

VOLUME 2 - CHAPTER 4

EXECUTIVE OFFICES

2-04/000.00 EXECUTIVE OFFICES

This chapter outlines the elements of the Department and their placement under the jurisdiction of the Executive Offices of the Sheriff, Undersheriff and Assistant Sheriff(s).

2-04/010.00 INTERNAL INVESTIGATIONS DIVISION

This Division reports to the Sheriff and Undersheriff and is comprised of a Headquarters Unit, Internal Affairs Bureau, Internal Criminal Investigations Bureau, and Advocacy Unit.

Services of the Internal Investigations Division are coordinated through the Headquarters Unit which is managed by a Chief who reports to the Sheriff.

Internal Investigations Division is responsible for promoting professional and ethical behavior throughout the Department.

2-04/010.05 INTERNAL AFFAIRS BUREAU

The Internal Affairs Bureau is responsible for:

- conducting administrative investigations of policy violations by Department members;
- conducting administrative investigations of policy of equality violations by Department members;
- conducting administrative investigations for outside law enforcement agencies at the request of the agency;
- monitoring criminal investigations of Department members;
- responding to Deputy-involved shootings and specific significant use of force incidents, and preparing an administrative review of the incident for the Executive Force Review Committee;
- conducting “for cause” drug tests at the direction of a Department member’s Unit Commander or higher ranking member;
- staffing the 1-800 complaint line during business hours; and
- compiling data for all shootings involving Department personnel (e.g., hit, non-hit, accidental discharge, warning shot, and animal shootings).

The Internal Affairs Bureau is organized into four roll-out teams (one lieutenant and four sergeants). Each team is on-call one week per month. The team is available 24/7 to handle notifications, provide guidance and advice, and to respond to incidents. The fifth

team conducts policy of equality investigations.

2-04/010.10 INTERNAL CRIMINAL INVESTIGATIONS BUREAU

The Internal Criminal Investigations Bureau is responsible for the investigation of allegations of criminal misconduct by members of this Department when the offense is committed within the policing jurisdiction of the Sheriff. In order to ensure consistency in the investigations, the following policy shall be adhered to:

ON-DUTY INCIDENTS

Sworn Personnel

All allegations of criminal misconduct, felony or misdemeanor, committed within the policing jurisdiction of the Sheriff, **shall** be investigated by the Internal Criminal Investigations Bureau. When on-duty personnel commit a criminal offense in another jurisdiction, the Internal Criminal Investigations Bureau will contact the concerned policing agency and a decision will be made as to who will handle the investigation.

EXCEPTION: Cases delineated in the Manual which require special expertise such as homicide, arson, etc.

Professional Staff

All allegations of criminal misconduct that would be classified as a felony or misdemeanor, committed within the policing jurisdiction of the Sheriff, **may** be investigated by the Internal Criminal Investigations Bureau. After the Internal Criminal Investigations Bureau reviews the circumstances, they may opt to have the reporting Unit conduct the investigation.

EXCEPTION: Cases delineated in the Manual which require special expertise such as homicide, arson, etc.

OFF-DUTY INCIDENTS

Sworn Personnel

All allegations of criminal misconduct that would be classified as a felony, that occur in Sheriff's jurisdiction, **shall** be handled by the Internal Criminal Investigations Bureau. Allegations of criminal misconduct that would be classified as a misdemeanor, that occur in Sheriff's jurisdiction, **may** be conducted by the Internal Criminal Investigations Bureau or the reporting Unit. The determination as to who will conduct the investigation will be made by the Internal Criminal Investigations Bureau based on the particular nature of the event.

EXCEPTION: Cases delineated in the Manual which require special expertise such as homicide, arson, etc.

Professional Staff

All allegations of criminal misconduct will be investigated by the Unit that has jurisdiction of the event. If criminal misconduct was committed in Sheriff's jurisdiction and there is a conflict of interest with the Sheriff's Unit conducting the investigation, the Internal Criminal Investigations Bureau will conduct the investigation.

OFF-DUTY INCIDENTS/OTHER AGENCIES JURISDICTIONS

Sworn/Professional Staff

Allegations of criminal misconduct are investigated by the policing agency having jurisdiction. If that agency requests that this Department handle the investigation, depending on the type of crime, a determination will be made as to who will handle the investigation.

All Unit Commanders shall make immediate notification to the Internal Affairs Bureau so that complete investigative monitoring can be conducted and, if warranted, timely prosecutions can be made.

Any request for a criminal investigation which is denied by the unit commander of the Internal Criminal Investigations Bureau will require notification to the division chief of Internal Investigations Division and the Office of Independent Review. The division chief of the Internal Investigations Division will make the determination on how to proceed. It is the responsibility of the unit commander of the Internal Criminal Investigations Bureau to notify the unit commander of the requesting unit of assignment, in writing, when a request for a criminal investigation is denied.

2-04/010.15 ADVOCACY UNIT

The Advocacy Unit is the legal advisor to Department Executives and Management. They oversee legal issues and provide legal advisement to:

- Case Review Committee
- Executive Force Review Committee
- Executive Risk Review Committee
- Equity Oversight Panel
- Improvement Needed Performance Evaluation Process

They oversee legal issues and provide legal advisement for:

- administrative investigations:

- draft charges;
- review Letters of Intent; and
- review Letters of Imposition;
- post investigation grievances and rights hearings:
 - Skelly;
 - Liberty interest; and
 - draft Settlement Agreements;
- represent the Department in post disciplinary appeal hearings:
 - Employee Relations Commission:
 - Written reprimand through 5 day suspension; and
 - Bonus removal;
 - Civil Service Commission:
 - 6 day suspension through discharge.

2-04/020.00 EXECUTIVE PLANNING COUNCIL STAFF

This staff reports to the Office of the Sheriff and Undersheriff and is comprised of two Units that provide staff support and specialized services for the Department.

2-04/020.05 LEGAL ADVISORY UNIT

This Unit reports to the Sheriff and Undersheriff and consists of Deputy County Counsels assigned to the Department, and Department personnel. It is responsible for providing legal services to the Department. Its functions include:

- serving as a Department liaison and providing coordination with County Counsel;
- interpreting and defining the impact of newly passed legislation on Department operations;
- responding to Department telephonic requests for legal assistance pertaining to law enforcement problems encountered in day-to-day operations;
- conducting research projects which address Department questions on a variety of law enforcement operations;
- assisting Department personnel in the instruction of sworn personnel at Departmental Advanced Officer Training Programs and Cadet Training;
- maintaining a legal library for use by Department personnel; and
- maintaining, updating and distributing a publication of County Ordinances relevant to the Department's law enforcement responsibilities.

2-04/020.10 LEGISLATIVE UNIT

This Unit reports to the Sheriff and Undersheriff and is responsible for state and federal legislative activities. Its specific duties include the following:

- introduce and run legislation on the state level;
- tracking and analyzing legislation on the state and federal levels;
- supporting or opposing legislation on the state or federal level;
- work with lawmakers, both on the state and federal levels, on budget issues and programs;
- assisting with the application process for federal appropriations;
- represent the Department in the Legislative Committee of the California State Sheriff's Association;
- represent the Department in the Law and Legislative Committee of the California Peace Officers Association;
- act as a liaison with the National Sheriff's Association; and
- act as liaison to other law enforcement agencies and State agencies regarding legislative matters.

2-04/030.00 SHERIFF'S HEADQUARTERS BUREAU

The Sheriff's Headquarters Bureau reports to the Office of the Sheriff and Undersheriff. The primary function of this Bureau is to maintain the Department's Operations Log and disseminate information and news to the general public, members of the Department and the news media. The Bureau is also responsible for evaluating proposed Department public relations programs. The Bureau responsibilities are performed through the operation of a 24-hour command information center, by program evaluation and development, by continuing liaison with the press and the community and by responding to telephonic and written inquiries.

Bureau services include:

- issuing Code 20 and news releases to metropolitan and local press representatives;
- creating, updating and distributing Department brochures;
- coordinating Departmental press conferences and special projects;
- providing an operational and communications base for Department Duty Officers;
- issuing press credentials and maintaining liaison with all news media;
- accepting public requests for Departmental speakers;
- directing handicap programs for the blind and hearing impaired;
- maintaining the deaf teletype machine;
- arranging for immediate response by investigative personnel when needed during off-duty hours;
- obtaining published and non-published telephone numbers for various agencies when requested;
- keeping the on-call Division Duty Commander informed of unusual activities;
- maintaining a Department Master Calendar; and
- coordinates and oversees all Departmental digital signage projects.

2-04/030.05 INTERNATIONAL LIAISON UNIT

This Unit has the responsibility of maintaining liaison with foreign governments' Consulate General Offices, the Consular Corps, the U.S. Department of State, the Immigration and Naturalization Service and other federal agencies. The International Liaison Unit provides this service by:

- assisting various Divisions in locating subjects believed to be in other countries;
- assisting foreign dignitaries when they visit Los Angeles County;
- initiating, developing and providing training lectures to Department personnel on the topic of foreign national arrest notification, Consular and Diplomatic immunity;
- issuing and controlling Department consular identification credentials;
- coordinating requests for interpreters and for foreign language translations;
- coordinating requests from foreign governments for visits to LASD;
- keeping the Captain of Sheriff's Headquarters Bureau informed of unusual activities; and
- maintaining a Department Master Calendar.

2-04/040.00 THE EQUITY COMMANDER

The Equity Commander is the Department's "point person" in all equity matters, and liaisons with high-level contacts with Federal Courts. The Equity Commander is immersed in all subject matters that involve the Bureau of Labor Relations and Compliance, and reports directly to the Sheriff and Undersheriff.

The Equity Commander is responsible for ensuring that Units under their command are meeting Department and Division standards of operation. The Equity Commander shall be personally versed in the Units – major operational indices (personnel, budget, complaints, risk management, liability, etc.) and has an affirmative obligation to provide the Captain with appropriate support and direction in the maintenance of standards.

The Equity Commander works with the Los Angeles County Office of Affirmative Action Compliance and Los Angeles County Human Relations Commission to ensure that the Department's efforts to combat harassment, discrimination and retaliation are performed consistent to the Department's Core Values and the County's expectations and standards.

The Equity Commander provides consultation to Division Chiefs or Division Director regarding the processing of equity cases if they are considering modification of discipline imposed/recommended by the Equity Oversight Panel, including but not limited to the Mandatory Steps and Justification Letter.

The Equity Commander reviews all closure memorandums from command staff regarding their resolution of issues brought to their attention via the Policy of Equality ("POE")

process, including, but not limited to: training recommendations, unit-level supervisory monitoring of the working environment, and conflict resolution. The Equity Commander provides direction and consultation to Unit Commanders on equity, harassment, retaliation and discrimination issues as necessary.

The Equity Commander is the Department's liaison with the Equity Oversight Panel, which is an independent panel under contract with the Board of Supervisors. The Equity Commander also oversees the operation of the Intake Specialist Unit within the Bureau of Labor Relations and Compliance. The Equity Commander reviews any issues associated with the assessment or assignment of equity cases via the Los Angeles County Office of Affirmative Action Compliance, Equity Oversight Panel and/or the Internal Affairs Bureau.

2-04/050.00 ASSISTANT SHERIFF(S)

Reporting directly to an Assistant Sheriff are Units as indicated in the Organization Chart, and whose duties and responsibilities are outlined in the sections and subsections which follow.