

CHAPTER V – Management Rules and Procedures

5/1 LAWA Police Goals and Objectives

5/1.1 Policy

LAWA Police must define its goals and objectives in order for all employees to be cognizant of the direction established by the LAWA Police to coincide with the overall goals of LAWA and to provide the public with a standard of expectancy of the agency's performance.

LAWA Police shall reevaluate its goals and objectives yearly to consider new priorities that have arisen and to make necessary adjustments of established goals.

This Section sets forth policy and procedures for the annual development, promulgation and distribution of LAWA Police goals and objectives; and, to encourage involvement by all employees in the formulation and development of the LAWA Police goals and objectives.

5/1.2 Development of Goals and Objectives

Commanding Officers shall be responsible for the development of goals and objectives for their respective commands.

- A. Every employee is encouraged to submit input through the chain of command for the formulation of the year's goals and objectives.
- B. Commanding Officers shall seek input from all levels within their commands in preparing proposed goals and objectives. Forms specifically designed for employee input shall be made available throughout the year. In November and December, a memorandum shall be circulated to all employees requesting suggestions for goals for the coming year.

These shall be forwarded to the Office of the Chief of Airport Police.
- C. Commanding Officers shall finalize their goals and objectives at the beginning of each calendar year or at the date set by the Chief of Airport Police. A year end report shall be submitted by commanding officers documenting the progress made in achieving goals and shall comment on positive and negative experiences in reaching those goals.
- D. LAWA Police and Sectional goals shall be made available, through distribution and posting, to each employee.

5/1.3 Reporting Requirements

- A. Annual Report

A year-end review and critique of these goals shall be made and a report shall be submitted to the Deputy Executive Director of Airport Law Enforcement & Protection Services by the end of the first quarter of the following year.
- 1. An annual written statement of the goals and objectives of the LAWA Police and each Section and unit shall be developed at the beginning of each calendar year.
- 2. Commanding Officers and Unit Supervisors shall submit a report each quarter of the calendar year to the Chief of Airport Police, detailing their progress toward the attainment of goals and objectives.

- 3. LAWA Police shall produce an annual report, which shall be made available to all Police Division personnel, and shall contain a summary of the prior years goals, whether the goals were met and the effects realized.

B. Monthly Report

At the end of every month, Lieutenants/Watch Commanders shall be required to submit a monthly report to be due by the second day of each month. If the second day falls on a weekend, the report shall be submitted on the Monday of the following week.

The following monthly report format shall be followed with all statistics attached:

- 1. Incidents
- 2. Training
- 3. Personnel
- 3. FTO Program
- 4. Sick Time

5/2 Staff Meetings

5/2.1 Staff Defined

The Los Angeles World Airports Police is under the direct command of the Chief of Airport Police. The Chief of Airport Police is the Chief Executive Officer and reports directly to the Deputy Executive Director of Airport Law Enforcement & Protection Services of the Los Angeles World Airport.

- A. The Airport Police Chief, Assistant Chiefs, and Commanding Officers make up the Chief's Command Staff.
- B. Lieutenants and Sergeants are considered second and first level supervisors and participate in all supervisory staff meetings called by the Chief of Airport Police or a designee.
- C. Civilian 1st and 2nd level supervisors also participate in staff meetings.

This Section sets forth policy and procedures for meetings at LAWA Police, Command, and Supervisory vertical levels.

5/2.2 Policy

It shall be the policy of the Los Angeles World Airport Police to convene regularly scheduled meetings for the purpose of disseminating and/or collecting data, discussing problems; to stimulate the creative and innovative processes relative to current or projected concerns and to review or evaluate policies, plans, operations or events. The anticipated result of such policy includes, but is not limited to: the enhancement of interactive communication, an increased awareness, improved understanding of LAWA Police and LAWA activities, and a superior level of cooperation between both the members of related functional units and members of non-related functional units.

- A. Command Staff Meetings shall be scheduled on a bi-weekly basis or as directed by the Chief of Airport Police. These command staff meetings will facilitate dialogue and planning essential to the operation and administration of LAWA Police.
- 1. When time permits, an agenda shall be prepared and distributed to participants prior to the meeting date.

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- Handout materials and/or other documents that require review by the members shall be submitted with agenda items.
2. Staff Members shall take the initiative and forward suggested items for the agenda that the Chief of Airport Police will consider for discussion.
 3. Notes of the discussion are the responsibility of the attendees. The Chief may submit a summary of the meeting and resolution of discussed items.

Other personnel may be invited to attend the meetings at the Chief's direction to make presentations or provide input into the decisions that affect the operations of the LAWA Police.
- B. Section Staff Meetings**
- Each Commanding Officer may conduct a monthly staff meeting to include all of the section supervisors and may include other personnel as deemed necessary by the Commanding Officer.
1. An agenda shall be prepared and, when time constraints permit, shall be distributed at least one (1) day prior to the meeting.
 2. Items that are submitted to the Section Commander for agenda consideration shall be delivered to the Commander's Office at least five (5) days prior to the meeting.
 3. A summary of the meeting and resolution of discussed items may be submitted to participants by the Commander.
- C. Unit Meetings**
- Unit Supervisors shall, at a minimum, meet formally with their respective unit staff on a quarterly basis. The meeting should include an agenda. Notes are the responsibility of the participants.
- D. Section Supervisors Meetings**
- Supervisor's Staff Meetings are scheduled as determined by the Chief of Airport Police and shall be conducted at least quarterly throughout the calendar year.
- The meetings shall include all supervisors, command staff personnel and non-sworn supervisors.
- Supervisory staff meetings are coordinated through the Office of the Chief by the Adjutant to the Chief of Airport Police. Items that are to be placed on the agenda shall be submitted to the Chief's Adjutant for the Chief's consideration.
- 5/3 Commanding Officers -Notifications, Call-outs, and Inspections**
- 5/3.1 Notifications and Inspections**
- Commanding Officers shall be subject to emergency call-out to provide management guidance and direct incident management where time is a critical factor and direct response serves the interest of LAWA or the public (i.e., Officer involved shootings, aircraft disasters, or other significant incidents). In addition, Commanding Officers are expected to make inspections during all shifts and work days.
- A. Line Inspections**
- Line inspections of sworn and non-sworn uniformed personnel shall be held at least once each quarter.
1. The supervisor(s) conducting the inspection shall ensure uniformed personnel are in compliance with current uniform, equipment, and personal appearance standards.
 2. Any observed violations of the uniform policy (i.e.- uniform dirty, buttons missing, wearing of unauthorized pin, etc.), equipment violations (i.e.-cuff case worn and torn, unauthorized equipment, etc.) or personal appearance standards (i.e.-unshaven, hair too long, etc.) shall be noted by the inspecting supervisor. The officer shall be advised of the violation and given a reasonable amount of time to correct the violation.
 3. The inspecting supervisor shall note the violation(s) and involved officer's name in his/her Supervisor's Daily Report.
 4. Within three days, but no later than five days from the date of inspection, the inspecting supervisor shall inspect the uniform of those officers found to be out of compliance, and note whether the violation has been corrected. If the violation has not been corrected, the supervisor may follow progressive disciplinary procedures.
- B. Weapons Inspections**
- Weapons and ammunition inspections shall be conducted annually by the Rangemasters at the Police Range.
- C. Spot Inspections**
- Whenever a supervisor observes a uniformed officer in violation of the uniform policy or personal appearance standards, the supervisor may conduct a spot inspection to determine if any other violations exist.
1. The officer will be notified of the violation(s) and ordered to correct the violation;
 2. The supervisor will note the spot inspection on his/her Supervisor's Daily Report and conduct a followup inspection within three to five days.
- D. Compliance Inspections**
- Compliance inspections of LAWA Police sworn and civilian uniformed personnel may be conducted at any time, either as a part of a line inspection or as a separate inspection.
1. A compliance inspection primarily focuses on possession or required identification while on duty. This includes:
 - a. A valid LAWA-issued Security Badge (LAWA/LAX, LAWA/ONT, LAWA/VNY, LAWA/PMD);
 - b. A City of Los Angeles Identification Card or LAWA Police issued Identification Card; and,
 - c. A valid California Driver's License.
 2. Compliance inspections shall also be conducted by Unit supervisors to ensure their staff is in compliance with the above provisions.

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3. Personnel found in violation of possession provisions will be required to immediately retrieve the missing identification prior to beginning field duties
 4. Personnel found with an expired LAWA-issued Security Badge or California Driver's License shall be reassigned to station duties or restricted to office assignments until they obtain the necessary identification.
 5. Violations shall be noted by the inspecting supervisor, who shall conduct a follow-up inspection to assure compliance
- E. Facility Inspections

Every supervisor shall be responsible for inspecting LAWA Police facilities. This includes, but is not limited to the main station, security access posts, outlying offices and locker rooms, and any other facility used by LAWA Police personnel. Any discrepancies shall be reported to the appropriate section for correction, and noted on the supervisor's Daily Activity Log.

5/3.2 Emergency Call-out

In the event of an emergency or other significant event within LAWA's jurisdiction, one or more Commanding Officers shall be notified and respond as necessary.

- A. Priority for Commanding Officer notifications shall be as follows:
1. Assigned Duty Commanding Officer (See Subsection B below);
 2. Commanding Officers with line authority for incident or personnel involved;
 3. Closest geographically located Commanding Officer;
 4. Commanding Officer with specific technical knowledge related to incident.
- It is expected that more than one (1) notification may be made following these guidelines.
- B. Duty Assignment
- One Commanding Officer shall be assigned as "Duty Commanding Officer" on a weekly rotating basis. A "Duty Commanding Officer" may make unscheduled visits at any time and at remote locations.
- C. Inspections
- Duty Commanding Officers shall make weekend site inspections as scheduled by the Chief of Airport Police. Inspection schedules shall be published and distributed to concerned personnel.
- D. Recording Emergency notifications, call-outs, and inspections of Commanding Officers shall be noted in the Watch Commanders Log.

5/4 Civil Suit Procedures

5/4.1 Summons and Complaints

If an employee is served with a summons and complaint, wherein it is alleged that the employee was acting in the course and scope of his/her duties or was performing his/her official duties, the employee shall follow the procedures outlined in this section. If the employee desires to have LAWA obtain legal counsel to represent him/her, the employee must request legal representation, in writing.

Advisement

Generally, there are strict deadlines with very short time limits in which to respond to a summons and complaint. Failure to do so could cause the employee substantial adverse financial consequences.

It is recommended that the employee keep copies of all documents received before forwarding or distributing in accordance with this policy.

Definitions

A **Summons** is a notice to an individual that he or she has been sued.

A **Complaint** is a document, which sets forth the allegations against the individual.

Note: A summons and a complaint should not be confused with a subpoena.

A. Accountability and Responsibility

1. Officer

The officer is responsible for notifying the supervisor that he/she has been served with a summons and complaint, so that the service can be logged on the Subpoena Record, Form 15.29, in addition to submitting the required reports (See Section D).

2. Supervisor

The supervisor is responsible for ensuring that the employee follows the prescribed procedure.

3. Command Staff

The Command Staff shall provide support, as necessary, to the involved employee, and notify him/her of any hearings, depositions, trials or other matters related to the case.

B. Acceptance of Summons and Complaint

1. A summons and complaint shall be accepted when practicable, by the employee named on the document.

2. If the employee is not available, the Watch Commander or designee shall inform the person attempting to serve the employee when the employee is expected to return.

3. If a process server insists on leaving a copy of the summons and complaint with a supervisor, the Watch Commander or designee shall accept the summons and complaint and shall:

a. Ensure that the service is recorded on the Subpoena Record, Form 15.29, in the same manner required for recording subpoenas.

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- b. Cause delivery of the summons and complaint to the employee named thereon as soon as practicable.
- c. Should the employee not be available for acceptance of the summons and complaint, within ten (10) days of receipt, the Records Section employee assigned to maintain the Court Subpoena Record Log shall:
- Mail the documents back to the attorney (or Party In Pro-Per) whose name appears on the upper left hand corner of the complaint, along with a cover letter stating the reason for non-service;
 - Retain a copy of the cover letter and documents and note the following on the front page of the summons:
 - The date the documents were returned;
 - The name of the person to whom the documents were returned.
The Records Section employee shall sign and date the front page of the documents under the above information.
4. Service By Mail
- When the summons and complaint is served by mail, the employee served shall forward it to the Office of the Chief of Airport Police with an Employee's Report stating the date and time it was received and that it was received by mail.
- a. If the employee desires legal representation, he/she shall follow the procedures outlined in Section D. In addition, the employee shall forward all mailed documents, including the envelope, to the City Attorney's Office as soon as possible.
- b. If the employee does not choose to request legal representation from the City, the employee should retain a copy of all mailed documents and contact his/her City bargaining unit representative or private attorney immediately.
- C. Notification
- When an employee is served with a summons and complaint the employee shall, as soon as possible, but in no case more than 48 hours:
1. Telephonically notify the Office of the Chief of Airport Police of the service;
 2. Hand-carry the summons and complaint directly to the Office of the Chief of Airport Police and the City Attorney's Office. If the employee desires legal representation, the procedures set forth in Section D shall be followed.
- D. Reports
1. Employee Desiring Legal Representation
- a. If the employee desires legal representation, he/she shall prepare an Employee Report containing the following:
- The specific date the employee was served.
 - Name of plaintiff(s).
 - Case Number
- A statement requesting that the City provide an attorney to represent the employee in the matter.
 - A statement that at the time of the incident complained of the employee was working within the scope of his/her employment for LAWA.
 - A brief account of the incident, including the complete names and addresses of all parties and possible witnesses.
 - Name, watch, and location of assignment of involved officers.
- Note: This report shall not be approved by a LAWA Police Supervisor.**
- b. The Employee's Report shall have the words "CONFIDENTIAL - Attorney-Client Communication" typed or handwritten conspicuously on the face of each page.
- c. The Employee's Report shall be addressed to the City Attorney, #1 World Way, in an envelope marked "Confidential - Attorney-Client Communication" and be hand-carried to the City Attorneys Office promptly, along with copies of all legal documents related to the case.
- d. The employee shall prepare a separate Employee's Report, addressed to the Office of the Chief of Airport Police, stating that he/she has complied with the procedures outlined in this section.
- e. The City has 20 days from date of delivery of request to notify the employee whether the request for representation has been granted.
2. Employee Not Requesting Legal Representation
- If the employee does not wish to have the City obtain legal representation on his/her behalf, the employee shall:
- a. Follow the procedures set forth on Section C (Notifications) above;
 - b. Prepare an Employee's Report to the Chief of Airport Police, with a copy to the City Attorneys' Office, advising that the employee has decided not to request the City obtain legal representation for him/her. This Employee's Report shall be signed and dated by the employee and shall be submitted within 72 hours of receipt of the summons and complaint.

5/5 Subpoenas and Court Appearances

5/5.1 Policy

A necessary and frequent part of a LAWA Police officer's responsibility to the Criminal Justice System is providing testimony in court. Under the California Penal Code, Sections 1331 and 1331.5, it is within the authority of the courts to issue bench warrants for persons who fail to appear as ordered by a subpoena. It is the policy of the LAWA Police that obedience to a subpoena is considered to be performing a work assignment when the subpoena served relates to the employee's course and scope of employment with the LAWA Police. Supervisors are responsible for serving officers with subpoenas; officers served are in turn responsible for appearing.

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5/5.2 Procedures

A. Subpoena Processing and Issuance

The Court Subpoena Record Log shall be used to log in all subpoenas. All personnel receiving a subpoena must sign the log. Watch Commanders shall be responsible for ensuring that the record is maintained. In order to ensure proper processing, the following steps shall be followed:

1. Record Unit personnel shall log the subpoenas in the Court Subpoena Record Log upon receipt.
2. The Court Subpoena Record Log shall be kept in the Watch Commander's Office and taken to all roll calls for issuance of subpoenas.
3. Officers receiving subpoenas, as well as the issuing supervisor, shall sign the original copy of the subpoena and the Court Subpoena Record Log. The original signed subpoena shall be placed in the rear of the log, and a copy of the subpoena shall be issued to the officer. The Log shall be returned to the Watch Commander's Office after Roll Call.
4. The original signed copy of the subpoena shall be collected by Records, who shall mail the signed copy back to the appropriate court location.

B. Court Check-In Procedure

All officers subpoenaed to Airport Branch Court shall check in and check out with the Airport Court Liaison Officer. In all other court districts, officers shall check in with the court bailiff.

C. On-Call Status and Mandatory Appearance

1. Arraignments

LAX/LAWA officers shall be placed "On Call" by the court for arraignment hearings in Division 90, Airport Branch Court. The subpoena shall be stamped "On-Call" prior to issuance to the officer. For all other courts, officers shall call the court to be placed "On Call," unless the subpoena indicates the officer has been placed "On Call" by the court.

2. Felony Cases

LAX/LAWA officers subpoenaed to court on felony cases and requesting to be placed "On Call" shall contact the LAWA Police Court Liaison Officer at Airport Branch Court. For all other courts, officers shall call the court to be placed "On Call," unless the subpoena indicates the officer has been placed "On Call" by the court.

3. Misdemeanor Cases

Officers subpoenaed to Airport Branch Court for misdemeanor cases may be placed "On-Call" by contacting the LAWA Police Court Liaison Officer prior to the court date. For all other courts, officers shall call the court to be placed "On Call," unless the subpoena indicates the officer has been placed "On Call" by the court.

Officers subpoenaed to traffic court must appear as summoned and can not be placed "On-Call."

5. Juvenile Court

Officers subpoenaed to Juvenile Court must appear as summoned and shall not be placed "On-Call."

6. Call Offs on Scheduled Day of Court Appearance

When a LAX/LAWA officer acknowledges a subpoena, in writing, requiring mandatory appearance in court, or placing the officer on-call for court, and subsequently calls in sick or requests and is granted an emergency vacation day off for the same day, the officer, in addition to contacting an on-duty supervisor, shall telephonically notify the Court Liaison Officer of the call off. For all other courts, officers shall telephonically notify the court.

If a voicemail is left at the LAX/LAWA Court Liaison Officer's phone number concerning a call-off, the notifying officer shall also include a call back phone number. The Court Liaison Officer shall contact the officer acknowledging receipt of the voicemail.

D. Vacations

1. The LAX/LAWA Patrol Services Section shall forward a copy of the Vacation Master Calendar to the LAWA Police Court Liaison Officer.

2. All Police Patrol Services Sections and Traffic Services Section sworn and non-sworn officers issued a subpoena for traffic court on a scheduled vacation day shall write the vacation start and end dates on the subpoena.

3. LAX/LAWA Patrol Services Section and Traffic Services Section officers issued a subpoena for a misdemeanor case on a previously scheduled vacation day shall telephonically notify the LAWA Police Court Liaison Officer of the vacation dates, and write the dates on the subpoena. For all other courts, officers shall telephonically notify the court.

4. If a LAX/LAWA officer has previously appeared on a case in the "trial" phase, and the case is continued for a date during the officer's scheduled vacation, the officer shall complete an "Officer Declaration for Continuance" and return the completed form to the LAWA Police Court Liaison Officer prior to start of vacation. For all other courts, officers shall complete the "Officer Declaration for Continuance" and return the completed form to the court.

5. Vacation and Holiday Off Requests After Receipt of Subpoena

When an officer acknowledges a subpoena, in writing, requiring mandatory appearance in court, and is subsequently granted a vacation day or holiday off for the same day, the officer must appear in court, as subpoenaed. In addition, officers "On-Call" must remain available as if on a regular duty day.

6. Subpoenas Issued For Officers on Long-Term Vacation or Sick Leave

Whenever an LAX/LAWA supervisor discovers that an officer on long-term vacation or sick leave has a subpoena and cannot be served, and the court date falls within the same time period the officer is still on vacation or sick leave, the supervisor shall contact the Court Liaison officer and inform him/her of the situation as soon as possible. A voicemail can also be left at the court liaison's phone number. For all other courts, the supervisor shall telephonically notify the court.

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E. Military Leave and Scheduled Training Classes

If an LAX/LAWA officer has previously appeared on a case in the "trial" phase, and the case is continued for a date during the officer's scheduled Military Leave or is scheduled to attend a training class, the officer shall complete an "Officer Declaration for Continuance," attach a copy of his/her military orders or Training Order, and return the completed forms and documents to the LAWA Police Court Liaison Officer. For all other courts, officers shall complete the "Officer Declaration for Continuance" and return the completed form to the court.

F. Reporting to Court on Regular Duty Day

1. Officers assigned to Day Watch and scheduled to appear in court on a regular workday shall report for roll call in uniform and report to court from work.

a. Officers who wish to report directly to court from home shall request approval from the Watch Commander or their immediate supervisor prior to the court date. Upon approval, end of watch for the officer that particular date shall be extended to P.M. watch to reflect a regular work shift. The officer shall check out with the P.M. Watch Commander.

b. Officers assigned to other watches and scheduled to appear in court on a regular workday on a case that is expected to last all or most of the day may request approval from the Watch Commander to be assigned to Day Watch for the court appearance or extend their watch to reflect a regular work shift.

Failure to make these arrangements or failure to show up for work will result in an Absent Without Leave (AW) and possible disciplinary action.

2. Vehicles furnished by LAWA shall be on an availability basis for on-duty uniformed officers only.

G. U.S. District Court Procedures

Officers subpoenaed to U.S. District Court are required to check in with the U.S. Marshal's Service and display their Police photo identification while in the courthouse. Officers in civilian attire may carry concealed weapons in the courthouse; however, officers in uniform shall be required to store their duty weapons in the gun locker at the U.S. Marshal's Office during their visit.

State law authorizing the possession of weapons need not be recognized on Federal property and such authorization is subject to the discretion of the Chief Judge.

5/5.3 Subpoenas, Summons, Or Other Legal Documents Involving Personal Legal Matters

A subpoena, summons, or other legal documents involving personal legal matters (i.e. - divorces, debts, etc.) shall **only** be accepted by the employee named on the document to be served.

A. The Watch Commander or designee should determine if the employee is on duty and arrange for the employee to meet with the person attempting to serve the document(s).

B. If the employee is not available, the Watch Commander or designee should inform the person attempting to serve the employee when the employee is expected to be available.

C. At no time shall any person other than the person named in the documents accept service of any personal legal documents.

D. Neither the document(s), nor the service of these documents, shall be recorded on the Subpoena Record Form 15.29.

5/5.4 Trial by Declaration

Whenever the Court Liaison Officer or a supervisor receives a Form TR-235 - Officer's Declaration indicating a defendant is requesting a Trial by Declaration, the Court Liaison Officer/supervisor shall forward the form to the involved officer's Watch Commander or Section Head, who will forward it to the officer's immediate supervisor for service to the officer.

The officer shall complete the form and return it to his/her supervisor. The supervisor shall review the form, and, upon approval, forward it to the court requesting the information two (2) days **prior** to the return date indicated on the form.

5/5.5 Subpoenas Issued in the City's Interest

Whenever Records Unit receives a subpoena, issued in the City's interest, for a Police Division employee, the subpoena shall be processed per standing procedures.

If the subpoena, issued in the City's interest, is for an individual not employed by the City of Los Angeles, or for a private company or other non-City entity, the subpoena shall be forwarded to the Internal Affairs Unit and the subpoena served by an Internal Affairs investigator.

5/6 Fiscal Management

5/6.1 Service/Material Acquisition

The procedures for purchasing service/material with City funds are set forth in the City Administrative Code and the City Controller's Manual. Los Angeles World Airports (LAWA) procedures for expenditures of City funds operate within these guidelines.

The fiscal year budget for operational service/material and equipment acquisitions is established, effective July 1, by LAWA. This section outlines purchase request procedures.
Definitions

PURCHASE REQUEST: Encumbering document used to make purchases of materials or services of any amount.

PETTY CASH: A fund used to reimburse employees for job-related expenses up to \$100.00.

A. Procedures

1. Requests for Services/Materials

a. The requesting employee shall complete a Purchase Request form. This form shall include:

- A description of the item(s) for purchase, including estimated unit price;
- The recommended supplier/possible supplier;
- Any other required information.

Note - A description or detailed specifications of the requested material or service, if needed, shall be completed on a separate sheet and shall be attached to the Purchase Request form.

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- b. Completed Purchase Request forms shall be forwarded to the Unit Leader or designee for approval. Request forms that have not been approved will not be processed.
- c. Upon approval, the form is forwarded to the Section's designated Purchasing Coordinator. The Coordinator shall:
- Copy all submitted Purchase Request forms for records retention purposes;
 - Forward the original forms to the Section Commander for review and approval.
 - Contact the requesting employee with the status of their Purchase Request (i.e. - approved, denied, more information needed, etc.)
- b. Upon approval, the Purchasing Coordinator will forward the request to Fiscal Support Unit for processing.
- e. All items may not be approved due to budget shortages. If this occurs, a notice of disapproval for the request will be provided by the Purchasing Coordinator or Fiscal Support Unit.
2. Petty Cash Reimbursements
- a. Whenever an employee uses personal funds for a job-related function or in the course of his/her duties, in an amount no greater than \$100.00, the employee shall:
- Complete a Purchase Request form, which shall include any information relevant to how the employee incurred the expenditure;
 - Attach a receipt showing the expenditure incurred by the employee.
- b. The Purchase Request form shall be processed as previously outlined.
- Note: Petty cash reimbursements shall follow City Accounting guidelines and should be approved in advance. Any questions concerning petty cash reimbursements shall be directed to Fiscal Support Unit.**
- 5/6.2 Operating Expenditures**
- A. Office Supplies and Administrative Expenses
- Requests for office supplies shall be processed through LAWA Stores. Office supplies not available through LAWA Stores may be purchased through LAWA's approved office supply vendor.
- Only items absolutely essential to the operation of the LAWA Police shall be approved for purchase. All requests for supplies shall be received by the Commanding Officer, Professional Standards Section. Those items deemed non-essential shall not be approved.
- B. Ordering of Supplies
- Requests for supplies shall be submitted to the Records Unit. Supplies shall be ordered by the Records Unit on the 1st and 15th of each month. Orders submitted after the ordering date shall be processed on the following order. All orders must be submitted via a completed LAWA Police Material Requisition form and routed through the Commanding Officer, Professional Standards Section, for approval. Incomplete forms shall not be accepted.
- C. Ordering Police Division Forms
1. Whenever an employee of the LAWA Police becomes aware that a form used by LAWA Police personnel in the performance of their duty is in short supply, the employee shall:
- a. Forward an Employee's Report, via chain of command, to Operations and Materials LAX/LAWA or Field Support Unit at LAWA/ONT, requesting that new copies of the form be ordered;
- b. Attach a copy of the requested form with the Employee's Report;
- c. The requesting employee's supervisor shall verify that the form is correct and that no changes are pending prior to forwarding it to Operations and Materials LAX/LAWA or Field Support Unit at LAWA/ONT;
- d. Operations and Materials LAX/LAWA or Field Support Unit at LAWA/ONT shall review the request and forward it, via chain of command, to the Commanding Officer, Field Support Section for review and approval prior to ordering the form.
- Note: This procedure shall not apply to the Security Credential Section in regards to the ordering of Security Badging applications or related material.**
2. Whenever a new form is created for use by the LAWA Police by Manuals and OrdersUnit as part of a Directive signed by the Chief of Airport Police, a copy of the signed Directive and an original of the new form shall be forwarded to Operations and Materials LAX/LAWA and Field Support Unit at LAWA/ONT.
- a. Operations and Materials LAX/LAWA or Field Support Unit at LAWA/ONT shall order the form and contact Manuals and OrdersUnit when a supply of the new form(s) is received.
- b. Manuals and OrdersUnit will not issue the Directive until a sufficient supply of the new forms is available for use by LAWA Police personnel.
3. Whenever a form is created by a supervisor, Detail, Unit, or Section, and the form is designed to be used by LAWA Police personnel in the performance of their duty:
- a. The form shall be approved by the Chief of Airport Police or designee prior to use and distribution;
- b. An original of the form shall be forwarded to Operations and Materials LAX/LAWA and Field Support Unit at LAWA/ONT with a request to order additional copies of the form for use by LAWA Police personnel. A copy of the approval by the Chief of Airport Police or designee shall be attached.

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5/6.3 Budget Suggestions

Any member of the LAWA Police having suggestions for future budget items is invited to forward them to the Fiscal Support Unit or appropriate budget representative. Budget Suggestion Forms shall be completed and forwarded back to Fiscal Support Unit or appropriate budget representative.

Requests or suggestions for future budget items must be submitted to the appropriate Fiscal Support Unit no later than Nov. 1 of the current year to be considered for the next fiscal year budget.

5/6.4 Business Cards

Personnel of the LAWA Police shall only utilize business cards, which have been approved by the Los Angeles World Airports. The approved business cards are the White Los Angeles World Airports card and the City of Los Angeles card with the City seal.

As a matter of policy, only approved business cards shall be used by LAWA Police personnel and no other type or format is authorized. When reordering approved business cards, a purchase request shall be completed and routed through the appropriate Fiscal Support Unit.

5/6.5 Requesting Reimbursement for Duty-Related Expenses

A. Employees requesting reimbursement for duty-related expenses shall:

1. Request and receive pre-approval from their Fiscal Support Unit for all reimbursement requests to insure these requests are in compliance with City policy;

Note: Pre-approval is required to ensure the reimbursement request can be made from Petty Cash or if another means is necessary to request reimbursement.

2. Complete a Purchase Request Form, detailing a justification and/or description of the purchase. Include the type of expense, date of occurrence, and total amount of expense;
3. Attach all receipts associated with the expense;
4. Forward the Purchase Request Form to the Section's Commanding Officer for review and approval.

B. Upon approval, the Purchase Request Form shall be forwarded to Fiscal Support Unit for processing.

C. Fiscal Support Unit shall contact the requesting employee when the reimbursement is ready for pickup.

5/6.6 City Issued Cellular Telephone Administrative Procedures

A. Cellular Telephone Liaison - Responsibilities

The Cellular Telephone Liaison shall:

1. Coordinate with ITG on issuance of cellular telephones for LAWA Police employees;
2. Review all Cellular Telephone requests and validate the need for such services. If approved by the Section Commanding Officer, the request shall be forwarded to ITG;

3. Distribute a copy of the Cellular Communication Services Policy and Procedures Handbook when a new cellular telephone is issued;
4. Collect issued cellular telephones and return the telephones to ITG when a Section employee:
 - a. Transfers to another LAWA airport or to another City Department;
 - b. Is terminated, resigns or retires;
 - c. Is on long term leave for more than one month (Policy Handbook Section 3.3.12);
 - d. Transfers to a position that does not require an issued cellular telephone
5. Notify ITG whenever a change occurs in the status of an employee's cellular telephone use;
6. Review cellular telephone assignments and usage to validate the need for such services on an annual basis.

B. Cellular Telephone Coordinator - Responsibilities

The Cellular Telephone Coordinator shall:

1. Ensure employees submit an Employee Declaration of Compliance;
2. Track cellular telephones and users within the Section and notify the Cellular Telephone Liaison whenever any change occurs.
3. Distribute cellular telephone invoices and activity sheets to employees;
4. Retain a copy of the Call Accounting Form and forward the original to ITG and;
5. Submit checks for personal cellular telephone calls to the Cashier's Office;
6. Track and audit call accounting forms to ensure employees review and submit the forms in a timely manner.

C. Employee Responsibilities

Employees shall review the monthly services billing statements for their issued cellular telephone and ensure expenses for any personal calls, including any expenses incurred for personal texting or downloads, be reimbursed in accordance with Section 5.140 of the LAWA Administrative Manual within five (5) days of receipt of the billing statement.

5/7 Watch Procedures

5/7.1 Start of Watch

Employees shall report for duty at the time designated by their Commanding Officer.

A. Roll Call

Roll Call is conducted for the Patrol Services Section, the Security Access Control Unit and the Traffic Control Unit prior to each regular shift deployment. Employees in other Sections and units receive briefings conducted by their supervisors prior to deployment.

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- LAWA/ONT** - Airport Safety Officers (ASO) will follow current ONT roll call procedures for ASO's.
1. Procedures for All Roll Calls

When conducting Roll Call, the supervisor conducting Roll Call shall:

 - a. Read the roll and give assignments to the officers present.
 - b. Notify officers of any changes in work schedules or assignments.
 - c. Issue subpoenas, if any.
 - d. Read new directives and memos and have officers sign Acknowledgment forms acknowledging receipt of the new directives. The supervisor shall explain the implementation and effect on current operations the new policies will have.
 - e. Conduct inspections of officers to ensure their readiness to assume their assigned duties.
 - f. Advise personnel of upcoming training classes.
 2. Additional Procedures for Patrol Services Section Roll Calls

In addition to procedures listed in Section 1, the supervisor conducting Roll Call shall:

 - a. Read the Daily Activity Log. This log contains notable activity, criminal or otherwise, within the Airport area for the previous 24 hours. It is the responsibility of the off-going supervisor in charge to ensure that the log is complete and up-to-date and that the on-coming supervisors are made aware of any outstanding activity.
 - b. Give descriptions of wanted persons, if any, that are relevant to officer safety, the Airport and its operations.
 - c. Give information on any stolen vehicles reported to be in the area.
 - d. Inform officers of any major activities or investigations that may affect normal operations within the Airport area. This can include any temporary or permanent hazards that officers should avoid or provide extra patrol. This information can come from a variety of sources, such as patrol officers, specialized Sections and/or the Crime Analysis Unit. It is the responsibility of the supervisor-in-charge to keep up-to-date on situations of this nature.
 3. Roll Call Training

Refer to Section 4/3 for Roll Call Training procedures.
- B. Attendance**
1. Employees reporting late for duty, for any reason, shall check in with their Section supervisor. In the absence of a Section supervisor, employees shall check in with the Watch Commander.
2. Absences and tardiness shall be reported to a supervisor of the employee's Section. If a Section supervisor is not available, absences or tardiness shall be reported to Patrol Services Section Watch Commander.
 3. When no Section supervisor is on duty, the employee(s) shall report to the Watch Commander in order to begin duty.
- 5/7.2 Weapons and Less Lethal Devices Issuance and Checkout Procedures**
- The following procedures are LAX/LAWA specific, and may be different at other Airport Police facilities.**
- A. Prior to beginning of watch, a copy of the Daily Deployment Sheet shall be placed in the Kit Room. This sheet shall be used to issue and check in weapons and less lethal devices by the Operations Center supervisor during change of watch.
 - B. Only sworn personnel who have met current training requirements for a specific weapon or less lethal device shall be authorized to be issued this equipment.

Exception: Weapons and less lethal devices may be issued to sworn officers who have not met training requirements under emergency conditions to ensure availability of this equipment to other officers in the field.
 - C. The designated PSS supervisor shall issue the following equipment from the Armory:
 1. Shotguns

Sworn officers assigned to a mobile patrol unit equipped with a shotgun rack shall be issued a duty shotgun as outlined in Section 7/2.18.B.3.a. The shotgun Equipment Number shall be recorded on the Equipment Check-In/Check-Out Log. Officers should consider which configuration of shotgun mount their assigned vehicle is equipped with. Tactical 18-inch shotguns may not fit some older vehicles.

Officers shall carry their issued shotgun in the open position while in the station. "Racking" and/or loading shotguns inside the station is prohibited.

Note: When issuing a shotgun, the shotgun shall be handed to the officer at the Kit Room door. It will never be issued through the Kit Room window.
 2. 40 MM Projectile Launchers

Properly trained sworn officers assigned to deploy a 40 MM Projectile Launcher shall be issued a 40 MM launcher and ammunition in a carrying case as outlined in section 7/5.3.C.1. The 40 MM Projectile Launcher Equipment Number shall be recorded on the Equipment Check-In/Check-Out Log by the supervisor.
 3. Tasers
 - a. General Check-Out Procedures
 - (1) Officers shall not attach a cartridge to the Taser inside the station.

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- (2) Officers issued an X-26 Taser shall attach the Taser holster to their duty belt prior to leaving the Station.
- b. M-26 Tasers
- The Check-Out supervisor shall visually inspect the Taser case prior to issuance to ensure one Taser and two cartridges are in each case. The M-26 Box Number shall be recorded on the Equipment Check-In/Check-Out Log by the Check-Out supervisor.
- Note: The cartridges are assigned to each Taser case. Damaged cartridges shall not be replaced with a cartridge from another case.**
- c. X-26 Tasers and Holster
- The Taser and cartridge serial numbers are assigned for each holster number and shall not be mixed or changed. The Check-Out supervisor shall record the holster number only on the Equipment Check-In/Check-Out Log. A master list of the assignments will be kept in the armory for reference.
- d. Damaged Taser, Holster, or Cartridge
- if a Taser, holster or cartridge is damaged, the taser, holster and cartridges shall be red tagged as a unit and transported to the range for repair. This shall be noted on the appropriate Weapons Status Log.
4. Ballistic Shield
- The Check-Out supervisor shall record the serial number of the ballistic shield on the Equipment Check-In/Check-Out Log.
5. UPR
- UPRs are to be stored unloaded and locked in their assigned and numbered mount. UPR officers will be issued numbered keys that coincide with their assigned lock mount to use for storing their weapons.
- The Check-Out Supervisor shall check the "UPR" column of the Equipment Check-In/Check-Out Log when a UPR Cadre member checks out his/her UPR from the Armory.
- If, prior to regular EOW, any of the previously listed equipment has to be returned to the Armory, it shall be given to an available Patrol supervisor, who will be responsible for placing the equipment in the Armory and updating the Equipment Check-In/Check-Out Log.
- D. Employees shall inspect their assigned vehicle at the beginning of watch as outlined in Section 12/1.1.A.1.
- 5/7.3 End of Watch (EOW) Procedures**
- All sworn or non-sworn uniformed employees shall check out with a supervisor prior to leaving the LAWA Police facility for the day.
- The following procedures are LAX-LAWA specific, and may be different at other Airport Police facilities.**
- A. Notification shall be made to the employee's supervisor or the Operations Center supervisor. In the event that the supervisor is not available, notification shall be made to the Watch Commander.
1. End of watch for all Non-Patrol Services Section employees shall be logged by the Watch Commander if their own Unit Supervisor is not available.
2. Officers assigned to specialized units, special assignments, or Movie Details going end of watch shall check out with the Watch Commander.
- B. The Check-In supervisor shall be stationed at the Kit Room at the end of Roll Call to conduct employee check in. The supervisor shall be responsible for:
1. Advising Communications to broadcast Code 9 when roll call is completed.
2. Monitoring calls for service broadcast during the last 15 minutes of the Watch and determining whether the call can be held for the oncoming watch.
- If a call pending is held, both Communications and the oncoming Watch Commander shall be notified.
- Note: Until officers check in at the Kit Room, they are subject to calls for service.**
3. Ensuring each officer from the previous watch is accounted for;
4. Providing Communications with an updated status of any officers still outstanding at EOW.
- Note: Officers shall not begin Code 9 procedures prior to Communication's broadcast of Code 9. Radios shall not be turned off until check-in procedures are complete.**
- C. At End of Watch (Code 9), employees shall:
1. Broadcast their assigned call sign and advise Communications Unit they are "EOW;"
2. Check in by giving their name and unit assignment to the check-in supervisor;
3. Submit a Daily Field Activities Report to the check in supervisor, including all completed Personal Service and Parking citations and other reports.
- Officers who work overtime or who leave early shall submit their DFAR, along with any completed citations and reports, to an on-duty supervisor or the Watch Commander prior to leaving the station, as outlined in Section 14/3.9.D.
- Note- Refer to Sections 10/2.1 H and 10/3.1 C for submission of completed citations, 14/3.1 Subsection C for completion and submission of reports prior to EOW and 14/3.9, Subsection D for Submission of Daily Field Activities Report at EOW.**
- D. When an employee has completed check in, equipment shall be returned to the Kit Room.

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5/7.4 Weapons and Less Lethal Devices Check in Procedures

The following procedures are LAWA specific.

A. Officers shall ensure that all weapons and less lethal devices are unloaded prior to checking them back to the Kit Room in accordance with Section 7/2.18.

Note: Unloading shotguns inside the station is prohibited.

B. The Patrol supervisor assigned to the Kit Room shall ensure all weapons and less lethal devices are unloaded or deactivated prior to storing them in the Armory.

C. Equipment Check-In

1. Tasers

a. M-26 Tasers

The Check-In supervisor shall visually inspect all M-26 Taser cases being checked in to ensure one Taser and two cartridges are in each case and ensure the box number matches the box number checked out by the officer on the Equipment Check-In/Check-Out Log.

b. X-26 Tasers

(1) Prior to entering the station, officers shall detach the Taser cartridge from the Taser, and carry both separate components to the Check-In supervisor.

(2) The Check-In supervisor shall check the serial number of the Taser holster and ensure the number matches the number checked out by the officer on the Equipment Check-In/Check-Out Log.

2. Shotgun

The Check-In supervisor shall ensure the shotgun number matches the shotgun number checked out by the officer on the Equipment Check-In/Check-Out Log. Specialized units with home-garaging authority are exempt from this requirement.

Exception: Motor Unit officers who leave their motorcycle in the Station parking lot overnight shall secure their issued shotgun in the Armory.

3. 40 MM Projectile Launchers

The Check-In supervisor shall ensure the 40MM number matches the 40MM number checked out by the officer on the Equipment Check-In/Check-Out Log and that all checked out cartridges are present.

4. Ballistic Shield

The Check-In supervisor shall ensure the Ballistic Shield number matches the Ballistic Shield number checked out by the officer on the Equipment Check-In/Check-Out Log.

5. UPR

The Check-In supervisor shall ensure the UPR is returned at EOW to the Armory. Each officer is assigned a numbered and lockable bay for storage of their rifle.

6. Discrepancies

a. If no discrepancies are found, the Check-In Supervisor shall initial the Equipment Check-In/Check-Out Log.

b. If a discrepancy is found, it shall be investigated by the Check-In Supervisor. The Watch Commander shall be notified.

D. Weapons and less lethal devices shall never be given to another officer in the field by an officer going End of Watch.

Exceptions:

LAWA/LAX

Weapons and less lethal devices may be given to an on-coming officer by an officer going End of Watch in the field if circumstances dictate that the End of Watch officer be relieved in the field by the on-coming officer. The End of Watch officer shall inform the Operations Center supervisor of the field transfer of any weapon(s) and less lethal device(s).

LAWA/ONT

LAWA/ONT Canine Units are issued Tasers and are not turned in at EOW. They are retained by the officer.

E. Employees shall inspect their assigned vehicle at the end of watch as outlined in Section 12/1.1.A.2.

5/8 Rules of Conduct

5/8.1 Gratuities

A. Policy

Section 5.010.3 of the LAWA Administration Manual states:

"LAWA employees shall not accept money or other considerations or favors from anyone other than the City for the performance of an act which they would be required or expected to perform in the regular course of their duties; nor shall employees accept any gifts, gratuities or favors of any kind which might reasonably be interpreted as an attempt to influence their actions with respect to City business."

1. City of Los Angeles Code of Ethics

The Code of Ethics for all City of Los Angeles employees strictly forbids the acceptance of gratuities.

2. Law Enforcement Code of Ethics

The Law Enforcement Code of Ethics states in part:

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"With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities."

The acceptance of any favor or gratuity, in any form, from free coffee to a free meal, because of employee's position with the LAWA Police, is not within the ethics and canons of the law enforcement profession.

B. Newspapers

The practice of receiving free newspapers by LAWA Police employees is strictly prohibited. While newspapers cannot be considered as having any significant monetary value, they are still gifts and therefore subject to the rule. Because of the nature of the job performed, it might be interpreted by someone that these newspapers were offered to induce rapid entry to the Air Operations Area (AOA), or that a lack of ID (identification card) or Drivers Permit might be overlooked by an officer.

5/8.2 Leased Counter Areas

From several perspectives, including conflict of interest, officer safety, public relations and appearance, the practice of using counter areas is not advisable. Officers are not permitted to use rental car counters, airline counters, travelers aid desks, sky cap counters, etc. for reports or breaks.

Non LAWA controlled telephones may be used for City Business only if permission is first received from the person controlling it.

5/8.3 Retaliation

The LAWA Police is committed to providing an atmosphere in which employees are free from workplace harassment and retaliation of any kind. Retaliation and acts contributing to retaliation are serious misconduct. Therefore, any LAWA Police employee who engages in, sanctions or supports such activity is subject to disciplinary action, up to and including termination. Commanding officers, Watch Commanders, Unit Heads and supervisors will be held accountable for providing an atmosphere at work in which employees are free from retaliation. Commanding officers, Watch Commanders, Unit Heads and supervisors are also accountable for subordinate employees who engage in behavior that the Commanding officer, Watch Commander, Unit Head or supervisor knew, or should have known, was occurring, that formally or informally punish an employee for engaging in protected activity.

A. Retaliation - Defined

Retaliation is defined as an adverse employment action taken against an employee for engaging in protected activity. An adverse employment action includes an action that would cause a reasonable employee to be deterred from engaging in a protected activity.

Adverse employment actions may include, but are not limited to:

- Negative performance evaluations;
- Negative Employee Comment Sheets;
- Imposition of discipline;
- Denial of a coveted assignment or promotional opportunity; or,
- Change of assignment.

B. Protected Activities

Protected activities include:

1. Opposing, reporting or participating in any claim, lawsuit, or investigation concerning unlawful discrimination or sexual harassment;
 2. Filing a grievance or participating in any unfair labor complaint;
 3. Taking advantage of any labor right or benefit such as using sick or family leave, seeking compensation for overtime worked, or filing an objectively valid work-related claim for damages;
 4. Reporting misconduct of another Division or City employee to any LAWA or governmental entity; or,
 5. Supporting, assisting or cooperating in a misconduct investigation.
- #### C. Employee's Responsibility

Any employee who reasonably believes that he/she has been the subject of retaliation as defined above shall report it without delay. Employees may contact any supervisor, Internal Affairs Unit investigators, or the Office of the Chief of Airport Police. It is the duty of management and supervisory personnel to monitor the workplace to prevent retaliation from occurring, identify and stop retaliation when it occurs, take allegations of retaliation seriously and encourage employees to come forward without delay to report retaliation.

Note: Talking employment action against an employee that is justified on merit does not constitute retaliation forbidden by law or Division policy. Therefore, all management and supervisory personnel shall ensure that employment actions are appropriate and not motivated by or in response to an employee engaging in protected activity.

D. Prohibited Acts that Contribute to Retaliation

All LAWA Police employees are prohibited from engaging in any act or incident of retaliation in the workplace. Employees shall not target another employee in response to that employee engaging in any protected activity as defined in Section B. Any employee who becomes aware of such conduct shall immediately report the misconduct to a supervisor, Internal Affairs or the Office of the Chief of Airport Police.

Prohibited behavior may include, but is not limited to:

1. Refusing to provide or intentionally delaying response to a request for assistance or backup;
2. Creating a dangerous working environment;
3. Ostracizing employees for participating in an investigation; and/or,
4. Spreading rumors impugning the character or reputation of a complainant or an accused.

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5/8.4 Business and Personal Relationships between LAWA Police Employees

All employees should avoid situations which give rise to an actual or perceived conflict between their professional responsibilities and their personal relationships with other employees. The avoidance of an actual or potential conflict is particularly acute for superiors and subordinates within the same chain-of-command. The authority given a superior over a subordinate demands that every decision made by the superior be totally objective, impeccably fair and, above all, devoid of any personal favoritism. If a superior enters into a personal or business relationship with a subordinate, the motive for decisions made by that superior relative to the subordinate may become suspect and compromise the integrity of those involved. This could lead to a disrupted work environment, reduced production and a decline in morale. Supervisors must also consider the detrimental impact the situation can have on other employees in the division as well.

However, should such a situation develop:

- A. The involved employees must immediately notify their Commanding Officer(s) either in person or through the chain-of-command.
- B. If the relationship involves a supervisory employee and a probationary employee that pre-dates the probationary employee's tenure with the LAWA Police, disclosure shall be made to the supervisory employee's Commanding Officer as soon as the supervisory employee is made aware that the probationary employee has accepted a position within the LAWA Police.
- C. The involved Commanding Officer(s) shall ensure that any actual or perceived conflict be eliminated keeping the best interest of both the employees and LAWA Police in mind.
- D. Off-duty personal relationships not involving a chain-of-command or probationary employee conflict are not reportable as conflicts of interest under this directive.

However, any personal relationship between employees which negatively impacts an involved employee's performance of his/her professional responsibilities is a matter of serious concern to LAWA Police. LAWA Police reserves the right to take appropriate action, including discipline, to eliminate such conflicts in order to maintain an appropriate work environment.

5/8.5 Providing Name, Serial Number and Badge Number Upon Request

During the performance of official duties, LAWA Police employees shall provide their full name (first and last name), serial number and badge number to anyone, upon request.

If available, a LAWA-issued business card, complete with the employee's name, shall also be provided.

5/8.6 Making False or Misleading Statements

All LAWA Police personnel, sworn or non-sworn, uniformed or non-uniformed are representatives of the law enforcement profession and Los Angeles World Airports in whatever capacity they serve. The community which the LAWA Police serves expects that employees involved in the law enforcement process be honest, truthful, and above reproach.

LAWA Police personnel, in the course and scope of their duties, are frequently called upon to provide information, or make statements concerning activities related to their position, on and off the job. All employees have a duty to be truthful and forthright in the information they provide.

False or misleading information provided in any sworn testimony or during an administrative investigation damages an employee's credibility. False testimony under oath is also a crime for which the employee may be criminally prosecuted. Employees who provide false or misleading statements in any official capacity will be subject to discipline, up to and including termination. They may also be criminally charged or civilly liable for civil rights violations as well as other state and federal violations.

DEFINITIONS

1. **Statement** - A statement is any manner of communication, including, but not limited to oral, written and electronic communications.
2. **False Statement** - An employee makes a false statement when he/she knows that the statement given is false at the time it was made.
3. **Misleading Statement** - An employee makes a misleading statement when he/she:
 - Knowingly provides information in an inaccurate context;
 - Knowingly provides information designed to lead astray or misdirect others;
 - Intentionally withholds information which the employee reasonably believes to be relevant; or,
 - Intentionally fails to provide a complete or accurate account of matters, which are known to the employee.

Providing partial truth about an incident **does not** satisfy an employee's obligation for truthfulness when additional relevant information is known to the employee and is deliberately omitted. It is the responsibility of the employee upon learning that a statement has been misunderstood or misrepresented, to correct the misunderstanding or interpretation of the statement. Failure to do so creates an inference that the employee made the statement with the intent to mislead.

A. Policy

It is a violation of LAWA Police policy for any employee to make a false or misleading statement. A violation of this policy will lead to disciplinary action up to, and including, termination.

A false or misleading statement constitutes misconduct when:

1. It is made while carrying out an employee's official duties;
2. It results from actions incidental to an employee's official duties;
3. It is made in response to, or a part of, any job-related inquiry by a supervisor or member of management; or,
4. It is made during any criminal, civil or administrative investigation or testimony, whether given on or off-duty.

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EXCEPTION: False and misleading statements allowed by law, including those made for investigative purposes such as those required to conduct an undercover investigation **are not** considered to be misconduct.

5/8.7 Use of Cellular Telephones while on Duty

While on duty, uniformed LAWA Police personnel shall adhere to the following guidelines in regards to the use of City-issued and personal cellular telephones:

A. City-Issued Cellular Telephones

1. LAWA Police personnel issued a City owned cellular telephone shall carry the telephone fully charged and activated while on duty.

Exception: Cellular telephones may be deactivated when tactical considerations dictate that an activated cellular telephone could be an officer safety issue.

2. Issued cellular phones worn on Sam Brown duty belts shall be placed in a holder attached to the belt. The holder shall be black in color, constructed of leather, plastic or ballistic nylon material matching the duty belt accessories.
3. Employees with a City owned cellular telephone shall follow additional requirements as outlined in Section 5/6.6 - City Issued Cellular Administrative Procedures.

LAWA/VNY

Officers assigned to L4 or A4 units shall take a City cellular telephone to answer calls after business hours, retrieve and answer any messages left on the phone, and are responsible for ensuring that the phone remains charged and ready for use.

B. Use of Cellular Telephone While Driving

1. Sworn Employees

Section 23123(d) of the California Vehicle Code **exempts** an emergency services professional from using a wireless telephone while operating an authorized emergency vehicle in the course and scope of his or her duties.

An authorized emergency vehicle, as defined in Section 165(b)(1) of the California Vehicle Code is any publicly owned vehicle operated by:

"(1) Any federal, state, or local agency, department, or district employing peace officers as that term is defined in Chapter 4.5 (commencing with Section 830) of Part 2 of Title 3 of the Penal Code, for use by those officers in the performance of their duties."

2. Non-Sworn Employees

All non-sworn employees operating a City vehicle in the course and scope of his/her duties shall adhere to all applicable State laws in regards to using a cellular telephone while driving.

Note: If a Blue Tooth device is used while driving, the device shall be taken off and deactivated when exiting the vehicle.

C. Personal Cellular Telephone Restrictions

1. Uniformed personnel shall turn off their personal cellular phones under the following circumstances:
 - a. During roll call;
 - b. While attending any approved training class;
 - c. Whenever appearing in court;
 - d. Whenever involved in a tactical operation, stakeout or other activity where use of the phone becomes an officer safety issue.
2. Making or taking a personal call on a cellular phone is prohibited while conducting any preliminary investigation or assisting any member of the public.
3. Personal cellular phones worn on Sam Brown duty belts shall be placed in a holder attached to the belt. The holder shall meet duty belt accessory specifications as outlined in Section 6/1.5.A.
4. Uniformed personnel shall not use personal cellular telephones equipped with either photographic or motion picture technology to photograph celebrities, high profile personalities or duty related activities for profit or Internet posting.

Exception: Personal cellular telephones equipped with either photographic or motion picture technology may be used when there is no other photographic equipment available and the photograph or movie clip has evidentiary value.

Sworn personnel who use a personal cellular telephone to take photographs or movie clip of evidentiary value shall contact CSI personnel to have the data downloaded to a CSI computer. The involved employee shall provide his/her personal cellular telephone and any data cord provided with their cellular phone to assist with the download process.

In addition, the photograph or movie clip shall be documented in the body of the Arrest or Investigative Report.

5. No cellular phone earpieces (Bluetooth or any other hands-free device) shall be worn by uniformed personnel during regular duty hours unless authorized by a supervisor or while working a special assignment requiring this type of equipment.

D. Text Messaging

LAWA Police employees shall not use an electronic wireless device to write, send, or read a text-based communication while operating a City owned vehicle. The employee shall pull to the side of the road to complete any text-based communication.

Employees who violate this restriction will face progressive disciplinary procedures, including not being allowed to carry a personal cellular telephone while on duty.

5/8.8 Racial Profiling

The City of Los Angeles prohibits discriminatory conduct on the basis of race, color, ethnicity, national origin, gender, sexual orientation, or disability. This also applies while conducting law enforcement activities. Police initiated stops or detentions, and activities following stops or detentions shall be unbiased and based on legitimate, articulable facts, consistent with the standards

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of reasonable suspicion or probable cause as required by federal and state law.

Definition

Racial Profiling - Defined as the interdiction, detention, arrest, or other nonconsensual treatment of an individual based on race, color, ethnicity or national origin.

A. Policy:

Los Angeles World Airports Police officers may not use race, color, ethnicity, or national origin, to any extent or degree, in conducting stops or detentions, or activities following stops or detentions, except when engaging in the investigation of appropriate suspect-specific activity to identify a particular person or group.

LAWA Police seeking one or more specific persons who have been identified or described in part by their race, color, ethnicity, or national origin, may rely on race, color, ethnicity, or national origin only in combination with other appropriate identifying factors and may not give race, color, ethnicity, or national origin undue weight.

Failure to comply with this policy is a violation of an individual's constitutional rights. It is also counterproductive to professional law enforcement, amounts to racial profiling, and is considered to be an act of serious misconduct.

Any employee who becomes aware of racial profiling or any other violation of this policy shall report it in accordance with established procedures.

B. Training

All sworn personnel shall attend POST mandated training in racial profiling.

C. Policy:

It is the policy of the Los Angeles World Airports Police Division that undocumented resident status, in itself, is not a matter for police action. It is incumbent upon all employees of the Los Angeles World Airports Police Division to make a personal commitment to equal enforcement of the law and service to the community we serve, regardless of resident status.

Procedures:

1. Officers shall not initiate police action with the objective of discovering the resident status of an individual.
2. Notify ICE of any arrest involving an undocumented resident.
3. A subject of an ICE hold/detainer will not be held in criminal custody once they are eligible for release.
 - All criminal charges against the individual have been dropped or dismissed
 - The individual has been acquitted of all criminal charges filed against him or her
 - The individual has posted a bond, or
 - The individual is otherwise eligible for release under state or local law, or local policy.

4. Notify the LAPD area detectives, when the individual is booked, they are subject of an ice hold/detainer.

5/8.9 Employee's Duty to Report Misconduct

When a Los Angeles World Airports Police employee who is not a supervisor becomes aware of possible misconduct by another member of this Department, the employee shall immediately notify a supervisor or directly contact Internal Affairs Unit. Furthermore, the employee shall take appropriate action to cause the misconduct to immediately cease. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other employees from this obligation.

An employee's obligation to report and prevent misconduct begins the moment the employee becomes a member of the Los Angeles World Airports Police. Police officers, because of their status as police officers, have an even greater responsibility to report and prevent misconduct. Experience, rank or tenure are not factors in knowing the difference between right and wrong, and they do not provide an excuse for failing to take appropriate action. Although supervisors are responsible for investigating allegations of misconduct, all Department employees are responsible for preventing and reporting misconduct.

The citizens of Los Angeles expect and deserve employees who possess a high degree of integrity. Any employee who is perceived, justifiably or not, to be condoning or concealing misconduct impairs the trust of the public. Employees must respect and be aware of their responsibility to freely and truthfully report all acts of misconduct and to act, if necessary, to prevent the escalation of those acts. This is essential if the Los Angeles World Airports Police is to maintain the trust of the public.

5/8.10 Workplace Violence

A. Policy

The safety and security of our employees and visitors is of paramount concern to LAWA. In that regard, we are committed to maintaining a workplace free from violence or threats of violence. Thus, threats, threatening behavior, or acts of violence against an employee, a visitor, or any other individual cannot and will not be tolerated. All reports of workplace violence or threats of violence will be taken seriously and will be investigated promptly and thoroughly.

B. External Incidents

Due to the unique mission of law enforcement, police officers and uniformed civilian employees receive threats of violence while performing their duties. In most cases, these threats are idle in nature and our employees are trained to recognize those incidents. When such an incident rises above an idle threat, laws and protocols are in place to effectively handle the matter, including prosecution of the suspect and protection for the employee. Therefore, this policy focuses more on internal workplace threats.

C. Internal Incidents

For the purposes of this policy on workplace violence, the workplace is considered to be employee interaction at any LAWA facility as well as any duty-related interaction between employees. Any form of violence or threat of violence (actual or reasonably perceived) involving an LAWA Police employee and occurring in the workplace must be reported without delay to a

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supervisor, Watch Commander, or Unit Officer-In-Charge. Such behavior must be reported whether it is committed by another employee or a City employee. If management determines that an employee has engaged in workplace violence, appropriate action must be taken, which may include discipline up to and including termination. Any violent behavior committed by an employee outside the workplace, which arises out of a contact made at the workplace, may also result in disciplinary action up to and including termination.

All occurrences of violent behavior between employees will result in formal criminal and administrative investigations. Additionally, in all cases where violent behavior or a credible threat of violent behavior is directed at an employee, the LAWA Police will take appropriate legal action and/or other steps necessary to help protect the employee and/or the employee's family members.

An employee shall also report the existence of any restraining order that covers the employee at the workplace or any non-work related situation, such as stalking or domestic violence that may result in violence in the workplace. Under such circumstances, management will take appropriate precautions to help protect its employees in the workplace.

The types of behavior covered by this policy include, but are not limited to:

- Direct or implied threats to do harm to another employee or to another employee's property (including intimidating use of one's body or physical objects);
- Verbally abusive or intimidating language or gestures;
- Threatening, abusive, or harassing communication (i.e. - phone calls, letters, memoranda, faxes, e-mail, etc.);
- Unauthorized possession of a weapon at the workplace (including City parking lots);
- Destructive or sabotaging actions against City or personal property;
- Engaging in a pattern of unwanted or intrusive behavior against another (i.e. - stalking, spying, following, etc.); and,
- Violation of a restraining order.

Furthermore, the Los Angeles World Airports Police is committed to supporting the City's adopted policy on workplace violence. LAWA Police will assist other City entities, where appropriate, in the prevention, investigation and prosecution of workplace violence.

5/8.11 Language Policy

A. Information

Effective communication is essential in building a lasting relationship with the people we serve. However, the Los Angeles World Airports serves an airport with diverse communities representing cultures and languages from around the world, which include limited and non-English speaking persons. LAWA Police also serves many people who have communication disabilities, such as the hearing-impaired. To enable personnel to provide the best possible police service, we must strive to communicate with all the people we serve, while never wavering from our commitment to

treat everyone with dignity and respect.

B. Policy

It is the responsibility of all LAWA Police personnel to ensure that appropriate and effective communication is established in all community contacts. In these contacts, employees are expected to take all reasonable and necessary steps to use all available language resources. Personnel shall use these resources in conducting thorough field and follow-up investigations and other community contacts when communication disabilities or language differences could create a communication barrier.

5/8.12 Audio/Video Recording and Recording Devices - Restrictions

A. Covert audio/video recordings of any conversation with other members of this agency without the express permission of all parties engaged in the conversation by employees is prohibited pursuant to California Penal Code Section 632(a).

Exemptions:

- **Transmitted messages on radio frequencies routinely taped by Communications Unit.**
- **The recording of meetings for the purpose of recording minutes, provided notification is given to all participants.**

Note: This section does not apply to officers conducting a criminal investigation based upon probable cause (refer to Section 8/10.21).

Those found in violation of this policy may be subject to progressive discipline, criminal prosecution, or both.

B. Personnel who are issued a recording device or carry a privately owned recording device shall notify their Watch Commander or OIC prior to utilization.

The Watch Commander or OIC shall document such notification and make a note of what type of device is being used on a Request to Use a Personal Audio/Video Digital Recorder, APD Form RUAVIDR.

5/8.13 Valid California Driver's License Requirement

A. Policy

Per Section 5.110 of the LAWA Administrative Manual, employees who are required to operate a City vehicle on City business shall possess a valid California driver's license and maintain a valid driver's license appropriate for the vehicle they operate.

Failure to do so, or failure to notify LAWA Police of any license status change (expiration, revocation, suspension, restrictions) may result in progressive disciplinary action.

B. Required Notifications of Change of License Status

Employees required to operate a City vehicle in the course and scope of their duties shall possess a valid California driver's license. Employees shall immediately notify their immediate supervisor whenever their driver's license is or is about to be revoked, suspended, restricted, expire, or limited in any way. The employee shall provide the supervisor with a copy of any related paperwork. Failure to make this notification in a timely

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manner will be considered misconduct and a violation of Section 5.110 of the LAWA Administrative Manual.

5/8.14 Conduct Unbecoming an Airport Police Division Employee

Personnel employed by a police agency are expected to conduct themselves in a manner that is representative of the profession they are working in support of. The conduct of an employee employed by a police agency may be more closely scrutinized than other civilian employees. Likewise, when a police employee is found to have engaged in conduct that is improper, they are criticized far more severely than comparable conduct of persons in other walks of life; hence the reason for affording them additional protections within the government code as it relates to disciplinary matters. Since the conduct of police employees, on or off duty, may reflect directly upon the Los Angeles World Airports Police, employees must at all times conduct themselves in a manner which does not bring discredit to themselves, the Los Angeles World Airports Police, or the City of Los Angeles.

5/8.15 Use of Tobacco Products

A. Smoking

Los Angeles World Airport Police employees, both sworn and civilian, shall not smoke any type of tobacco product in any enclosed place of employment, including City owned/operated vehicles.

Uniformed officers, both sworn and civilian, shall not smoke tobacco products or hold any pipe, cigar, or cigarette, except as may be required during the course of their duties, while in public view. For the purpose of this policy, uniformed officers on free time (Code 7/15) or who, with the approval of their Commanding Officer, are representing the LAWA Police in an activity for which the uniform is being worn, are considered on-duty. Non-uniformed sworn employees conducting official business shall not smoke any tobacco products while engaged in contact with a citizen or while in a residence or business.

Exception: Off-duty uniformed employees away from the place of employment are excluded from this policy.

B. Chewing Tobacco and Snuff

Department employees are the most prominent representatives of government and as such must present a professional image at all times. An employee's unwise or unsightly use of chewing tobacco and snuff is offensive to the public and co-workers, and detracts from the professional bearing of the employee. The use of chewing tobacco and snuff is prohibited while on-duty, or off-duty in uniform.

5/8.16 Use of Intoxicants

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a LAWA Police employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on-duty.

While on-duty, employees shall not be permitted to consume intoxicants to such a degree that it impairs their on-duty performance.

LAWA Police personnel shall not consume any intoxicants at any LAWA Police facility.

Note: Facilities shall include parking lots, buildings, or any other areas controlled or operated by the LAWA Police.

5/8.17 Compliance With Lawful Orders

The Los Angeles World Airports Police is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

5/8.18 Access to Federal Inspection Services (FIS) Areas

A. Information

FIS areas are CBP's area of jurisdiction, per 19CFR122.181, and are CBP-restricted. This applies, in part, to **ANY** international flight (inbound or outbound), the passengers, luggage, cargo and the conveyance (aircraft or airfield bus) itself. Barring exigent or emergency-related circumstances, unauthorized access of CBP-restricted areas is a violation of 19CFR122.181. This applies to all law enforcement agencies that need/want access to CBP-restricted areas, including ICE, DEA, FBI, LAPD, etc.

Note: A Customs Seal is not required for uniformed sworn officers to access the FIS at any LAWA airport. However, if no notification is received by CBP personnel that access is required, CBP personnel are instructed to challenge any possible unauthorized personnel in the FIS area.

B. Procedures

LAWA/LAX

Whenever a LAWA/LAX Police employee requires non-emergency access to a FIS area for official business, or is responding to a call from an in-bound international flight, the following procedures shall be followed:

1. The on-duty Watch Commander, or designee, shall fax a written request to the concerned Area Port Director to access the FIS area, include the reason for access and any other pertinent information.
2. If time does not permit a faxed request, the on-duty Watch Commander or designee shall contact the concerned CBP Watch Commander telephonically for verbal notification.
3. If the CBP Watch Commander cannot be contacted, officers shall respond to the call and notify a Customs official upon arrival. The Watch Commander shall contact the Area Port Director directly.

LAWA/ONT

Whenever a non-uniformed LAWA/ONT Police employee stationed at ONT requires non-emergency access to a FIS area for official business, the employee's Security Badge shall have a Customs seal affixed to the badge.

5/8.19 Reporting Off-Duty Incidents Involving Outside Law Enforcement Agencies

- A. Off-Duty Incident Involving Law Enforcement Action by LAWA Police Employee

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Whenever a LAWA Police employee is involved in any law enforcement action off-duty resulting in an arrest, and the arrestee is booked by an outside law enforcement agency, the involved employee shall:

1. Notify the Watch Commander of the incident as soon as practical;
2. Request a copy of the report from the booking agency and provide the report to his/her Watch Commander or immediate supervisor as soon as practicable, no later than the first day the employee returns to work;

Note: If the report is not immediately available, the employee shall complete an Employee's Report, the next scheduled workday, describing the events resulting in the enforcement action taken.

3. Follow the Use of Force reporting requirements as outlined in Section 7/4.3, if applicable;
4. Request a supervisor review and approve the report.

This report, and all related documents, shall be forwarded, via chain of command, to the involved employee's Commanding Officer for review and appropriate action.

Exception: If the enforcement action results in an off-duty officer-involved shooting or other use of force that results in an injury either to the officer, suspect or bystanders, the involved employee shall contact the on-duty Watch Commander immediately and give a brief synopsis of the incident. The Watch Commander shall assign an on-duty supervisor to the location and contact the Professional Standards Commanding Officer and advise him/her of the incident.

- B. Off-Duty Incident Resulting in an Arrest or Criminal Investigation of LAWA Police Employee

When a LAWA Police employee is involved in an off-duty incident resulting in his/her arrest by an outside law enforcement agency, or when an employee becomes aware that he/she is the focus of a criminal investigation by an outside law enforcement agency, the involved employee shall contact and advise the on-duty Watch Commander of the arrest or investigation as soon as possible.

5/8.20 Chain of Command

The chain of command extends from the Chief of Airport Police down through the ranks. The line of authority from the patrol officer and various civilian employees up through the ranks, shall be preserved in order to maintain principles of effective administration and to establish and maintain supervisory accountability at each rank for operations and problem resolution. Ranks shall not be by-passed either in person or via electronic communications (as in copying or forwarding of electronic mail) unless an emergent situation arises. An emergency would be defined as the need to transfer information that could not wait for communications through the chain to occur without disastrous consequences.

If an employee is having an operational or personnel-related problem or would like to express a complaint or opinion to members of the command hierarchy, the officer shall consult his/her immediate supervisor concerning Departmental matters. The officer or employee shall be allowed to obtain permission from his/her immediate supervisor to consult with the next layer of supervision. The next layer of supervision after being briefed shall decide whether it is necessary or not to amplify upon the response

given by the supervisor last consulted in the chain.

Nothing in this directive shall prevent any command officer up through the Chief of Airport Police from maintaining an "open door" policy to talk with subordinate employees. Any command officer maintaining such a policy shall be careful not to circumvent the chain of command and inadvertently diminish the authority and therefore accountability of junior supervisors for operations control and problem resolution. Nothing in this policy will restrict an employee from seeking permission to receive career-counseling or advice from senior or executive command staff up through and including the Chief of Airport Police. Nothing in this policy is intended to supersede nor interfere with any MOU or City established grievance procedures. Nothing in this policy shall prevent an employee from filing a Discrimination complaint, Sexual Harassment complaint or any EEO complaints with Human Resources Division or an appropriate LAWA coordinator.

In respect to decisions felt by the employee to be unfair (but that do not rise to the level of a grievance), an employee may request that he/she be granted an interview with the next highest officer in command, or with the commanding officer of the section. Such a request shall be made through the officer's immediate supervisor. Again, the next highest supervisor in the chain shall decide whether or not further dialogue at his/her level is required or necessary.

5/8.21 Safeguarding Sensitive Information

- A. Information

49 CFR Part 1520 identifies the types of information that needs to be safeguarded by those agencies or individuals who receive such information from the Department of Homeland Security, Transportation Security Administration. This includes certain forms, circulars or other printed material.

Definitions

For Official Use Only (FOUO) - This term, as defined in Department of Homeland Security Management Directive System MD Number 11042.1, is used to identify unclassified information of a sensitive nature, not otherwise categorized by statute or regulation, the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national interest. FOUO is not to be considered classified information.

Note: Open Source Information is not considered to come under FOUO guidelines.

Sensitive Security Information (SSI) - Sensitive Security Information (SSI) is defined in 49 CFR Part 1520.7. SSI is a specific category of information that requires protection against disclosure.

- B. Policy

It is the responsibility of all LAWA Police employees to follow regulations pertaining to the identification and safeguarding of sensitive information as defined under 49 CFR Part 1520. Violation of this policy is grounds for a civil penalty and other enforcement or corrective action by the Federal Department of Transportation.

5/8.22 Off-Duty Arrest Guidelines

Off-duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. This may lead to unnecessary injuries to involved off-duty officers.

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Definition

Personally Involved: An officer is deemed personally involved where the off-duty officer or a family member or a friend they are with becomes engaged in a dispute or incident involving a personal matter with the person(s) to be arrested. This does not apply to situations where the officer is the victim of a crime.

A. Policy

In order to promote safety and efficiency, it is the policy of the Los Angeles World Airports Police to determine and regulate those situations and locations within which a sworn member is permitted to make an arrest while off-duty.

This policy is not intended to restrict the constitutional rights of an officer to make a private persons arrest where a crime was committed against them and was not related to him/her being a law enforcement officer.

Note: Sworn personnel are reminded that they have NO LEGAL OR DEPARTMENTAL obligation to get involved, especially if such intervention places them in a position of peril or such intervention would be deemed unreasonable or reckless. While department policy mandates sworn personnel are responsible for reporting suspected criminal activity, or when witnessing a serious crime, that obligation is fulfilled by calling the agency with jurisdictional authority and monitoring the situation from a SAFE vantage point.

B. Procedures

1. Liability Protection

LAWA Police officers have liability protection for the on- and off-duty performance of official duties. This protection does not extend to acts intended to cause injury or damage, or to those actions that the officer knew, or reasonably should have known, were in conflict with the law or established policies of the LAWA Police.

2. Permitted Off-Duty Arrests

When off-duty and within the state of California, an officer may make an arrest when:

- a. The arresting officer is not personally involved in the incident underlying the arrest;
- b. There is an immediate need to prevent a crime or apprehend a suspect;
- c. The crime requires a full custodial arrest;
- d. The arresting officer possesses appropriate police identification (badge and police photo identification).

3. Off-Duty Responsibilities

- a. While off-duty, officers are responsible for immediately reporting any suspected or observed criminal activities to local law enforcement agencies.
- b. Except as outlined in this Policy, off-duty officers should not enforce minor violations such as harassment, disorderly conduct, or other nuisance offenses. When an off-duty officer becomes aware of such violations the local law enforcement agency shall be contacted.
- c. When an arrest is necessary, the off-duty arresting officer shall follow all policies and procedures pertaining to arrests and use of force as outlined in the LAWA Police Manual.

- d. When an arrest is made off-duty, the involved officer shall notify the on-duty Watch Commander of the incident as soon as possible.
- e. If an off-duty sworn employee identifies himself/herself as an Airport Police officer to prevent an incident from occurring or escalating, whether or not an arrest or further enforcement action is taken, the sworn employee shall contact the on-duty Watch Commander and report the incident.

4. Prohibited Off-Duty Arrests

Sworn officers may not make an arrest off-duty:

- a. When the arresting officer is personally involved in the incident underlying the arrest except as noted above;
- b. When engaged in off-duty employment of a non-police nature, and the officer's actions are only in furtherance of the interests of the private employer;
- c. When the arrest is made solely as enforcement of a minor traffic regulation.

5/8.23 Mandatory Vehicle Backing Maneuver Guidelines

The backing of any City vehicle creates an elevated risk of personal injury and damage to property. The following guidelines shall be followed by all LAWA Police personnel while driving City owned vans and pick-up trucks:

- A. Any backing maneuver shall be undertaken at a very slow speed with extreme caution.
- B. The safe backing of any City van or pick-up truck will be a shared responsibility between the driver and any passengers in the vehicle.

Note - If only the driver is in the van or pick-up truck, he/she should walk around the van/pick-up truck to determine if there are any visible obstructions around the van/pick-up truck.

- C. The passenger seated in the front passenger seat in the vehicle shall always exit the vehicle and provide assistance as a "GUIDE" during any driving maneuvers which require the backing up of the vehicle. Refusal to assist will result in progressive discipline.

Note: The "GUIDE" provides assistance, but the driver will continue to bear the ultimate responsibility for the safe operation of the vehicle while in motion.

- D. To ensure verbal communications can be clearly heard, the passenger side front window and the driver's side window shall be fully open prior to backing up a City van or pick-up.
- E. The person serving as the "GUIDE" shall:
 1. Stand behind the City van or pick-up truck in view of the driver to assist in the backing up of the vehicle;
 2. Stand on the curb to the right side of the vehicle to assist the driver during parallel parking maneuvers;
 3. Ensure that there are no obstructions behind the van or pick-up truck prior to the maneuver commencing;
 4. Employ appropriate precautions to maximize his/her visibility and to protect themselves from any passing vehicles while providing assistance;

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5. Give clearly audible verbal commands such as when to commence reversing, how much distance between the vehicle and any obstacles or vehicles, and when to stop.

F. Once the van or pick-up truck has completed the backing maneuver, the driver shall pull forward safely and allow the "GUIDE" to re-enter the vehicle.

5/8.24 Mandatory Wearing of Corrective Lenses On Duty by Sworn Personnel

A police officer may, in the course and scope of his/her duty, be forced to act immediately to defend his/her life or the lives of others. Therefore, any sworn employee who must wear corrective lenses to complete the firearms proficiency-firing course shall wear corrective lenses (prescription glasses or contact lenses) while on duty.

5/9 Administrative Review of Information for Publication Written or Supplied by LAWA Police Employees

5/9.1 Information

Employees writing as individuals, presenting their own personal position or viewpoint, are not required to submit their communications for administrative review. Only those articles, treatises, scripts, or writings, which purport to state an official policy, procedure, or position of the Los Angeles World Airports Police, need to be submitted for administrative review prior to submission for publication.

Publication, as used in this policy, means statements, written, electronic or verbal, communicated or intended to be communicated, for commercial purposes or public dissemination.

5/9.2 Policy

No publication shall be deemed to state an official policy, procedure, position or technology unless it is approved in advance for publication by the Chief of Airport Police.

5/9.3 Publication by LAWA Police Personnel

An employee who has prepared or caused to be prepared any article, manuscript, or writing for publication which states or purports to state an official policy, procedure, position or technology used by the LAWA Police shall submit the publication for administrative review prior to submission for publication.

5/9.4 Administrative Review

1. Employee's Responsibilities

An employee who has prepared an article, manuscript, or other writing for publication which states or purports to state an official policy, procedure, position or technology used by the LAWA Police shall forward an Employee Report to his/her Commanding Officer requesting review of the material. The following information shall be contained in the Employee Report:

- a. The name and address of the publisher or agency to receive the material;
- b. The article, manuscript, or writing to be published;
- c. When possible, a recent publication by the publisher or agency to which the material is being submitted.

2. Commanding Officer's Responsibilities

The commanding officer shall review submitted material for publication to determine whether the material

necessitates further administrative review.

a. Material Not Requiring Further Administrative Review

When a commanding officer determines that further administrative review is not necessary, the commanding officer shall make a notation on the original Employee Report recommending approval for publication and forward the report and material to the Chief of Airport Police.

b. Material Requiring Further Administrative Review

If a commanding officer determines that the material needs to be reviewed by a subject expert, the commanding officer shall refer the employee to a LAWA Police subject matter expert for assistance.

- The employee shall submit the material to the LAWA Police subject matter expert.
- The LAWA Police subject matter expert shall review the material and prepare a report detailing recommendations and proposed revisions to the concerned commanding officer within five (5) days.
- When a commanding officer determines that the material is not an accurate representation of the Department's policy or procedures, and that further administrative review is necessary, the findings shall be documented in a memo to the Chief of Airport Police. The memo and the material shall be forwarded to the Office of the Chief of Airport Police.

The commanding officer shall process the material and notify the employee of his/her findings within five (5) calendar days.

3. Office of the Chief of Airport Police

- a. The material shall be reviewed for suitability and appropriateness by the Office of the Chief of Airport Police staff and, if appropriate, revisions will be suggested to ensure a quality product. The employee originating the material for publication shall be notified at the conclusion of the administrative review when any suggested revisions may alter or change the original direction or content of the materials.
- b. The reviewed material shall be forwarded, with a recommendation to approve or disapprove publication, to the Chief of Airport Police, who shall be the final authority on all publications.
- c. Upon approval by the Chief of Airport Police, the material shall be returned to the employee for publication.

5/9.5 Disclosure of Confidential Information

Employees shall not disclose, or cause to be disclosed, to anyone, any confidential information. For the purpose of this policy, confidential information includes, but is not limited to, the following:

- A. Records that are exempt from disclosure under the California Public Records Act, Section 6254 et seq. of the Government Code (i.e. - Pending litigation, investigatory or security files, exemptions or prohibitions under Federal or State law, etc.);
- B. Events, details, identities of persons or circumstances of any investigation conducted in whole or in part by

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- C. LAVA Police, the disclosure of which would impair or interfere with that investigation, future investigations, pending or future litigation, or the law enforcement activities of the LAVA Police or other law enforcement entities;
- C. Procedures, techniques, tactics, and methods used by the Division in the performance of its duties, the disclosure of which would impair the law enforcement activities of the LAVA Police;
- D. Information obtained from confidential City files (refer to the Section 3/2 - Police Officer Personnel Records);
- E. Policy and Procedures contained in the LAVA Comprehensive Airport Security Program;
- F. Any confidential information, written or otherwise, including observations, obtained while on duty or while acting in the official capacity of a LAVA Police Officer;
- G. Confidential information, documents, records (i.e - Criminal Offender Information, Suspect Profile, Criminal History Information, etc.) obtained from other law enforcement agencies or associations.

5/10 Police Media Relations

5/10.1 Policy

It shall be policy of the Los Angeles World Airports (LAWA) Police to cooperate with the news media and to maintain an atmosphere of open communication. A positive working relationship with the media is mutually beneficial. To this end, only authorized personnel shall release information to the news media in an impartial, accurate and timely fashion.

No employee shall release any information that would jeopardize an active investigation, prejudice an accused person's right to a fair trial, or violate the law.

5/10.2 Ethics

It shall be policy of the Los Angeles World Airports Police to treat members of the media with professionalism and ethical behavior. It is expected that the media will respond in a like manner and follow ethical guidelines established by their industry.

Members of the LAVA Police who believe they were treated unethically should contact the Public Information officer

5/10.3 Responsibility for Releasing Information

It is ultimately the responsibility of the Deputy Executive Director of Law Enforcement & Protective Services (DED) to release information to the public. That responsibility may be delegated to the following personnel:

- A. Public Information officer (PIO);
- B. Chief of Airport Police;
- C. Any Assistant Chief of Airport Police
- D. Back-Up PIO

5/10.4 Information Release Guidelines

The release of information is subject to restrictions placed by applicable municipal, state and federal laws and is subject to approval by the DED, Chief of Airport Police and any Assistant Chief. Further, any information that would hamper the successful conclusion of an investigation or jeopardize the safety of affected persons will not be released.

- A. Information That Can Be Released
 - 1. Basic information about a crime or incident.
 - 2. Basic information about victims, except as excluded by law.
 - 3. Description of suspects.
 - 4. Basic description of weapons and vehicles used.
 - 5. Basic description of stolen items.
 - 6. Basic description of injuries and condition of victims.
 - 7. The name, age, city and other basic information about arrestees, and the charges against them.
 - 8. Information contained in arrest affidavits and other applicable crime/incident reports.
 - 9. Booking photographs.
- B. Information That Cannot Be Released
 - 1. Names, addresses or any information that would identify the victim of a sex offense, child abuse or any other crime where the privacy of the individual is protected by law.
 - 2. Names, addresses and basic information about juvenile arrestees as governed by law.
 - 3. Active criminal investigative information, active criminal intelligence information and surveillance techniques.
 - 4. Names of informants and information provided by them.
 - 5. Supplemental and investigative reports shall not be released until such time as the case is closed or the lead investigator deems it permissible.
 - 6. Grand jury testimony and proceedings.
 - 7. Active internal affairs investigations as governed by state law.
 - 8. Names of witnesses, unless required by law.
 - 9. The identity of critically injured or deceased persons prior to notification of next of kin.
 - 10. Home address, telephone numbers and familial information of law enforcement personnel.
 - 11. Names of undercover personnel.
 - 12. Any other information that could jeopardize the successful conclusion of an investigation and prosecution.
 - 13. Any other information prohibited by state law from being publicly disclosed.

5/10.5 Public Information Officer

- A. Duties and Responsibilities
 - 1. The PIO shall support the LAVA Police and its personnel in matters involving the news media. The PIO shall liaison with Media Relations Division and report to the Chief of Airport Police or his/her designee. The PIO shall attend all Command Staff meetings and any other meetings as directed by the Office of the Chief of Airport Police.

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2. Watch Commanders shall be responsible for ensuring that the PIO is informed of major incidents and all other events that may generate media interest.
3. The PIO and the Chief of Airport Police, or designee, shall meet with media representatives bi-monthly to discuss issues of mutual interest of concern, including any proposed or anticipated changes in LAWA Police policy or procedures dealing with the media.
- B. Selection Process
- The selection of Public Information Officer shall follow the procedures outlined in Section 3/8.2.
- C. Training
1. Sworn personnel selected for this position shall attend a POST approved Media Relations training class and any other training courses as directed by the Chief of Airport Police.
2. All sworn supervisory and management personnel shall attend a POST approved Media Relations training class.
- D. Professional Associations
1. Public Information Officer Associations
- The P.I.O. shall participate in and support professional associations and organizations comprised of PIO's from other public and private agencies.
2. Law Enforcement/Media Associations
- The PIO shall participate in regional law enforcement/ media associations.
- 5/10.6 Procedures**
- A. Media Credentials
- LAWA Police shall acknowledge representatives from recognized media organizations who carry and/or display photographic identification issued by their employer and LAPD or LASD.
- B. Media Inquiries
- LAWA Police shall respond to all media inquiries in a timely and professional manner. During normal business hours, media inquiries shall be directed to the PIO. After hours inquiries of a routine nature shall be directed to the Media Relations after hour's pager number (310) 523-8994.
- C. Interviews
- The PIO shall be responsible for assisting the news media by conducting interviews himself/herself or coordinating interviews with other qualified LAWA Police personnel. Employees contacted directly by the media shall direct the media to contact the PIO for any interview requests.
- Note: All conversations with members of the news media should be considered "on the record" and subject to being quoted.**
- D. News Release
- All news releases shall be written by the PIO or Media Relations staff and submitted to the Chief of Airport Police or designee for review and approval prior to dissemination.
- E. News Conferences
- News conferences shall only be held upon approval by the DED and Chief of Airport Police and are generally held in connection with major events of concern to the community.
- F. General Guidelines Regarding Access to Crime Scenes and Critical Incidents
- Pursuant to Penal Code Section 409.5(d), authorized and bona fide members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities. The following guidelines shall be adhered to:
1. The PIO, with approval of the Incident commander, may grant closer access to news personnel and their equipment, to the degree that it does not interfere with law enforcement operations. The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas normally closed to the public.
2. Media representatives may be prevented from interfering with emergency operations and criminal investigations.
3. Officers shall ensure that the media respect the established perimeter. Members of the media shall receive no less access to an incident scene than members of the general public.
4. Officers shall not prohibit the media from newsgathering practices, including photography and interviews, outside the established perimeter.
5. Per Government Code Section 3303(e), no LAWA Police employee shall be subjected to media visits or interviews without the consent of the involved employee.
6. News media representatives shall not be prevented from access to any area solely because of the possibility of their injury or death. If this is the only consideration, the Incident commander shall advise the media representative of the danger and allow the media representative to make the decision to enter on his or her volition.
7. At crime and critical incident scenes:
- a. Only the PIO shall release information to the news media.
- b. A media briefing area shall be established as close to the scene as safety and operational requirements allow.
- c. The PIO shall work in close cooperation with the media to ensure that live broadcasts do not disclose any information that could endanger law enforcement personnel or the general public.
- G. Public Records
- The PIO and all sworn personnel shall ensure that restricted information is not released to the media. Information shall be released upon approval of the DED, Chief of Airport Police or any Assistant Chief. Examples of such restricted information include, but are not limited to the following:
1. Confidential LAWA Police Officer information.
- The identities of officers involved in shootings or other

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major incidents may only be released to the media pursuant to consent of the involved officer or upon a formal request filed and processed in accordance with the Public Records Act.

2. Copies of traffic collision reports (except to the involved parties and their authorized representatives) per California Vehicle Code Section 20012.
3. Information which would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
4. Information pertaining to pending litigation involving the LAWA Police or any Division of LAWA.
5. Information obtained in confidence.
6. Any information which is otherwise privileged or restricted under state or federal law per California Government Code Section 6254(k).

H. Access to Suspects

Suspects or accused persons in custody shall not be posed or made available for media interviews by any member of the LAWA Police.

I. Joint Investigations/Other agency Involvement

In a multi-jurisdictional investigation, the lead investigative law enforcement agency is responsible for providing or coordinating the release of public information. The P.I.O. or designee for the lead agency will share that information with all involved agencies in advance of public dissemination.

J. Alternate Methods to Disseminate Information

Authorized LAWA Police personnel shall utilize alternative methods to disseminate information directly to the public. This includes, but is not limited to, community newsletters, government access cable television shows, web sites, public appearances by agency members, and bulletins boards.

5/10.7 Media Ride Alongs

Media ride-alongs shall follow procedures as outlined in Section 8/7.2.