canine Teams
    - a. The Canine Unit Supervisor will maintain files on each canine. The file will include training records, medical treatment, citizen complaints, and commendations.
    - b. Handlers will ensure all reports involving canine teams (except Canine Unit Field Activity Reports) are included in the Canine File by flagging such reports as "Copies to: Canine File."
    - c. Records Unit will maintain any Crime or Arrest Report involving canine units. A copy of these reports shall be forwarded to the Canine Unit Supervisor, who will file the report copy in the involved canine's file. An additional copy shall be forwarded to the Patrol Services Section Commander.
    - d. All non-active Canine Team files will be sent to the Document Retention Center per standing LAWA policy.
  4. Other Reporting Procedures and Statistical Documentation
    - a. Training Database Input
      - Handlers will record any training session in the Canine Unit Training Logbook.
      - The Canine Unit Training Logbook will be submitted to the Canine Unit Supervisor at the end of each workweek for review and input into the Canine Unit Training Database.
    - b. The Canine Unit Supervisor will prepare a Monthly Report and submit it to the Section Commander.
  - F. Equipment
    1. New Equipment

Equipment will be issued to each new Canine Team and replaced as needed. Requests for new or replacement equipment will be submitted to the Canine Unit Supervisor in writing.
    2. Inspection of Equipment
      - a. The Canine Unit Supervisor shall annually inspect canine personnel and equipment.
        - (1) Inspections may be conducted at the Handler's residence, any LAWA Police facility, or whenever the Handler is on duty.

**Note: Inspections at the Handler's residence will be limited to areas where the canine is quartered and where the department vehicle is stored.**
        - (2) A written report, outlining the visit, shall be completed. This report shall include the following information:
          - (a) Location of the kennel;
          - (b) The size of the kennel;
          - (c) Materials used to build the kennel;
          - (d) Is the kennel shaded?
          - (e) What is being used to shade the kennel?
          - (f) Is the kennel secured?
          - (g) Is the kennel free of debris?

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| <p>(h) Is the kennel not accessible to the public or any other animals?</p> <p>(i) Does the kennel have adequate ventilation, cooling, heating and sanitation systems?</p> <p>(j) Is the area free of infestation of mosquitoes, ticks, rodents or other pests?</p> <p>(k) Is the kennel located in an area that will provide for proper supervision, protection and care of the canine?</p> <p>Written reports shall be available to the TSA upon request.</p> <p>b. Handlers will be responsible for:</p> <ul style="list-style-type: none"><li>• Maintaining equipment in accordance with regulations;</li><li>• Immediately reporting any unsafe or unusable equipment to the Canine Unit Supervisor.</li></ul> <p>3. Canine Unit Vehicles</p> <p>a. Vehicles will be maintained in a safe operating condition with a <u>clean</u> appearance.</p> <p>b. Handlers driving an assigned unit will wear a uniform appropriate for the assignment.</p> <p>c. Home-Garaging Employee's Responsibilities</p> <p>(1) Canine Officers</p> <p>The purpose of home-garaged vehicles for the Canine Unit is to provide Canine Officers a means of transporting their canine while performing official duties requiring the use of a canine.</p> <p>Use of Canine home-garaged vehicles for official duties not requiring transportation of a canine is prohibited.</p> <p>(2) Canine Unit Supervisors</p> <p>The purpose of a home-garaged vehicle for the Canine Unit Supervisor is to provide a means of transportation during emergency call-outs.</p> <p>(a) Only Canine Unit supervisors that have received training from the TSA or any contracted Canine training facility have authorization to use Home-garaged vehicles.</p> <p>(b) Home-garaged vehicles may be used when the supervisor is scheduled for on-call status.</p> <p>d. General Duties and Responsibilities</p> <p>(1) Personal use of home-garaged vehicles is prohibited.</p> <p>(2) When not in use, all home-garaged vehicles must be properly secured and/or garaged at the Handler's or supervisor's residence in an area that is not readily viewable or accessible to the general public, with adequate security to safeguard the vehicle and its contents.</p> <p>4. Neither canines nor Department equipment shall be used for non-LAWA approved purposes.</p> | <p>G. Training</p> <p>1. Approved Vendor/Trainer</p> <p>The Department will retain the services of a vendor/trainer ("Approved Trainer") who will conduct the Basic Handler and Explosive Detection courses. The Approved Trainer will consult with LAWA Police to ensure that continuing training meets or exceeds P.O.S.T. guidelines and the trainer's standards.</p> <p>2. Initial Training of Canine Teams</p> <p>a. New Canine Teams will complete a Basic Handler Course and Explosive Detection Course which meet or exceed P.O.S.T. guidelines. The training will be conducted by the Approved Trainer.</p> <p>b. Canine Teams successfully completing the initial training courses will be released to full patrol duties and are required to follow guidelines for continuing training.</p> <p>3. Continuing Training of Canine Teams</p> <p>The LAWA Police has established a specific training program designed to keep canines at a consistent performance level. Training is to be conducted either on duty or during scheduled training sessions. Training should not be conducted off duty.</p> <p>a. Continuing training must meet or exceed training guidelines required by P.O.S.T. and the Approved Trainer.</p> <p>b. It is the responsibility of the individual Handler to make sure he/she and the canine meet or exceed all required training standards.</p> <ul style="list-style-type: none"><li>• If a Canine Team does not meet training standards, the Handler will immediately notify the Canine Unit Supervisor.</li><li>• The Canine Unit Supervisor, in conjunction with the Approved Trainer, will evaluate the deficiency and determine if the Canine Team should remain in service until the deficiency is corrected, or be removed from service until such time as the deficiency is overcome.</li><li>• If the deficiency cannot be overcome, the Canine Unit Supervisor will determine whether:</li></ul> <p>(1) The canine or handler should be replaced;</p> <p>(2) The canine should remain in service in a limited capacity; or,</p> <p>(3) The canine should be retired as outlined in Section H.6.</p> <p>H. Selection Procedures</p> <p>1. Selection of Handlers will follow procedures as outlined in Section 3/8.</p> <p>2. Selection of Canines</p> <p>a. Canines will be obtained through the Approved Trainer.</p> <p>b. Selection of canines will be a coordinated effort between the Approved Trainer, Canine Unit Supervisor, Handler and Veterinarian.</p> <p>c. Individual canines will be selected based on how they fit with the selected Handler and how they balance out the Canine Unit's ability to carry out its mission.</p> |
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| d.  | Canines must be in good health, and will receive a complete physical examination by the contract Veterinarian.  | (4) | The kennel must be located in an area that will provide for the proper supervision, protection and care of the canine.   |
| e.  | The Veterinarian will make recommendations regarding specific health issues such as hip and elbow joint grading.  | (5) | Kennels should be completely shade covered and properly ventilated. The kennel should be placed in an area that is not in direct sunlight.   |
| I.  | Canine Care   |     |  |
| 1.  | General   | (6) | Plastic tarps should not be used to cover any section of the kennel. Instead tarps that have breathability (i.e., mesh) should be used. These tarps should be placed on the outside of the kennel.   |
| a.  | It is the responsibility of the Handler to maintain his/her canine in such physical condition so that the canine is able to perform its duties.   |     | These conditions must be met at all times in regards to the Canine kenneling at the handlers home as well as at the Airport Police Canine facility.  |
| b.  | Each Handler must keep the Canine Unit Supervisor apprised of any change in the canine's physical condition or ability to perform as required.  | b.  | Canines will be kept at the homes of their Handlers in kennels or quarters.  |
| c.  | Canines should be kept on a regular feeding schedule, which will allow the canine ample time between meals and the next shift.  | c.  | The Department will provide approved kennels, which the Handler will keep clean and sanitary at all times.   |
| d.  | Canines will be groomed and inspected on a regular basis for conditions that may affect the canine's ability to work.   |     | <b>If the Handler does not want to be provided with a Department issued kennel, the Handler must have a kennel that meets or exceeds the type of kennel that is provided by the Department. The Handler provided kennel must be approved by the Department for use.</b>  |
| 2.  | Medical Care  |     |  |
| a.  | The Handler is responsible for ensuring the canine receives routine veterinarian care, including:   | d.  | Canines will be securely kenneled or under the direct control of their Handlers, on or off duty.   |
|     | <ul style="list-style-type: none"><li>• Vaccinations;</li><li>• Annual physical checkups.</li></ul>   | e.  | If left unattended, the kenneling area must be secured so that the canine will not be able to get out and unauthorized persons cannot gain access to the canine.   |
| b.  | Emergency treatment will be rendered by the closest designated emergency veterinary facility. The Handler will notify the Watch Commander or the Canine Unit Supervisor of any emergency services provided.   | f.  | Canines will not be lodged in any other location or under any other conditions unless approved by the Canine Unit Supervisor or the Section Commander.   |
| c.  | The Handler will notify the Canine Unit Supervisor of any treatment and provide all paperwork received by the attending veterinarian.   | g.  | In order for one handler to be able to care for another handler's canine due to extended leave (vacation, FMLA, sick etc), the handler's residence where the canine will be kept must be in compliance with the annual inspection policy with current photos on file.  |
| 3.  | Incapacitating Injury Or Illness  |     |  |
|     | If the canine sustains an injury or suffers an illness so severe that it can no longer perform the duties of a Police Service Canine, the canine will either be destroyed on the advice of the contract Veterinarian or be retired as outlined in Part 6, this Section. | (1) | Additionally the handler's residence must also comply with the Statement of Joint Objectives, Participant Responsibilities, Subsection 7 and Subsection 8.   |
|     |   | (2) | Handlers should notify their immediate supervisor and the FCC (Field Canine Coordinator) of their arrangements for the proper care and supervision of their canine while they are on leave or extended absences. The handler's residence should be properly equipped to care for additional canines (kennels, food, bowls, yard, fencing etc). |
| 4.  | Canine Kenneling Procedures   |     |  |
| a.  | Canines shall be kenneled in accordance with the TSA Statement of Joint Objectives, Participant Responsibilities, Subsection 7. This section states:  |     |  |
| (1) | Kennels require adequate ventilation, cooling, heating and sanitation systems.  | (3) | The caretaker shall be given information to include the feeding schedule, medication schedule, as well as the exercise schedule and any special instructions currently in place with the primary handler.  |
| (2) | Minimal noise level- Kennels must not be located near runways, taxiways, engine test cells, small arms range or other areas where the time weighted overall average sound pressure level for any 24 hour period exceeds 75 adjusted decibels.                           | (4) | Handlers should inspect the canines for health and welfare at reasonable time intervals.   |
| (3) | Kennel areas must be free of infestation of mosquitoes, ticks, rodents or other pests.  | (5) | The maximum number of canines at any residence should not exceed three.  |

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(6) Any absences, leaves or vacations exceeding five days; the canine must be kenneled at the LAWA contract kenneling facility or at the home of another handler provided the handler's residence is in compliance with the above kenneling procedures.

(7) In the event a Handler takes a vacation or extended time off, the canine may be relocated to an approved kenneling facility at the City's expense.

(8) The use of the kenneling facility located at 6650 W. Imperial Hwy (Canine Unit Office) shall not exceed five (5) days.

5. Transportation Care

a. When the Canine Unit vehicle is left unattended with the canine inside:

- It will be secured so that there is sufficient air or air conditioning to protect the canine from the heat.
- Handlers must be able to respond quickly to a canine's location in an emergency situation.

**Note - It is recommended that the canine be checked at least every 20 minutes to ensure that it is not in distress.**

b. Canines will generally not be allowed in the front seat of the vehicle and will not be permitted to extend any part of their bodies out of the vehicle windows.

6. Retirement of Canines

When it is determined that a canine is no longer able to perform the duties of a Police Service Canine, the Canine Unit Supervisor shall submit a recommendation to retire the canine through the chain of command to the Chief of Airport Police. All supporting documentation shall be attached to this recommendation. Upon approval, the following procedures will apply:

- a. The City will release custody, control and full title of the retired canine to the Handler in sole consideration of providing a comfortable, humane and caring environment for the remainder of its life.
- b. The Handler will provide a home, food and all necessary care and comfort for the retired canine at the Handler's expense.
- c. The Handler will not sell or trade the retired canine.
- d. The Handler will enter into an agreement with the City in which the Handler agrees to assume any and all liability and keep and hold the City and its employees harmless from damage and/or injury arising out of the acts or omissions of the retired canine.

7. Breeding of Canines

Handlers will not knowingly permit canines to breed with any other dog.

8. Death of a Canine

a. Handler's Responsibilities

Whenever a canine dies, the handler shall:

(1) Notify the on-duty Canine Unit Supervisor and the on-duty Watch Commander.

(2) Isolate the area where the death occurred;

(3) Wait for the arrival of the Canine Unit Supervisor.

b. Canine Unit Supervisor Responsibilities

The Canine Unit Supervisor shall:

(1) Notify the Canine Unit O.I.C.

(2) Respond to the location where the death occurred;

(3) Request CSI respond to the location to take photos of the deceased canine as well as the kennel and surrounding area (yard, fence etc).

(4) Contact the on-duty TSA Federal Canine Coordinator to determine whether or not the TSA would like to respond to the location prior to the deceased canine being moved or relocated.

**Note: If the on-duty Canine Supervisor cannot respond to the location, the Watch Commander shall be notified immediately. The Watch Commander shall assign a Patrol Supervisor respond to the scene.**

c. Canine Unit O.I.C. Responsibilities

The Canine Unit O.I.C., or designee, shall notify:

(1) The Commanding Officer, Office of Homeland Security & Intelligence

(2) The Chief of Airport Police;

(3) NEDCTP Officer-in-Charge;

(4) TSA Federal Canine Coordinator.

d. Watch Commander Responsibilities

The Watch Commander shall notify Communications Unit, who will notify Command Staff personnel.

e. Upon completion of the canine death investigation and after the TSA has indicated whether or not they will respond to the location where the death occurred, the deceased canine shall be transported to the West L.A. VCA for a necropsy. Prior to transporting, the VCA should be contacted for instructions on how to properly transport the deceased canine for preservation purposes.

**9/2.6 Crime Scene Investigation Unit**

The Crime Scene Investigation Unit shall be comprised of Police Officers primarily assigned to the Patrol Services Section.

A. Mission Statement

Officers assigned to duties as Crime Scene Investigators shall support the mission of the Airport Police Division with specific emphasis on:

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- The collection of latent prints and other types of evidence.
  - Preparing crime and evidence reports as well as other documents.
  - Assisting Detective Liaison Detail and Patrol personnel with preliminary and follow up investigations.
  - Testifying in any court proceedings in regards to evidence collection.
  - Providing documentation on a variety of incidents, including photography and videography.
  - Providing training for LAWA personnel.
  - Preparing displays and presentations for all LAWA divisions.
  - Comparing latent and visible prints against known print exemplars.
  - Entering fingerprint inquiries into the Automated Fingerprint Identification System.
  - Responding to request from outside agencies for forensic evidence comparison and collection.
  - Properly using and mixing chemicals to recover latent evidence.
- B. Procedures
1. Selection  

Selection of candidates for the Crime Scene Investigation Unit shall follow the procedures outlined in Section #3/8.
  2. Supervision  

A non-probationary sergeant shall be assigned as the CSI supervisor.
  3. Deployment
    - a. Actual field deployment will be at the direction of the Patrol Services Section Commanding Officer or his designee.
    - b. In addition to full time positions, designated Patrol Service Section officers may be assigned to assist on a part time basis. These officers shall receive training in forensic evidence collection.
    - c. When staffing permits, deployment consists of two (2) officers assigned to each watch to provide adequate coverage. Each week, one full time officer may be designated as the Primary Crime Scene Investigator for their assigned watch. The designation of Primary investigator shall be rotated among the Unit members on that watch in order to maintain competency. The other officer(s) shall act as an auxiliary officer(s) and assist the primary officer as needed.  

When the CSI supervisor is not on-duty, the Primary Crime Scene Investigator shall be the Lead Officer.
  - d. Officers may be assigned to special events and unusual occurrences to provide videography and photography services. Full time unit member's days off shall be adjusted independent of their watch assignment in order to maintain adequate field deployment. Part time CSI
- personnel may be scheduled to augment deployment needs.
4. Requests for Service
- All requests for CSI and VNET services shall be made via a V-NET/Crime Scene Investigation Request form. Sections number 1 thru 10 shall be completed by the requesting party. The remainder of the form is completed by the CSI or VNET Investigator processing the request. The bottom section is completed by the appropriate investigative section or designee for follow up requests. Upon completion of the request for service, the first page of the form (white copy) shall be attached to the original Crime or Arrest Report if available or to a Follow Up Report or Employee's Report if necessary. The second page (yellow copy) shall be retained by the requesting Officer or Detective. The last page (pink copy) shall be forwarded to the Crime Scene Investigation Unit supervisor for filing. Processed requests shall be returned to the requesting party as soon as possible. On felony arrests, a copy of the photographs shall be forwarded to Detective Liaison Detail for review upon submission of the report.
- Follow up requests for additional information require a completed V-NET/Crime Scene Investigation Request form including release and authorization from the appropriate Airport Police Division Investigative section. The designated authorizing sections are DLD/Court Liaison for criminal matters, HSS/JTTF-JRIC for terrorism related investigations and Officer In Charge for V-Net/CSI for all other requests. Confidential requests regarding personnel matters shall be directed to the Commanding Officer Operations Division for review. The authorization from the investigative section can be granted in person, faxed or made telephonically. Telephonic contact can be made thru the Airport Police Operation Center, (APOC) at 310-646-0200, fax 310-417-0491.
- Access to the V-NET facility and CSI Unit areas is controlled. Both areas are considered evidence storage locations. Entry into V-NET is allowed with prior approval from the V-NET OIC or their designee. Non-emergency access to V-NET shall be coordinated with the on-duty V-NET Investigator. Faxed requests for entry shall be followed by a call to V-NET to acknowledge receipt. Access to the Crime Scene Investigation Unit Area is allowed with prior approval from the CSI OIC or his/her designee. Non-emergency access to CSI facilities shall be coordinated with the on-duty CSI Investigator. Persons requesting access shall leave their contact information. Emergency access to either area is limited to incidents involving violent criminal acts in progress or aviation related incidents that immediately impact the integrity and security of airport operations. Requests to view video and other evidence shall be granted by appointment only.
- a. Photographic/Video Services  

LAWA Police officers that utilize CSI photographic or video services for Crime/Arrest Reports submitted to LAPD shall include the following statement in the narrative of the report under "Photographs" heading:  
***"Additional copies of digital images are available upon request from Los Angeles Airport Police CSI Unit 310-646 0200".***

Non criminal requests shall be forwarded directly to the Crime Scene Investigation Unit or VNET supervisor for review and distribution of assignments.
  - b.

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### c. Request from Outside Law Enforcement Agencies

The Crime Scene Investigation Unit may respond to requests for assistance from other law enforcement agencies upon notification of the OIC/ supervisor and approval of the Deputy Chief. Assistance will be provided as long as it does not interfere with or compromise the Mission of the Los Angeles World Airports Police.

Upon receiving the request the Investigator shall notify the on-duty Watch Commander, APOC, and the OIC Crime Scene Investigation Unit. The Watch Commander shall notify the Deputy Chief. Upon approval, a Crime Scene Investigator shall be dispatched to the scene to evaluate the appropriate response level for the incident.

The Watch Commander shall enter the request in the Watch Commander's Log.

It is the responsibility of the Crime Scene Investigator to assess the incident and determine the proper response. Questions regarding the response level, policies and procedures of the Crime Scene Investigation Unit shall be directed to the OIC Crime Scene Investigation Unit.

Crime Scene Investigators will follow LAWA Police policies, guidelines and procedures as outlined in the Crime Scene Investigation Unit Manual when assisting outside agencies.

### 5. Collateral Duties

Crime Scene Investigation Officers shall be assigned collateral duties as follows:

- a. Purchase Coordinator: Responsible for completion of purchase request forms and follow-up on same. Contacting vendors for product specification and bid submission. Coordinate with Fiscal Support personnel.
- b. Subpoena Control: Responsible for checking for subpoenas. Posting of subpoenas on the Unit calendar. Notifying off-duty personnel of subpoenas needing rapid service.
- c. Special Project Coordinator: Responsible for coordinating non-field related requests for Crime Scene Investigation service. Training requests for photographs and video. Coordinate and process other requests as needed.
- d. Inventory: Responsible for equipment inventory. Repair and or replacement of field equipment. Request to Purchase Coordinator for replacement of consumables items.
- e. Policy and Protocol: Responsible for creation, implementing and review of policies and protocols used by Crime Scene Investigation personnel. Coordinate with SID, LASD Crime Lab, FBI and other entities for evidence collection protocols. Recommend training courses and curriculum.
- f. Safety Officer: Responsible for establishing baseline standards for safety. Logging of safety procedures and maintenance of safety equipment. Coordinate with Risk Management on issues of clean up and containment. Liaison between federal and state OSHA.
- g. Latent Print Examiner: Responsible for examination and comparison of latent print and other comparison evidence for identification and presentation in court.

**Note: Additional positions will be created as the unit mission expands and evolves.**

### 6. Training

Officers assigned as Crime Scene Investigators shall receive an initial minimum training of forty-eight (48) hours. This training shall consist of twenty-four (24) hours in crime scene videography and twenty-four (24) hours on crime scene photography and fingerprint evidence collection.

Officers shall also be required to:

- a. Complete Field Evidence Training consisting of eighty (80) hours in advance forensic topics to include ALS, casting, photography and basic print comparison.
- b. Complete case training exercises on a monthly basis in order to maintain proficiency.
- c. Attend advance officer training on various evidence collection topics as directed by LAWA Police.
- d. Complete proficiency examinations on a quarterly basis to demonstrate competence.

The Policy and Protocol Officer shall coordinate with the Training Unit to schedule Advanced Officer Training for all Unit personnel. A training matrix shall be maintained by the Policy and Protocol Officer and forwarded to the Training Unit for inclusion with division training records.

Crime Scene Investigation Officers assigned as Latent Print Examiners shall complete eighty-eight (88) hour course of instruction to include the history of Fingerprint usage, Henry Classification and print comparison.

### 7. Audit

The Policy and Protocol Crime Scene Investigator shall complete a recap log to indicate the event or incident #, the type of call, type of services rendered and disposition of the event if available. In addition, the recap may include incidents and investigations of significance. The recap shall be due the Thursday following the close of the deployment period being reviewed. The completed recap shall then be submitted to the Unit Supervisor for review and distribution.

An additional database of calls and requests for crime scene investigation services shall be established by Crime Analysis for the purposes of tracking and follow up. Data entry will be coordinated with personnel assigned to Crime Analysis and other sections.

These documents shall be reviewed on an annual basis by the Unit Supervisor, Full time personnel and Command Staff. A strategic plan shall be created and maintained by the Unit Supervisor for planning and budgeting purposes.

### 9/2.7 Detectives

- A. LAWA Police Officers assigned to investigative functions may be designated by the Chief of Airports Police as an "LAWA Police Detective."
- B. Criteria for being granted Detective status includes, but are not limited to:
  1. Completion of at least 4 deployment periods in a designated investigative assignment; and,

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- 2. Completion of formal training courses specified for the assignment; and,
- 3. Recommendation of the Commanding Officer responsible for the assignment.
- C. Officers designated as Detectives shall be issued a Detective badge and may use the title of "Detective" as a rank and/or position identifier.
- D. Designation as a Detective shall be for the duration of the officer's assignment and shall expire upon promotion, reassignment, retirement, resignation, termination or as otherwise directed by the Chief of Airport Police.

**9/2.8 Motorcycle Unit**

- A. The mission of the LAWA Police Motorcycle Unit is to:
  - 1. Provide traffic management which includes:
    - a. Creating an orderly flow of traffic;
    - b. Reducing the number of injury traffic collisions and property damage; and,
    - c. Insuring safe, secure vehicle travel within the Airport, and on adjacent roadways.
  - 2. Enhance safety by remaining constantly vigilant to security issues affecting LAWA;
  - 3. Supplement Patrol Services Section personnel whenever additional personnel resources are needed.
- B. Duties and Responsibilities  
Officers assigned to the Motorcycle (Motors) Unit shall be responsible for:
  - 1. Working an assigned area, focusing on traffic management, issuing primary collision factor violations, as well as equipment and parking violations;
  - 2. Directed traffic enforcement
  - 3. Dispute resolution;
  - 4. Traffic Collision investigations, including follow-up investigations;
  - 5. Special events, including but not limited to, labor protests and demonstrations;
  - 6. Collateral Ground Transportation Enforcement Unit duties
  - 7. Provide a high-visibility uniform presence in the Central Terminal Area and the surrounding perimeter of LAWA;
  - 8. Provide rapid response to emergency or urgent law enforcement incidents.
  - 9. Assist the Dignitary Protection Unit upon request.
- C. Selection Procedures  
Selection of Motor Unit officers shall follow guidelines as specified in Section 3/8, with the exception that all applicants possess a California Driver's License with a motorcycle endorsement prior to appointment.

- D. Training Requirements  
Motor Unit officers shall successfully complete the following Department approved, POST certified training courses:
  - 1. Basic Police Motorcycle course;
  - 2. Basic Traffic Collision Investigation course;
  - 3. Intermediate Traffic Collision Investigation course;
  - 4. Radar and/or LIDAR Operator course.
- E. Operation of Motorcycle  
Motorcycles shall be operated in accordance with policy as outlined in Section 12/1.
  - 1. Motor Unit Officer-Responsibility
    - a. Motorcycles will be maintained in a safe operating condition with a clean appearance.
    - b. Officers shall wear a uniform appropriate for the assignment, including issued helmet, glasses and gloves at all times while operating an assigned motorcycle unit.
    - c. Officers shall not operate their City-owned motorcycles while off-duty, except for:
      - (1) A court appearance where the subpoena arises out of fulfillment of an on-duty police task;
      - (2) Certain pre-assigned details such as parades, escorts, and/or other previously authorized assignments;
      - (3) Disaster emergency use;
      - (4) With the permission of the Assistant Chief, Office of Support Services.
  - 2. Sick or IOD  
Any Motor Unit officer who is off-duty or placed on IOD status shall not operate a City-owned motorcycle.  
**Exception: When an officer is placed on IOD status or requests sick time during a work day, he/she may ride a motorcycle directly home if:**
    - **The officer obtains the approval of the contract hospital doctor, informs the Motors Unit supervisor of the doctor's approval, and obtains permission from the Motors Unit supervisor to ride the motorcycle.**
    - **If the officer becomes sick while on-duty, the motorcycle may be ridden home if permission is obtained from both the City Industrial Nurse and the Motors Unit supervisor.**
- 3. Home-Garaging of Motorcycle  
Motor Unit officers residing within 30 miles of the LAWA Police Station may take their assigned motorcycles home.
  - a. Use of all home-garaged motorcycles will be restricted to the performance of official duties. Personal use of home-garaged motorcycles is prohibited.

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- b. When not in use, all home-garaged motorcycles must be properly secured and/or garaged at the Motor Unit officer's residence in an area that is not readily viewable or accessible to the general public with adequate security to safeguard the motorcycle and its contents.
- c. No passengers shall ride on a home-garaged Motorcycle.
- d. Any traffic collision involving a home-garaged motorcycle must be immediately reported to the on-duty Watch Commander.
  - (1) The Watch Commander shall contact Communications Unit to dispatch a Commercial Enforcement Unit (CEU) or Motors Unit supervisor to respond to the collision location to ensure the welfare of the Motor officer and his/her equipment.
  - (2) If the collision occurred within the LAWA Police jurisdiction CEU or Motors Unit shall be responsible for completion of the Traffic Collision Report and follow-up investigation.

If the collision occurred outside the LAWA Police jurisdiction, a copy of the local law enforcement agency's Traffic Collision Report will be forwarded to the Assistant Chief, Office of Support Services.
- e. Violation of any home-garaging regulation will be grounds for discipline and/or suspension of the Motor Unit officer's home-garaging privileges.
- f. LAWA Police motorcycles shall not be used for non-LAWA approved purposes.
- g. While commuting, officers are reminded that enforcement activity outside the jurisdictional boundaries of the city is discouraged, except under limited circumstances. These circumstances would include, but not be limited to:
  - (1) Rendering emergency aid to a police officer in need of help; or,
  - (2) Protecting the scene of a major accident or incident pending the arrival of the local police.

**Note: Nothing in this directive shall preclude an officer from acting upon or addressing an incident where uniformed presence would be prudent or reasonable, provided the involved officer notifies the on-duty Watch Commander of the incident.**
- 4. Speed of Motorcycles on Freeway

The maximum speed LAWA Police motorcycles shall be operated on the freeways, unless engaged in an immediate pursuit, shall be no more than five (5) miles per hour faster than the normal flow of traffic.
- 5. Headlights

Motorcycles shall be operated with the headlights on at all times. However, when tactical considerations warrant, the headlights may be turned off.
- 6. Partners
  - a. Motor Unit officers shall perform solo patrol until darkness, at which time Motor Unit officers shall be assigned a partner officer. "Darkness" as defined in California Vehicle Code Section 280, is:

**"...any time from one-half hour after sunset to one-half hour before sunrise and any other time when visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1,000 feet."**
  - b. Riding in groups (more than two motor officers) is prohibited unless for good cause.
- 7. Weather Conditions

Motor Unit officers shall not engage in traffic enforcement activities on motorcycles when the weather makes operation of a motorcycle hazardous.

  - a. Prior to leaving their residence, Motor Unit officers shall be responsible for checking weather condition reports to determine if safe motorcycle riding conditions exist. If inclement weather is indicated or exists, Motor Unit officers shall:
    - (1) Report for duty at the designated Start of Watch time;
    - (2) Wear a basic uniform with all required equipment; and,
    - (3) Utilize a CEU assigned black and white unit for regular duty functions.
  - b. If inclement weather occurs during a regular tour of duty, officers shall:
    - (1) Return to the CEU office;
    - (2) Utilize a CEU assigned black and white unit for the remainder of the shift.
- F. Motor Unit Equipment
  - 1. Special Equipment

All Motor Unit officers shall carry the following equipment, either on their motorcycle or on their person, as applicable:

    - a. Gloves
    - b. Baton
    - c. Current Speedometer Calibration Card (not over 180 days old)
    - d. A minimum of three (3) glowsticks
    - e. Supply of CHP 555 forms, CHP 187 forms, and any other forms needed during a regular tour of duty.
    - f. Personal Service Citation book and an additional supply of PSC books.
    - g. LAWA Police approved radar and/or LIDAR equipment.

**Note-Radar and/or LIDAR equipment shall only be used by officers trained in its use.**
    - h. Shotgun



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2. Motorcycles
- a. Maintenance
- (1) Motor Unit officers are responsible for the following items of maintenance on their assigned motorcycle:
- (a) Oil level in visual sight gauge shall be checked daily.
- (b) Tire inspection and inflation pressure shall be checked twice a week to detect unsafe wear or tire pressure problems (Proper tire inflation shall be the motorcycle manufacturer's recommended PSI).
- (c) After each predetermined maintenance milestone (mileage or date), officers shall contact the LAWA/LAX Motor Maintenance Garage for a preventative maintenance check. Failure to follow proper maintenance procedure may result in progressive discipline.
- (d) If a sealed battery is not used on the motorcycle, check to maintain a "safe" level of solution in the battery.
- (e) Frequent inspection of the rear chain to make certain it is kept adequately oiled.
- (f) A weekly check of all gasoline connections to discover gasoline leaks that could be a fire hazard.
- (2) Repair of Motorcycle and Equipment
- (a) Motorcycles needing preventative maintenance or major repairs shall be taken to the LAWA/LAX Motor Maintenance Garage. The officer shall ascertain from the mechanic how long the service maintenance will require and inform the Motors Unit supervisor.
- (b) Motor Unit officers with a motorcycle out for repair shall be assigned a CEU black and white unit or a loaner motorcycle, if available, until the motorcycle is returned.
- (3) Motors Unit Supervisors will consult and consider the professional opinion of the LAWA/LAX Motor Maintenance Garage mechanic regarding general servicing, care and the mechanical condition of all assigned motorcycles.
- (4) Deliberate abuse or misuse of motorized equipment resulting in extra maintenance may result in disciplinary action against the concerned Motor Unit officer.
- (5) Disabled Motorcycle
- An officer who has called for tow service on a disabled motorcycle shall remain with it to protect it from theft or damage.
- (6) Equipment Changes on Motorcycles
- No addition, removal, or alteration of any type shall be made to motorcycles unless approved and performed under the direction of the Assistant Chief, Office of Support Services. This includes stickers, decals, signs or banners.
- (7) Speedometer Calibration
- Motor Unit officers shall obtain a speedometer calibration service for their assigned motorcycle semi-annually.
- b. Cleaning
- Motor Unit officers are required to maintain their assigned motorcycle in clean condition. Four hours of motor cleaning is allowed per deployment period.
- (1) Officers wishing to clean their motorcycle must first obtain permission from a Motors Unit supervisor.
- Note: Four hours of motor cleaning each deployment period for Motor Unit officers is a privilege, not a right, and is subject to revocation at the discretion of the Assistant Chief, Office of Support Services.**
- (2) Inspection of the motorcycle for cleanliness will be conducted by a supervisor each deployment period.
- (3) Home Motor Cleaning
- (a) If motor cleaning is taken the first 4 hours of the shift, the motorcycle is subject to inspection when the officer arrives for duty.
- (b) If motor cleaning is taken the last 4 hours of the shift, the motorcycle is subject for inspection the next time the officer is on duty.
- (4) Work Site Motorcycle Cleaning
- (a) Motor officers not taking their motorcycle home for cleaning will perform that task at the Maintenance Yard.
- (b) While cleaning, officers will be considered "out of service" and not responsible for routine service calls. However, they will be available by radio to respond to an emergency call if necessary.
- G. Motors Unit Access into Air Operations Area
- Motors Unit Officers, assigned to a Dignitary Protection Unit (DPU) detail, shall be granted access to the AOA under the following condition:
1. Motors Units shall utilize Gate 437B to enter and exit the AOA. Ingress and egress into the AOA other than from Gate 437B is prohibited, with the exception of any hazardous situation preventing the use of Gate 437B as an egress. In this instance, Motors Unit shall utilize the closest available Access Post as an egress to exit the AOA.
2. Motors Units shall only operate around the remote gate area the DPU detail is assigned to.
3. All enforcement activities on the AOA while riding a motorcycle is prohibited.
4. All motorcycle riding is prohibited when aircraft movement or helicopter activity is present in the vicinity of the motorcycle and jet blast or rotor wash represents a hazard.
- 9/2.9 Drug Recognition Evaluation Program**
- A. Mission Statement
- Officers that have been trained as Drug Recognition Experts (DRE) shall support the mission of the LAWA Police by providing the field with certified experts who are capable of gathering evidence as necessary to substantiate charges of being under the influence of drugs and/or alcohol.

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- B. Program Overview
- Only officers who have received approved National Highway Traffic Safety Administration (NHTSA) DRE training and International Association of Chiefs of Police (IACP) certification/ recertification may be considered a Division Drug Recognition Expert.
- C. Definitions
1. **Drug Evaluation and Classification (DEC) Program** – The nationally recognized and regulated drug influence training program.
2. **Drug Recognition Expert (DRE)** – An individual who has successfully completed all phases of training requirements for certification established by the International Association of Chiefs of Police and the National Highway Traffic Safety Administration.
3. **Standardized Field Sobriety Test (SFST)** – The Standardized Field Sobriety Tests include three tests that were developed and validated through a series of controlled experiments supported by research grants from NHTSA. The three tests include Horizontal Gaze Nystagmus (HGN; Walk and Turn (WAT); and One Leg Stand (OLS).
4. **Blood/Breath Alcohol Concentration (BAC)** – The concentration of alcohol in a person as measured by blood or breath.
5. **Drug** – (As defined by NHTSA in regards to the DEC program) – Any substance which, when taken into the human body, can affect the person’s ability to operate a motor vehicle safely.
6. **Rule-Out** – A determination made by a DRE that an individual’s impairment is other than drug related (i.e. medical).
- D. Procedures
3. DRE Duties and Responsibilities
- a. Perform DRE evaluations upon the request of LAWA Police.
- b. Whenever a DRE conducts a complete evaluation, a written drug evaluation report will be submitted to the arresting officer. The report will be submitted in a timely manner following division policy.
- c. A copy of the drug evaluation report will be forwarded to the LAWA Police DRE Coordinator and placed in the master rolling log. The evaluation report shall conform to the NHTSA/IACP and LAWA Police standards and guidelines.
- d. Maintain a current and updated resume and an individual rolling log (influence Evaluations). Based on national standards, DREs may be decertified for not maintaining a current resume and rolling log available for review.
- e. Maintain equipment (blood pressure cuff, stethoscope, penlight, pupilometer cards, digital thermometer and DRE Manuals) at all times.
- f. Testify in any court proceeding in regards to a DRE Evaluation.
4. Selection
- The Drug Evaluation Expert Team shall be comprised of officers assigned to Patrol Services Section.
- Selection of candidates for the DRE Team shall be as follows:
- A Position Vacancy Announcement will be issued.
  - Interested officers shall submit a Training request through their chain of command.
  - The watch training coordinator will then forward the information to TRU to establish a list of applicants.
  - Final selection will be made at the discretion of the Chief of Airport Police.
- Note: The list of interested officers shall be maintained by the Training/Recruitment Unit and coordinated by the APD DRE Training coordinator, along with the DRE Training Agency (LAPD or CHP), in order to maintain the integrity of patrol deployments while the selected officers are deployed to LAPD Central Division for continuous training task forces.**
3. Supervision
- Supervision shall be the responsibility of the assigned Agency Coordinator. The assignment shall be a collateral assignment to that supervisor’s primary assignment. Actual field deployment will be at the direction of the Patrol Services Watch Commander or upon the request of any field supervisor.
- The Agency Coordinator is responsible for:
- a. Coordinating with the Training Unit in the selection of officers to attend the LAPD Impaired Driver Apprehension Program (IDAP) and Drug Recognition Expert (DRE) Training;
- b. Compliance with State training standards;
- c. DRE certification/recertification;
- d. Records maintenance and documentation;
- e. Equipment acquisition.
4. Deployment
- Deployment shall consist of two (2) to three (3) Patrol Services Section officers assigned to each watch. Each deployment period, one DRE evaluator will be designated as the primary evaluator for their watch. The designation of primary evaluator shall be rotated among the team members on that watch in order to maintain competency. The other officer(s) shall act as an auxiliary officer(s) and assist the primary officer as needed.
5. DUI investigation Procedures
- a. In regards to a DUI investigation, the officer should begin the investigation as normal and administer the Standardized Field Sobriety Tests (SFSTs) and the preliminary breath test (PBT).
- b. If the results of the SFST and the observed impairment is not consistent with the results of the breath test and the breath tests are below .08 BAC or any signs of ingestion are visible, the investigating officer should request a DRE.

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- c. Once a DRE is notified they will determine whether to respond to the scene or have the arresting officer transport the arrestee to the detention center for the drug evaluation.
  - d. When the DRE begins the twelve step drug evaluation, the arresting officer shall remain on scene and is ultimately responsible for the arrestee.
  - e. When the evaluation is complete, the DRE will notify the arresting officer of their opinion and complete their portion of the report before leaving. The only exception would be if the evaluation resulted in a "rule-out", or no drug impairment, determination by the DRE and the arrestee is released or remains in custody on charges other than DUI or any other drug related offense. Regardless, the DRE will complete a CFS report on the evaluation.
  - f. A person arrested for being Under the Influence and is suspected of drug impairment, who is able to respond, should be evaluated by a certified DRE.
  - g. The Patrol Commander may notify or request a DRE for any other purpose or investigation they deem necessary to establish whether drug influence is present.
  - h. It is recommended that a DRE be called to interview and/or conduct an evaluation on a driver in a serious injury or fatal traffic collision to utilize the DREs training, knowledge and experience.
2. Availability, Notification & Call-Out
- a. DRE-trained officer possess exclusive training and knowledge that is an asset to an investigation. Every effort should be used to utilize a DRE on duty at the time of the incident. However, the specialized training shall not be disregarded simply because the DRE is not on shift.
  - b. If a DUI suspect shows indicators of impairment that do not match the reading on the PBT, and that reading is below .08, the Watch Supervisor or Incident Supervisor should consult the DRE at home.
    - (1) The supervisor should take into consideration the normal shift of the DRE, as well as any vacation or time off concerns.
    - (2) If the DRE responds, he/she shall be compensated from the time of the notification in accordance with the Airport Police Officer's MOU.
  - c. The same considerations and efforts shall be made for any other law enforcement agency that requests a DRE to assist in an investigation, so as long as the request is made through the Watch Commander.
- 9/2.10 Honor Guard**
- A. Mission Statement

It is the mission of the Los Angeles World Airports Honor Guard to:

    - Represent the department, as a highly disciplined team, during ceremonial functions;
    - Participate at funeral services for active and retired personnel and personnel that have died in the line of duty.
  - B. Policy
- It shall be the policy of the Honor Guard to:
- Plan, coordinate and conduct all departmental funerals;
  - Act as a clearinghouse for the department regarding ceremonial protocol matters;
  - Represent the department at the funeral of members of outside police departments;
  - Coordinate the ceremonial functions at designated departmental functions; and,
  - Perform other functions as deemed appropriate by the Airport Police Chief or the Deputy Executive Director of Airport Law Enforcement & Protection Service
- C. Selection
- 1. Honor Guard members selection will follow Special Assignment selection procedures as outlined in Section 3/8.2.
  - 2. The Officer-in-Charge will be selected by the Honor Guard members and may serve on a revolving basis.
- D. Duration of Assignment
- Duration of assignment to the Honor Guard is at the discretion of the Chief of Airport Police.
- E. Duties and Responsibilities
- 1. Firing Party Commander

A Firing Party Commander and firing party members will be selected by the Officer-in-Charge for those events which require a firing party.

The Firing Party Commander shall be responsible for all weapons as well as the firing party.
  - 2. Honor Guard
    - a. Honor Guard members shall:
      - (1) Attend monthly training sessions, as well as any other training/rehearsals required for specific events;
      - (2) Bring all issued items to training and/or rehearsals when advised and to all events, regardless if items are needed.
    - b. Selected members of the Honor Guard shall be in charge of maintaining the unit's flags, holders, stands, and other associated equipment.
  - 3. Chain of Command

The chain of command for the Honor Guard is:

    - a. Assistant Chief, Office of Support Services;
    - b. Commanding Officer, Administrative Services;
    - c. Officer-in-Charge;
    - d. Executive Officer;
    - e. Team Leader; and,
    - f. Team Member.
  - 4. Attendance

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- a. In the event any Honor Guard member requests leave for vacation/family leave, is ill, is assigned to attend training or is taking an extended time off, the Officer-in-Charge shall be notified well in advance.
- Note: Due to availability of personnel, it is imperative to have a certain number of personnel available for call-out for unscheduled events.**
- b. All Honor Guard members shall be at scheduled events at least one hour prior to start time or when the Officer-in-Charge advises.
- c. Non-attendance (20%) of functions or training sessions shall result in a review of the member's further participation in the Honor Guard.
- F. Scheduling
- Requests for Honor Guard participation in events shall be forwarded, in writing, to the Assistant Chief, Office of Administrative Services, within one month of the scheduled event (Exemption - Exigent circumstances). Upon approval, the Officer-in-Charge shall be notified of the event date and time and check the Honor Guard schedule for conflicting events.
- 9/2.11 Gang Intelligence Detail**
- A. Mission Statement
- The mission of the Los Angeles World Airports Police - Gang Intelligence Detail is to identify and investigate those persons engaged in gang or criminal activity at Los Angeles World Airports. The primary goal of the detail is to work together with the aviation community to obtain information and intelligence regarding gang member relationships and how it may correspond to terrorism and criminal activity on LAWA Airfield Operations Area and Airport area.
- B. Overview
- Gang Intelligence Detail Officers will team together with the aviation community to develop solutions, interventions, and prevention strategies to reduce crime at Los Angeles World Airports and its surrounding community. Gang Intelligence Detail Officers will work jointly and coordinate with other law enforcement agencies in the identification and processing of known gang members that may be recognized as a security risk at the Los Angeles World Airports. Gang Intelligence Officers will provide information to other law enforcement agencies in the identification of new gang members who have been involved in criminal activities and/or have been arrested by Airport Police Officers. Gang Intelligence Detail Officers shall attend outside agency gang liaison meetings as directed. Information concerning gang activity at LAX shall be collected and distributed within the Airport Police.
- C. Definitions
- Gang-** A Gang is defined as a group of three or more individuals who engage in criminal activity and identify themselves with a common name or sign.
- Intelligence-** Intelligence is defined as the product resulting from the collection, evaluation, analysis, integration, and interpretation of all information which concerns the areas of operation immediately or potentially significant for the Los Angeles World Airports.
- D. Gang Intelligence Detail Officer's Duties and
- Responsibilities
1. Proactively prevent and suppress gang activity at the Los Angeles World Airports.
  2. Develop a positive relationship among airport tenants, airlines, and other law enforcement agencies through collaboration and community-based policing to create a safe community and working environment at Los Angeles World Airports.
  3. Collect and disseminate information concerning gang activity at LAX within the Airport Police.
  4. Maintain current and updated files of gang member incidents, crimes, and arrest that occur within the Airport jurisdiction.
  5. Maintain a gang-lead investigation log outlining activity and current status of open investigations.
  6. Note current and updated locations of graffiti on LAWA property, and attempt to determine the gang association with the graffiti.
  7. Contact the Crime Scene Investigation Unit (CSI) to photograph new graffiti incidents that occur on LAWA property (see Section 9/2.6 for Request for Service Procedures).
  8. Work cooperatively with the Crime Analysis Detail pursuant to Section 9/1.2 to track crime trends and target areas of increased crime within the Airport jurisdiction.
  9. Respond to evaluate incidents, crimes, and arrests that may be related to gang activity that occurs within the Airport jurisdiction. If a Gang Intelligence Officer is unavailable a copy of the report or incident shall be forwarded to the Gang Intelligence Detail for further review and analysis.
- E. Selection
- Gang Intelligence Detail Officers shall be comprised of officers assigned to Patrol Services Section as a collateral duty assignment.
- Selection of candidates for the Gang Intelligence Detail shall follow procedures outlined in Section 3/8 - Special Assignments.
- F. Supervision
- Supervision of the Gang Intelligence Detail shall be the responsibility of the assigned Agency Coordinator. The assignment shall be a collateral assignment to that supervisor's primary assignment. Actual field deployment shall be at the direction of the Patrol Services Section Watch Commander or upon the request of any field supervisor.
- The Agency Coordinator is responsible for maintaining program records, ensuring maintenance of program standards and conducting training and certification sessions within the agency.
- G. Training
- Officers shall receive POST-approved gang training to stay current on new crime trends and maintain at least a minimum of 24 hours of gang training annually.
- 9/2.12 Logistics Unit**

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- A. Duties and Responsibilities
1. Facilities Liaison
- The Logistics Unit supervisor is the LAWA/LAX Police liaison with Construction & Maintenance. All matters regarding work requests, key requests, and facilities upkeep are directed to this unit.
- a. Work Requests
- (1) All work requests will be reviewed for proper format, conflicts with existing policies or ongoing projects, contact information, etc. and altered as necessary. If no contact person is provided, the Logistics Unit supervisor will be listed as the contact name.
- (2) Any work requests that involve a substantial change to Division or Department policy or projects are forwarded to the LAWA Police Administration Manager for review and then forwarded to the Office of the Chief of Airport Police for signature. Any project involving Division funding is forwarded to the LAWA Police Administration Manager.
- (3) All routine or standard work requests are forwarded to the LAWA Police Administration Manager for signature.
- (4) All Division approved work requests are forwarded to the LAWA Police Administration Manager for signature with the exception of "Security Priority" work requests. "Security Priority" work requests are forwarded directly to the Construction and Maintenance Division for processing.
- (5) Copies of work requests are filed by Logistics Unit for referencing purposes and follow-up purposes.
2. Facilities Coordinator
- Coordinate the upkeep of the Division's facilities, including parking facilities. The unit works in conjunction with Environmental and Risk Management Divisions on decreasing any pertinent issues related to the facilities. The Logistics Unit also ensures the holding cell area is in compliance with state regulations and coordinates Fire Department facility inspections.
3. Forms Coordinator
- Coordinate the printing of all Division administrative and patrol forms, with the exception of Security Credential Section forms, which are governed by federal guidelines. Additionally, the Logistics Unit is tasked with ensuring all forms are readily available and organized in the Kit Room.
4. Kit Room Coordinator
- With the exception of the Kit Room Armory, the Logistic Unit Supervisor is responsible for ensuring that the Kit Room is well organized and excess equipment/supplies are not stored there.
5. Information Technology Division Liaison
- The Logistics Unit supervisor is the Division liaison with the Information Technology Division. All matters regarding communication service requests, landline phones and radios are directed to this unit. Radio equipment updates are also conducted by the unit and forwarded to the appropriate ITD and Communications Unit personnel.
- a. **Communication Service Requests**
- (1) Review all communication service requests for proper format, conflicts with existing policies or ongoing projects, contact information, etc. and altered as necessary. If no contact person is provided, the Logistics Unit supervisor will be listed as the contact name.
- (2) Any communication service requests that involve a substantial change to Division or Department policy are forwarded to the LAWA Police Administration Manager. Any projects involving Division funding are forwarded to the LAWA Police Administration Manager.
- (3) All routine or standard communication service requests, which do not require Division funding, are forwarded to the LAWA Police Administration Manager for review.
- (4) Any communication service requests that require Division funding are forwarded to the appropriate Commanding Officer for signature. Upon return the funding is requested from the LAWA Police Administration Manager.
6. Logistical Support
- Provide logistical/material support during emergency incidents, planned events, and during heightened alert levels.
7. Uniform & Equipment Coordinator
- a. Review all employee uniform and issued equipment requests for possible conflict with existing policy and to ensure proper tracking of issued employee equipment.
- b. Review all employee requests to replace lost, stolen, or damaged uniform or equipment requests, in compliance with Section 16/4.9 - Lost or Damaged Department Equipment,
- c. Review all equipment for use in vehicles and/or requiring storage in the Logistics Unit office for possible discrepancies and to ensure proper inventorying of equipment.
- d. Retrieve all standard and specialized unit employee uniforms and equipment items, with the exception of firearms/ammunition upon employee retirement, termination or transfer, in compliance with Section 3/7.5 - Procedures for Employees Resigning, Transferring, or Being Terminated from the LAWA Police.
- Note: The issuance of sworn/nonsworn employee uniforms will no longer be the responsibility of the Logistics Unit.**
- e. Uniform Procurement Procedures
- (1) **Sworn** - When Cadets are approaching graduation from the Police Academy, Training Unit staff shall complete an APR for the required number of uniforms, belts, and other ancillary equipment; submit to the LAWA Police Administration Manager for approval. Upon approval, the APR will be forwarded to the Accounting Unit, who will initiate the appropriate measures with the contractor; and advise Training Unit staff when the officer is scheduled for fitting.
- (2) **Non-Sworn** - When a non-sworn uniformed officer is hired by the Division, Traffic and Security Section administrative staff shall complete an APR for the required number of uniforms, belts, and other ancillary equipment and submit it to the LAWA Police

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Administration Manager for approval. Upon approval, the APR will be forwarded to the Accounting Unit, who will initiate the appropriate measures with the contractor; and advise Traffic and Security Section administrative staff when the officer is scheduled for fitting.

### 9/3 Security Credential Section

#### 9/3.1 Mission Statement

Effectively direct, control, monitor and coordinate access and movement in restricted areas, including the airfield, through mandated security and administrative functions.

#### 9/3.2 Primary Responsibility

It is the Security Credential Section (SCS) mission to effectively direct, control, monitor and coordinate access and movement in restricted areas, including the airfield, through mandated security and administrative functions while providing excellent customer service to thousands of badge holders. To meet mandates for safety and security imposed by the Transportation Security Administration (TSA) and other agencies, SCS is organized into six units:

- Security Access Analysis Unit
- Badging Unit
- Enrollment and Contract Management Unit
- Fingerprint Administration Unit
- Regulatory Audit and Coordination Unit
- Adjudication and Confidential Records Unit

As the designated badging authority for LAWA/LAX, LAWA/VNY, and LAWA/PMD, SCS operates a public badge counter for all employees that require a Security Identification Badge or a Terminal Identification Card.

Federal mandates require that all employees requesting a Security Badge or a Terminal Identification Card undergo a criminal history record check (CHRC) achieved through fingerprinting. Given the heavy volume of the Security Badge Office and our commitment to customer service, every SCS employee is trained to operate the badge counter and fingerprint stations regardless of what unit they are assigned. In addition, all management-level serve as a liaison between SCS and a designated set of companies/agencies.

#### 9/3.3 Security Access Analysis Unit

The primary responsibilities of the Security Access Analysis Unit are as follows:

- A. ACAMS Responsibilities
  1. Produce ACAMS reports
  2. Maintain ACAMS network matrix
  3. Grant ACAMS data entry - default
  4. Grant ACAMS data entry – no-default
  5. Troubleshoot ACAMS problems
  6. Assume subhost responsibilities
- B. Awareness and Training
  1. Monitor TSA's NPRM
  2. Provide new employee orientation training for all LAWA

Employees.

3. Provide restricted area driving training for SCS Employees.
4. Laundry and Pest Control
5. Security and Government contractors

#### 9/3.4 Badging Unit

The primary responsibilities of the Badging Unit are as follows:

- A. Back Counter Duties
  1. Conduct daily badge audits
  2. Conduct Terminal ID Card audits
  3. Administer badge and fingerprint recalls
  4. Perform opening and closing duties
  5. Accomplish daily filing, reports, schedules
  6. Operate front desk

#### 9/3.5 Enrollment and Contract Management Unit

The primary responsibilities of the Enrollment and Contract Management Unit are as follows:

- A. Company Enrollment
  1. Enroll new companies in B2K and C2k
  2. Conduct site visits to determine access needs
  3. Attend pre-con meetings to discuss enrollment obligations
  4. Prepare monthly statistical report
- B. Contract Management
  1. Administer renewal and payment of equipment maintenance contracts
  2. Administer all contracts for services and specialized supplies
- C. Financial Resource Management
  1. Prepare section's budget
  2. Administer AFE's, PO's, and sub-PO's for goods and services
  3. Perform inventory supply and control
  4. Perform credit card management
- D. Special Projects
  1. Coordinate document-imaging program
  2. Administer U.S. Custom Seal requests
- D. Post Enrollment Industries  
All Construction Companies

#### 9/3.6 Fingerprint Administration Unit

The primary responsibilities of the Fingerprint Administration Unit

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are as follows:

- A. Fingerprint Administration
  - 1. Administer B2K Fingerprint program
  - 2. Administer DOJ program
  - 3. Administer C2K Fingerprint program
  - 4. Audit all FBI and DOJ records
  - 5. Receive results from TSA web board
  - 6. Post all on LAWA Website within 24 hours of fingerprint transmission
  - 7. Troubleshoot complicated issues
  - 8. Complete 10-year background investigations

- A. Personnel Related

- 1. Employee Evaluations
- 2. Employee Files
- 3. Interoffice Training
- 4. Travel Requests
- 5. Tuition Reimbursement

- B. Office Management

- 1. Records Retention
- 2. Timekeeping
- 3. Facilities Management
- 4. Shredding
- 5. Mail/Fax Distribution
- 6. Resource Library

- 7. Chronological correspondence file

- C. Post Enrollment Industries

- 1. Governmental Entities
- 2. Air Carriers

### 9/3.7 Regulatory Audit and Coordination Unit

The primary responsibilities of the Regulatory Audit and Coordination Unit are as follows:

- A. Client Outreach, Support and Auditing
  - 1. Administer website on-line access codes
  - 2. Conduct badge accountability audits
  - 3. Produce invalid and expired badge letters
  - 4. Revise Security Badge Office Forms
  - 5. Produce monthly newsletter
- B. Client Billing and Correspondence
  - 1. Administer badge-billing process

- 2. Administer fingerprinting pre-pay account
- 3. Reconcile pre-payment billing
- 4. Maintain daily fingerprint statistics
- 5. Maintain fingerprint re-print statistics
- C. Post Enrollment Industries

- 1. Aviation Support

- 2. In-flight Caterers

- 3. Communications/Systems

- 4. Concessions

### 9/3.8 Adjudication and Confidential Records Unit

The primary responsibilities of the Adjudication and Confidential Records Unit are as follows:

- A. Adjudication Responsibilities

- 1. Retrieve finger-based criminal history records for review and investigation
- 2. Conduct CHRC research including, but not limited to court records
- 3. Interview applicants regarding eligibility status
- 4. Communicate with companies and applicants
- 5. Render determination of eligibility

- B. Confidential Records Management Responsibilities

- 1. Maintain confidential records/files
- 2. Produce investigative and other special reports

## 9/4 Professional Standards Section

### 9/4.1 Mission Statement

It is the mission of Professional Standards to provide LAWA Police with:

- A. **Recruitment** of personnel meeting the standards demanded by the law enforcement profession;
- B. **Training** provides personnel with the knowledge and skills needed to accomplish the mission of the LAWA Police and the Los Angeles World Airports;
- C. **Investigation** of allegations of misconduct;
- D. **Policy and Procedures** provides operational guidance to personnel to ensure compliance with laws and to protect personnel and LAWA from criminal and/or civil liability;

### 9/4.2 Duties and Responsibilities

Professional Standards is comprised of the following Units and Details:

- A. Investigations and Selection Unit

- 1. Internal Affairs Detail

This detail is responsible for:

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|--|-----|--|
| <p>a. Investigating alleged personnel misconduct complaints involving LAWA Police, and on occasion, LAWA personnel;</p>  | (3) | To seek assistance from all departmental personnel in identifying and referring qualified police officer applicants.   |
| <p>b. Preparing charges against LAWA Police employees in disciplinary cases;</p>   | c.  | <p>Recruitment Program</p> <p>Recruitment and retention of police officers throughout the state is a serious challenge. The recruitment program is established to create a variety of resources to assist with obtaining qualified recruits. The Selection Unit will retain the responsibility for the overall functions of the recruitment programs efforts, including, but not limited to:</p> |
| <p>c. Conducting and recording interviews of witnesses and involved parties;</p>   | (1) | The publication of recruitment bulletins, job announcements and other media advertising;   |
| <p>d. Completing investigations for submittal to the Commanding Officer, Professional Standards;</p>   | (2) | Maintaining a liaison with the community service organizations promoting career opportunities with the LAWA Police;  |
| <p>e. Submitting internal investigations to the District or City Attorney for possible criminal filing consideration;</p>  | (3) | Maintaining a liaison with faculty at local universities and community colleges in order to increase the number of referrals;  |
| <p>f. Maintaining liaison with other law enforcement agencies investigating complaints against LAWA Police and LAWA personnel;</p>   | (4) | Networking with other law enforcement agencies and attending special event job fairs and other community affairs.  |
| <p>g. Assisting Commanding Officers in the investigation of complaints against personnel under their command;</p>  | d.  | <p>Activities</p> <p>The Selection Unit will assist the efforts of the LAWA Police by participating in the following activities:</p>   |
| <p>h. Maintaining confidential files concerning personnel investigations conducted;</p>  | (1) | Providing information to interested police officer applicants;   |
| <p>i. Assisting Selection Detail in conducting sensitive investigations involving potential sworn officer candidates.</p>  | (2) | Conducting public media contacts;  |
| <p>2. Selection Detail</p>   | (3) | Participating in related job fairs and career days;  |
| <p>a. Goals</p> <p>The goals of the LAWA Police Selection Unit are:</p>  | (4) | Maintaining liaison with the faculty of educational institutions;  |
| <p>(1) To create advertisements/publications that are appropriate for the demographic areas that they are distributed;</p>   | (5) | Maintaining liaison with the faculty of area high schools;   |
| <p>(2) To provide adequate outreach for qualified applicants in a way that meets all Federal and State requirements;</p>   | (6) | Maintaining liaison with representatives of military bases;  |
| <p>(3) To recruit qualified personnel that reflects the community, appeals to the organization's structure and/or the law enforcement policing style;</p>                            | (7) | Making group presentations, using minority officers representatives of the ethnic background of the contact group when possible;   |
| <p>(4) To foster an environment that supports physical fitness, education, and the overall quality levels of the recruits hired;</p>   | (8) | Maintaining cooperative agreements with personnel agencies and law enforcement agencies to aid in the recruitment of applicants. Also, agreements will reflect the LAWA Police's commitment to other law enforcement agencies by referring qualified applicants to them when budgetary restraints prevent hiring for our agency.   |
| <p>(5) To facilitate successful academy completion and satisfactory job performance during the Field Training Program.</p>   | e.  | <p>Recruitment Effort</p> <p>Although the recruitment of qualified personnel is a concern and a responsibility of all LAWA Police employees, the specific duty of coordinating the LAWA Police recruiting efforts will be the responsibility of the Selection Unit. The Selection Unit will be responsible for:</p>  |
| <p>b. Policy</p> <p>To meet the goals established for the recruitment and selection effort for the LAWA Police, the following objectives are established:</p>                        | (1) | To hire police recruits to fill each authorized vacancy without considering gender, race or religion;  |
| <p>(1) To hire police recruits to fill each authorized vacancy without considering gender, race or religion;</p>   | (2) | To work jointly with the Human Resource Department in an effort to attract qualified applicants into a police career in accordance with all Federal and State regulation;  |
| <p>(2) To work jointly with the Human Resource Department in an effort to attract qualified applicants into a police career in accordance with all Federal and State regulation;</p> |     |  |



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- (1) Developing and maintaining an effective working relationship with the Human resources Department with reference to recruitment of police officer applicants. Affirmative Action planning, Equal Employment Opportunity and Affirmative Action training as required for the recruitment effort.
  - (2) The coordination of the recruitment effort for the LAWA Police;
  - (3) The periodic review of testing procedures, recruitment methods, and selection procedures. The review of minority hiring in comparison to minority population;
  - (4) Ensuring the use of minority officers in a role as recruitment officers, representative of the ethnic background of the contact group;
  - (5) The utilization of community service organizations for the recruitment effort when possible.
  - f. Recruitment Team
    - (1) The Recruitment Team consists of sworn members of the LAWA Police who have volunteered in response to a posted announcement.
    - (2) Recruitment Team members represent the LAWA Police and shall demonstrate professionalism at all times when dealing with other agencies, vendors, and the general public.
    - (3) Selection for the Recruitment Team is the responsibility of the Selection Unit Supervisor.
    - (4) Upon selection of qualified individuals, a training session is scheduled.
  - g. Recruitment Team Functions
    - (1) The Recruitment Team functions include, but are not limited to:
      - (a) College job fairs/career days;
      - (b) High school job fairs/career days;
      - (c) Recruitment at military bases;
      - (d) Community service presentations;
      - (e) Media recruitment presentations in conjunction with the Media Relations Division;
      - (f) Public service announcements in conjunction with the Media Relations Division.
    - (2) Minority employees who are fluent in the community's languages and are knowledgeable in the culture of the target group should be used in recruitment efforts. They may be temporarily assigned to work on the Recruitment Team as a special assignment.
    - (3) Personnel in the Recruitment Team will be trained in the following areas:
      - (a) The LAWA Police's needs and commitments;
      - (b) The LAWA Police's career opportunities, salary program, benefits, and training opportunities;
      - (c) The Federal and State Equal Employment Opportunity compliance guidelines and Affirmative Action plan for effective labor force utilization;
  - (d) The community service area including demographic data, community organizations, and community service organizations;
  - (e) Cultural awareness including an understanding of different ethnic groups or subcultures;
  - (f) Techniques of informal record keeping systems for applicant tracking;
  - (g) The selection process procedures utilized by the City's Safety Recruitment Program, including background investigations, psychological examinations, written examinations, oral examinations, and physical fitness examinations;
  - (h) The automatic and discretionary disqualifying factors;
  - (i) The medical and health requirements of police applicants;
  - (j) Techniques for recruitment.
3. Background Investigations Detail
- This detail is responsible for reviewing the background investigation of sworn peace officer candidates in accordance with state guidelines. In addition, this detail:
- a. Reviews applications for hire;
  - b. Liaisons and works with the Public Safety Recruitment Unit and LAWA Human Resources Division to verify test results and other pertinent information;
  - c. Interviews potential candidates;
  - d. Conducts follow-up investigations of personal references (i.e. - landlords, previous employers, etc.) of potential candidates when necessary;
  - e. Reviews all significant responses given during the polygraph examination by potential candidates;
  - f. Reviews and make recommendations to all completed background packages prior to forwarding the packages for final review and recommendation to the Professional Standards Commanding Officer.
  - g. Confirms the completion of background packages in compliance with POST guidelines prior to a job offer being given to potential candidates.
- B. Training Unit
- The Training Unit is responsible for providing training for all personnel of the LAWA Police, in accordance with state and federal mandates and in compliance with the California State Commission of Peace Officers Standards and Training and arranging any additional training requested by LAWA Police personnel and approved by upper management.
- Note: Refer to Section 4/1 for further duties and responsibilities.**
- C. Manuals and Orders Unit
- This Unit is responsible for:

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1. Updating and maintaining the LAWA Police Manual;
2. Developing policy, procedures, and report forms, in accordance with the needs of the LAWA Police;
3. Developing training bulletins;
4. Revising and auditing procedures to address new issues.

**Note: Refer to Sections 1/1.6 and 1/2.3.B for further duties and responsibilities.**

### D. Range Detail

The LAWA Police Firearms Range is staffed by specially trained sworn personnel called Rangemasters, whose primary responsibility is to provide a safe environment for sworn personnel to practice, and demonstrate proficiency with, approved weapons authorized for both on and off duty use by the LAWA Police.

#### 1. Rangemaster Duties and Responsibilities

Rangemasters are responsible for:

- a. Staffing and maintaining the LAWA Police Firearms Range;
- b. Developing firearms proficiency qualifications courses;
- c. Documenting scores attained by sworn personnel completing the monthly firearms proficiency course;
- d. Providing additional firearms training for sworn personnel and LAWA Police recruits attending the Los Angeles Police Academy.

**Note: Refer to Section 4/5 for further duties and responsibilities.**

#### 2. Training

Rangemasters shall complete a POST approved Firearms Instructional Development course and armourer's class.

#### 4. Court Liaison Detail

This detail, staffed by sworn personnel, is responsible for:

- a. Evaluating and making recommendations to the City Attorney's Office regarding the filing of LAWA Police arrest and complaint application reports;
- b. Coordinating subpoenas and court appearances for and by LAWA Police personnel;
- a. Maintaining records concerning disposition of cases filed;
- b. Assisting the courts and the City Attorney's office in routine administrative matters relating to LAWA Police and the court, in general;
- c. Coordinating the disposition of evidence, including weapons, in LAWA Police related cases;
- d. Collecting data on defendants placed on court-imposed probation and publishes a list of those individuals on probation;

- g. Disseminating information on court cases, which impact LAWA Police operations, on a frequent/regular basis.

**Note: Refer to Sections 5/5.2 and 16/3 for further duties and responsibilities.**

### 9/5 Traffic Control Unit (TCU)

#### 9/5.1 Mission Statement

The mission of the Traffic Control Unit is to ensure the safe and efficient flow of vehicular and pedestrian traffic throughout the Central Terminal Area. Members of the Traffic Control Unit shall be diligent, proactive, and provide courteous, professional and efficient service to all users of the Los Angeles International Airport and Ontario International Airport.

#### 9/5.2 Chain of Command

The Chain of Command of the Traffic Control Unit is as follows:

- A. Chief of Airport Police
- B. Assistant Chief of Airport Police, Office of Traffic and Security
- C. Commanding Officer, Traffic Services Section or the Commanding Officer, LAWA/ONT
- D. Principal Security Officer
- E. Senior Security Officer
- F. Security Officer assigned to TCU

#### 9/5.3 TCU Duties and Responsibilities

- A. General
  1. Direct vehicular traffic and pedestrian traffic by the use of appropriate hand signals and/or illuminating devices along CTA curbs and at intersections or other control points as directed by supervisors.
  2. Issue parking citations for violations on sidewalk curbs.
  3. Impound vehicles.
  4. Respond to radio calls for traffic control services.
  5. Prepare brief reports describing unusual problems on incidents or to request information.
  6. Report circumstances requiring police action to Communications Unit via radio or telephone.
  7. Perform other related duties as determined by the Chief of Airport Police.
- B. Traffic and Curb Parking Management
  1. TCU Officers shall limit their parking enforcement activities to World Way (North and South) at LAWA/LAX and Terminal Way (East and West) at LAWA/ONT only. TCU Officers shall not enforce parking violations within Central Terminal Area parking lots, or in any other parking facility under the control of LAWA. This prohibition includes, but is not limited to, bus holding lots, taxi holding lots, shuttle and limousine holding lots.

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2. On the curbs, TCU Officers are only authorized to (a) issue parking citations and (b) perform impounds of unattended vehicles. Within loading and unloading roadway lanes, TCU Officers are only authorized to direct traffic, issue parking citations and impound unattended vehicles.
3. Pursuant to the issuance of citations, TCU Officers are authorized to request the last four digits of the VIN number only. For the purpose of impounding vehicles, TCU Officers are authorized to request Auto Status only.
4. TCU Supervisors may authorize intersection control within the Central Terminal Area only after visually inspecting traffic conditions at the specific intersection where action may be required. TCU Officers and Supervisors shall not place traffic control devices on manual control without the approval of the Traffic Services Section Commander, the Patrol Services Section Watch Commander or the Traffic Services Section Watch Commander.
5. TCU Officers are not authorized to perform any enforcement action beyond the scope of their employment, which is limited to the management of vehicular and pedestrian traffic. TCU Officers shall not conduct vehicle stops, pedestrian stops or make requests for drivers' license or other documents. In the event that this type of information or action is required, TCU Officers shall request a LAWA Police officer respond to their location.

It is the policy to avoid physical confrontations with citizens. If it appears that a situation is escalating beyond the officer's control and that violence could occur, the officer should take the following actions:

1. Remove himself/herself from the situation; excuse himself/herself and walk away or get into his/her vehicle and leave the location; and,
2. Report the situation. Use the radio to contact Communications and request:
  - a. A supervisor respond to the location; or,
  - b. LAWA Police.
3. If the above procedure is not feasible, declare an emergency by activating the emergency button on the radio.

**Note: Refer to Section 13/1.2.C.1 for more information on "Emergency Activation" procedures.**

- C. Use of Public Address (PA) System for Curb Enforcement  
TCU officers shall not use a PA system to direct or instruct citizens illegally parked in the CTA to move their vehicles.
- D. Private Person's Arrest  
It is not the function of TCU Officers to perform stops, detentions, or arrests. This does not affect a TCU Officer's personal right to effect a private person's arrest pursuant to Penal Code Section 837.

### 9/5.4 Rules of Conduct

#### A. Code of Ethics

As a TCU Officer my fundamental duty is to serve the public. Honest in thought and deed in both my personal and professional life, I will be exemplary in obeying the laws of the land and the regulations of LAWA Police.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions.

I will enforce parking regulations courteously and appropriately without favor, malice or ill will, and I will never accept gratuities.

I recognize the responsibilities of my position as a symbol of public faith, and I accept it, as a public trust to serve the community.

#### B. Confrontations

From time to time citizens confront TCU Officers while in the process of performing their duties. Even though citizens may know they are guilty of breaking the law, they see a TCU Officer as an individual who is going to cost them money by giving them a citation. Of even greater concern to the citizen can be arriving on the scene and finding officers are in the process of impounding their vehicle. In these instances their emotions may range from mild displeasure to hostility and irrational behavior. Most of the time TCU Officers are able to deal with these situations by remaining calm and answering citizen's questions in a polite manner, but not always.

It is important that TCU Officers maintain a healthy perspective about the enforcement function. The people TCU Officers deal with are not hardened criminals (usually), and the parking citation is only a piece of paper. Personal safety is the primary concern.

- E. Lawful Orders  
While on duty, TCU Officers shall obey the lawful order of any TCU Supervisor, LAWA Police Supervisor, or LAWA Police Officer performing his/her duties on or about the properties owned and operated by the Los Angeles World Airports.  
During periods when no TCU supervisor is on duty or available, or when no Commanding Officer of TSS is available, the Patrol Services Section Watch Commander is to be considered the TSS Commanding Officer.
- F. Emergencies  
During times of emergency, the Incident Commander, Watch Commander or other Officer In Charge of the incident may modify or change any or all of the above rules in furtherance of controlling the emergency. At the end of the emergency this memorandum shall automatically be reinstated.

### 9/5.5 Professional Demeanor

It is the policy of the Los Angeles World Airports (LAWA), as well as the City of Los Angeles, that when dealing with the public, TCU Officers shall be courteous, respectful, cooperative and professional at all times while performing parking enforcement or traffic control duties. The task being performed should be completed as quickly as possible while avoiding any attitude, language or action that might insult the citizen or in any way escalate a potentially volatile situation.

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The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public is law-abiding citizens who rightfully expect fair and courteous treatment by LAWA personnel. While the urgency of the situation might preclude the ordinary social amenities, discourtesy under any circumstances is indefensible. The practice of courtesy by an officer is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional.

The citizen has the legal right to report behavior he or she believes to be unprofessional and should be provided the necessary information to do so.

The officer's name the supervisor's name and the LAWA Police's phone numbers should be readily provided to the citizen upon request. Often providing this information to citizens in a courteous manner either defuses the situation or gives the citizens the feeling they have been treated equitably.

### 9/5.6 Court Demeanor

- A. TCU Officers who are served a subpoena or other court notice must appear in court (Refer to Section 5/5). An officer may be summoned for the following:
  1. Parking citations;
  2. Observer of crime;
  3. Observer of traffic accidents;
  4. Officer involved traffic accident (Civil);
  5. Other (DMV, Civil Service Hearing, etc.).
- B. When off duty, an officer has the option of wearing the uniform or civilian clothes. Civilian clothing shall be appropriate business attire (Refer to Section 6/2.5).
- C. Before court is in session; court documents should be reviewed. Brief relevant notes should be completed. The case may be discussed with a prosecutor if one is in court. An officer must respond to questions with short direct answers and give an accurate and objective account of the facts of which he/she has personal knowledge.
- D. Rules to abide by when testifying in court:
  1. Do not express your opinion or overplay your testimony in an attempt to impress the court.
  2. Do not discuss the case with fellow officers or witnesses prior to trial. There is no need to offer additional testimony, if not in response to a direct question.
  3. Do not remain in court after being excused.

### 9/6 Communications Unit

#### 9/6.1 Mission Statement

The mission of the Los Angeles World Airports (LAWA) Police Communications Unit is to provide prompt, efficient and courteous emergency communications to employees and patrons of LAWA. Communications personnel are committed to excellence in the delivery of these services, while treating all people with dignity and respect.

#### 9/6.2 Goals and Objectives

The following criteria are intended to provide a specific, achievable and measurable level of performance for tasks associated with the dispatch of law enforcement personnel. The times stipulated are the minimum levels of acceptable performance.

It is recognized that varying circumstances may impede compliance with the acceptable criteria. All must strive to ensure that, as much as humanly possible, the goals are met or exceeded on a routine basis.

##### A. Telephone Answering

Answer all calls prior to the third ring, or not to exceed 15 seconds from the time the call is received. The nature and location of any calls of an emergency nature will be pursued immediately.

##### B. Complaint Processing

Barring exceptional circumstances, complaint processing will not exceed four minutes from the time of receipt to the time the dispatching of units is completed.

##### C. Radio Dispatching

Radio dispatching of calls for service will be done on an established priority and upon the availability of field units. All emergency calls (Code 3) will be dispatched immediately (no longer than two minutes). All urgent calls (Code 2) will be dispatched within five minutes. All routine or non-emergency calls will be dispatched within ten minutes.

##### D. Citizen Complaints

Our objective is to maintain a citizen complaint to telephone calls processed ratio of one complaint per 25,000 calls.

##### E. Continuous Professional Training

Provide a minimum of 24 hours of annual professional training of all employees every twenty-four months in accordance to Federal and State standards.

### 9/7 Airport Operations Center - LAWA/LAX

#### 9/7.1 Mission Statement

The mission of the Operations Center is to:

- Support field operations with resources necessary to fulfill their mission, including personnel, equipment and administrative support.
- Maintain the structure and resources in place to transition to the Department Operations Center (DOC) during a major incident.

#### 9/7.2 Duties/Responsibilities

##### A. Section Commanders

Section Commanders shall have Daily Deployment Sheets for units under their command forwarded to the Operations Center no later than twenty-four hours prior to the start of the unit's watch. Revised Deployment Sheets will also be forwarded. These sheets may be hand delivered, faxed to 310.215.5388, or e-mailed to [AirportPoliceOperationsCenter@lawa.org](mailto:AirportPoliceOperationsCenter@lawa.org).

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**B. Los Angeles Police Department Airport Detail Officer-in-Charge**

The LAPD LAX Detail shall forward a copy of their Daily Deployment to the Operations Center. Revised work sheets will also be forwarded. These sheets may be either hand delivered, faxed to 310.215.5388, or e-mailed to [AirportPoliceOperationsCenter@lawa.org](mailto:AirportPoliceOperationsCenter@lawa.org).

**B. Minimum Staffing**

Watch Commanders shall insure that the Operations Center is staffed by one Sergeant during the C and D watches and at least one sworn officer during the A and B watches. If circumstances dictate that the Operations Center's minimum staffing cannot be met, the Watch Commander shall make a detailed log entry on the Watch Commander's Log explaining the reason for the lack of staffing personnel.

**Note: When a Sergeant is not assigned to the Operations Center, the Watch Commander shall be responsible for ensuring the tasks outlined in Section D are completed.**

**C. Position Responsibilities**

The tasks outlined in the following section correspond to the functional tasks used in the Standardized Emergency Management System. In the event of a major incident, the tasks become the responsibility of the appropriate ICS organizational element.

**1. Operations Center Sergeant**

The sergeant assigned to the Operations Center is the Officer in Charge. Duties include:

- a. Monitoring the computer workstation logged on the Operations Center e-mail account and calendar, check all e-mail directed to the Operations Center to insure incoming messages are processed accordingly, and update the calendar as needed;
- b. Monitoring the fax machine for incoming messages;
- c. Scheduling officers for Movie Details;
- d. Ensuring personnel assigned to the Operations Center are trained in Operations Center procedures;
- e. Overseeing equipment issuance and check-in in accordance with procedures outlined in Sections 5/7 and 16/4 of the Airport Police Manual;
- f. Ensuring all tasks outlined in the following checklist are carried out at the stated time;
- g. Completing the following checklist at the stated times during each watch.

*Initial upon task completion*

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				Daily worksheets for both current and on-coming watch verified as to assignments, vehicles, and equipment.
				Place updated daily worksheet for current watch in kit room book.
				Call offs for oncoming watch processed, deployment adjusted and overtime hired as needed to maintain minimum manning.
				Make vehicle assignments for on-coming watch and enter on their daily

				work sheet.
				Make copies of updated daily work sheet for on-coming Watch 1 and Watch 3 and distribute to oncoming watch commander no later than thirty minutes prior to start of watch
				Vehicle bad order (B.O.) reports resolved.
				Radio and MDT B.O. reports resolved
				Vehicle status board depicting all radio cars and equipment status.
				Conduct physical audit of radio cars in station lot so as to assure availability for deployment.
				Pull radio batteries from kit room charger and place in carrying tray for distribution to oncoming roll call.
				Watch Sergeant / Watch Commander approval

**2. Operations Center Officers**

During the hours of 0130 to 0500 daily, the officer assigned to the Operations Center shall carry out all of the required tasks outlined, including those of both the Operations Center officer and Station Desk Officer. When leaving the Operations Center to work the Station Desk, the officer shall lock both Operations Center doors.

Officers assigned to the Operations Center shall complete the following tasks, as necessary, each shift:

**a. Resource Status Officer**

The Resource Status officer is responsible for maintaining the status of all resources. This is achieved by overseeing the check-in of all resources, maintaining a status keeping system indicating current location and status of all resources, and maintenance of a master list of all resources.

Duties include:

- (1) Maintaining updated Daily Deployment Sheets for both current and on-coming watches. These sheets shall include assignments, vehicles, and equipment.
- (2) Receiving and filing Daily Deployment Sheets from specialized units in the Resource Status Book.
- (3) Entering the Deployments for Bikes, SRT, CEU, VNET and ASCU on the applicable Patrol Daily Deployment Sheet.
- (4) Placing updated Daily Deployment Sheets for the current watch in the Kit Room book.
- (5) Receiving call offs for the oncoming watch, adjusting the deployment and hiring overtime as needed to maintain minimum staffing
- (6) Making vehicle assignments for the on-coming watch and entering them on the Daily Deployment Sheet.
- (7) Copying the updated Daily Deployment Sheets for on-coming Watch 1 and Watch 3 for distribution to the oncoming Watch Commander no later than thirty minutes prior to start of watch.
- (8) Receiving vehicle repair reports and arranging for vehicles to be delivered to the Garage for repair.

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- (9) Receiving radio and MDT repair reports and arranging for repair.
  - (10) Maintaining the Vehicle Status Board, which shows the status of all Patrol vehicles.
  - (11) Conducting a physical audit of patrol vehicles in and around the station lot to assure availability for deployment.
  - (12) Distributing radio batteries to the on-coming watch during roll call.
- b. Situational Status Officer

The Situational Status Officer is responsible for the display of incident status information from officers in the field, resource status reports, and all other reliable sources of information.

Duties include:

- (1) Updating the Watch Activity Status Board
- Open incidents involving airport security, in-progress crimes, major felony investigations, terminal evacuations, aircraft incidents and significant items shall be listed on the status board. The following is an example of a typical entry.

TIME	INCIDENT
1030	Units responded to an unattended bag at Gate 11. Upgraded to suspicious, terminal evacuated EOD en-route. Sgt. Smith is IC

- (2) Completion of Daily Occurrence Log, which reflects significant events, arrests, and crimes only. The following is an example of typical entries.

<b>INSTRUCTIONS:</b> Person making entry will type their initials in parenthesis at the end of each entry. Double space between entries.				
N O.	TIME	TYPE & PR No.	LOCATION	INCIDENT SUMMARY OR MESSAGE AND ACTION TAKEN
1	0829	UNAT BAG 02-16010	100w/w Gate 6	Found prop only (0845).
2	0715	484INV 02-16009	750w/w screening	Unk susp(s) removed vict's jacket from x-ray belt, while vict was being searched by security. Loss \$300.00 Iraldo ew
3	1030	487INV 02-16032	390w/w Women's Restroom	Unk susp(s) removed vict's property from restroom stall area, while vict was using the restroom. Loss \$1,700.00 Morales, Mew

- (3) Processing Intelligence
- Document any intelligence information received on an Intelligence Report. All Intelligence Reports shall be logged and filed, along with any supporting documentation, in the Intelligence binder. This information shall be distributed to the appropriate personnel.

- E. Other Duties/Responsibilities
  - 1. Supplies
 

Officers assigned to the Operations Center shall insure an adequate reserve of office supplies and forms are on hand. When replenishment is necessary, a Purchase Order shall be made and processed in accordance with current LAWA Police purchasing procedures.
  - 2. Facilities
 

Officers assigned to the Operations Center shall:

    - a. Maintain a current Floor and Furniture Plan;
    - b. Create and maintain a Seating Template, which is designed to facilitate multi-agency seating and required equipment (i.e. -Computers, telephone lines and support equipment for the FAA, FBI, U.S. Customs, etc.).

**9/8 Homeland Security Section**

**9/8.1 Mission Statement**

The mission of the Homeland Security Section is to develop proper coordination of law enforcement and public safety activities to reduce LAWA'S vulnerability to a terrorist event or catastrophic emergency by:

- Ensuring the safety and security of persons and property at LAWA, including during emergency situations, unusual occurrences or critical incidents;
- Providing for maximum coordination of responding public safety agencies;
- Ensuring compliance with aviation security laws ,protocols rules and regulations;
- Receiving and disseminating intelligence information;
- Providing enhanced law enforcement and security to special airline flights events and dignitaries;
- Providing an immediate response to major incidents, emergency calls, unusual occurrences, and tactical situations;
- Minimizing damage and disruption to airport operations.

**9/8.2 Duties and Responsibilities**

- A. The Homeland Security Section Commander is responsible for:
  - 1. Ensuring the Section achieves all core functions identified in the Mission Statement;
  - 2. Acting as the primary liaison with the law enforcement and public safety agencies working at, or responding to LAWA and other emergency preparedness sections;
  - 3. Under the direction of the Chief of Airport Police, correspond as directed with LAWA executive management regarding emergency response, planning and coordination.

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- B. The Homeland Security Section is comprised of the following Units and Details:
1. Emergency Planning and Coordination Unit
    - a. Emergency Planning Cadre

This cadre is responsible for:

      - (1) Developing, planning, practicing, and facilitating continually updating the framework by which law enforcement and other public safety agencies respond to and operate within LAWA and its interests during unusual occurrences and emergency situations
      - (2) Ensuring that on-airport and off airport resources are properly trained and practiced in expanding their operations to provide for increased protection and response within the airport environment during unusual occurrences and emergency situations;
      - (3) Liaison with federal, state and local agencies for emergency planning, response, training and exercises.
    - b. Vulnerability Assessment and Analysis Unit

Refer to section 9/2.3 for duties and responsibilities.
    - c. Dignitary Protection Detail

Refer to Section 9/2.1 for duties and responsibilities.
    - d. Intelligence Detail

The Intelligence Detail is responsible for:

      - (1) Receiving, processing and disseminating security sensitive information involving possible terrorist attacks against civilization;
      - (2) Participating in various law enforcement based counter intelligence task forces such as the FBI Joint Terrorist Task Force (JTTF), Terrorism Early Warning Group (TEW), etc.;
      - (3) Coordinating efforts directly with LAPD, FBI, TSA, LASD and other law enforcement and governmental agencies;
      - (4) Conducting follow-up investigation;
      - (5) Assisting in the development of plans to address and address any threat which is based upon credible intelligence information.
  2. Emergency Services Unit

The Emergency Services Unit is responsible for:

    - a. Responding to major incidents, emergency calls, unusual occurrences and tactical situations with the intent to identify, neutralize and / or stabilize the incident or threat until follow-on resources with a greater capacity and/ or jurisdictional responsibility than currently deployed arrives.
    - b. Augmenting other responding law enforcement and/ or public safety resources to ensure an appropriate level of force is maintained following established protocols;
    - c. Providing support to Patrol Services Section during heightened security alert levels, special problems assignments and any other duties as many is necessary;
- d. Providing LAWA Police -wide training, including use of the Urban Police Rifle, use of the ballistic shield, less-lethal devices etc.
- e. Providing primary support for “high risk” or security flights
- Note - Refer to Section 8/8.12 for Emergency Services Unit Notification Procedures.**
3. Canine Unit

Refer to Section 9/2.5 for duties and responsibilities