



## LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



### **3-01/000.13 PROFESSIONAL CONDUCT - CORE VALUES**

Members shall conduct themselves in a manner consistent with the Department's Core Values. Members shall not ignore nor contradict the Department's Core Values.

Examples of conduct inconsistent with the Department's Core Values include, but are not limited to, the following:

1. Conduct or behavior resulting from a situational outburst of emotion including, but not limited to, the use of profanity and/or other inappropriate, inconsiderate, and/or insensitive language, phrases, or terms of speech;
2. Conduct or behavior that demonstrates a bias, prejudice, and/or intolerance, or demonstrates a trend or pattern of undesirable and/or unprofessional behavior; and/or,
3. Conduct or behavior so egregious that it constitutes a severe and immediate threat to the integrity of the Department and/or jeopardizes the health, safety, and/or welfare of the public including, but not limited to, criminal misconduct of members, and/or the misuse of Department assets, resources, or intellectual property.

### **3-01/005.00 ACCOUNTABILITY**

All Department members shall be held accountable to the Sheriff through the defined chain of command.

- accountability is the absolute obligation that all members be personally answerable for their individual actions. It is the responsibility of all members to meet the standards of performance established for their positions. Accountability is also a commitment to the Department and the public we serve;
- all members will be evaluated on their compliance with the Department's Manual of Policy and Procedures, all Division Directives in support of the Manual, statutory and case law, Our Mission Statement, Our Core Values statement and the Law Enforcement Code of Ethics; and
- supervisors, managers, Directors, and executives, both sworn and professional staff, will be held accountable for and evaluated on enforcement of the aforementioned areas as well as the procedures outlined in the Los Angeles County Fiscal Manual and the Los Angeles County Purchasing Policy Manual. Failure to adhere may subject violators to discipline.

### **3-01/005.05 ETHICS AWARENESS ENHANCEMENT**

Each Unit Commander/Director shall be responsible for integrity and ethics awareness enhancement at his Unit. Awareness enhancement efforts shall involve all Unit personnel and may include training, briefings and/or discussion groups.

Each Unit's continuous efforts and accomplishments in this area shall be a subject of review during the annual inspection.

### **3-01/030.07 IMMORAL CONDUCT**

Members shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession.

Members shall not participate in any incident involving moral turpitude which tends to impair their ability to perform as law enforcement officers or causes the Department to be brought into disrepute.

### **3-01/030.10 OBEDIENCE TO LAWS, REGULATIONS, AND ORDERS**

- a) Members shall not willfully violate any federal statute, state law or local ordinance;
- b) Members shall conform to and abide by the following:
  - Charter of Los Angeles County;
  - Los Angeles County Code; and
  - Rules of the Department of Human Resources;
- c) Members shall obey and properly execute all lawful orders issued by any supervisor of higher rank or classification or who is officially acting in such capacity;
- d) When assigned to duty with another member of the Department, an employee shall be subject to disciplinary action for any violation by the other member of any provision of this chapter unless the employee was unaware of the violation or unless the employee, if the situation permits safe and prudent action, attempts in good faith to prevent the violation and, at the earliest reasonable time, reports the violation to his supervisor;
- e) Members who violate any rules, regulations, or policies of the Department or the County, shall be subject to disciplinary action. The commission or omission of any other act contrary to good order and discipline shall also be the subject of disciplinary action;
- f) Members who are arrested or detained for any offense, or named as a suspect, other than an infraction under the Vehicle Code, shall immediately notify their immediate supervisor or Watch Commander of the facts of the arrest or detention or allegation.

After business hours, if the member is unable to contact their immediate supervisor or Watch Commander at the Unit of Assignment, the member shall contact Sheriff's Headquarters Bureau and request immediate notification to their Unit Commander. The member shall provide details of the arrest or detention to Sheriff's Headquarters Bureau, including alleged charge(s), location, police agency jurisdiction, and return phone number where the member can be reached, for relay to the Unit Commander. The Sheriff's Headquarters Bureau member receiving notification shall immediately notify the employee's Unit Commander.

The Unit Commander shall immediately notify Internal Affairs Bureau. The employee's Unit Commander shall immediately respond to the member's location if the member is arrested and taken into custody.

According to the nature of the offense and in conformance with the rules of the Department of Human Resources, disciplinary action may result and may include, but is not limited to, the following:

- a reprimand (written);
- suspension without pay;
- reduction in rank; and/or
- dismissal from the Department.

NOTE: For purposes of this section, any reference to "members" shall include any member of the Department, both sworn and professional staff.

### **3-01/030.13 RELATIONSHIPS AND MENTORING**

The Los Angeles County Sheriff's Department believes our members are our most valuable investment and precious resource.

Our Department's Core Values are intrinsic principles designed to underscore our belief that regardless of rank or position, our members are, first and foremost, leaders in our society.

As a community leader, our members assume a significant responsibility in protecting and serving the public. Consequently, high standards and high expectations are placed upon the conduct of our members. As a result, our members enjoy a considerable level of trust. In order to remain beneficiaries of the public trust, we must balance the rights of our members with the responsibility to maintain the highest standards of professional and personal conduct.

As a leader in the Los Angeles County Sheriff's Department, it is a fundamental responsibility of every Department executive, manager, and/or supervisor to take an active role in the performance of subordinates and develop ongoing strategies to enhance their professional performance.

The Department and its members have an affirmative duty to intervene in the professional performance of another member (or when a personal issue or behavior exposes the Department or the member to risk) when it is determined to be in the best interest of the member or the organization. It is the intuitive, empathetic, and courageous leader who is prepared to provide guidance, wisdom, and counsel to a colleague whose performance or behavior demonstrates the need for intervention.

Intervention can take many forms. We are fortunate to have the services of a wide range of professionals who are ready to assist Department members. Employee Support Services Bureau (ESSB), including the Chaplain Program, Peer Support Program, and Counseling and Consulting Services, provides the foundation for early intervention services.

The Performance Mentoring Program (PMP) is another proactive, early intervention program designed to enhance a member's professional performance through guidance and supervision when it is determined the member may benefit from a more structured plan. Supervisors and managers carefully monitor the employee's progress to ensure they remain effective and productive members of the Department.

Skilled professionals are prepared to provide referrals to other resources as needed. Members have an affirmative duty to avail themselves to any Department resource they believe would enhance their professional and/or personal development and their ability to meet the very highest standards expected of law enforcement professionals.

### **3-01/030.15 CONDUCT TOWARD OTHERS**

Employees shall observe the following rules of conduct:

- members shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the Units of the Department;
- members shall not intentionally antagonize any person with whom they come in contact and shall treat all persons in a respectful, courteous and civil manner;
- members not otherwise subject to the provisions of section 3-01/110.45, Business Cards, shall provide their full name without delay upon request of any member of the public;
- Deputy personnel issuing traffic citations shall proceed in a courteous, fair, firm, impartial and businesslike manner. They shall scrupulously avoid any display of officious or overbearing attitude and shall not use any language designed to belittle, ridicule or embarrass the violator. Deputy personnel shall avoid any unnecessary loss of time for the violator and make every effort consistent with accuracy to expedite the issuance of the citation;
- in the presence of persons from outside the Department, members shall address Deputy personnel by their rank and civilian personnel by their title (e.g., Mr., Mrs., Miss, Ms.);

- a member shall not at any time or for any reason willfully subject any person or animal to cruel treatment or willfully neglect necessary humane action;
- when referring to the three general groups of employees of this Department, the following terms shall be used:
  - employees classified as "Deputy Sheriff" shall be referred to as "Deputy personnel;"
  - employees classified as "corrections officer" shall be referred to as "corrections officers;" and
  - All other classifications, including uniformed civilians, shall be referred to as "civilian personnel;"
- members of this Department are prohibited from recording, through the use of digital, audio or video tape, any member of this Department without that member's express consent. Consent is not required to record statements made during a public gathering or in those circumstances in which the parties to the communication reasonably expect that the communication may be overheard or recorded. Pursuant to Government Code Section 3303(g), consent is not required to tape record an officer's interrogation as a result of an administrative investigation.

### **3-02/080.01 TRAINING REQUIREMENTS FOR SWORN PERSONNEL**

This policy identifies mandatory training requirements and programs for sworn personnel who have completed basic recruit academy training. It also establishes requirements for periodic training reports. Exemptions for individual or unit-level training requirements must be approved in writing by the concerned Chief.

#### **TRAINING NOMENCLATURE:**

*Orientation Training* – This mandatory training is for newly assigned sworn personnel, including Reserves. The Deputy Field Training Program and the Sergeant Mentoring Program are two examples of orientation training programs offered.

Every unit shall have an orientation program or package which shall include the following information:

- expectations of personnel during and following their orientation period;
- unit-specific information necessary for all personnel to know;
- any other information deemed necessary by the unit commander.

*In-Service Training* – This training includes Continued Professional Training (CPT), weapons training, in-house technical schools, specialized outside vendor schools, station training days, Patrol School, Field Training Officer School, Sergeant's Supervisory School, Field Operations School, and any other training provided. In-Service training may or may not be mandatory (see actual In-Service training topic for personnel requirements and exclusions). In-Service training has been broken down into

five categories to simplify the assignment of priorities. These categories are:

- *POST* – Training that is required by the Commission on Peace Officer Standards and Training;
- *S.T.C.* – Training that is required by the Standards for Training for Corrections;
- *State Mandated* – Training that is required by statute;
- *Department Mandated* – Training that is required by either Departmental or regional policy;
- *Unit Optional* – Includes professional development training for individual employees desiring to enhance competence and skills, team training for units, training that might be required to meet local needs, and all other training.

## ORIENTATION TRAINING

### Sworn Deputies

*Deputies Newly Assigned to a Patrol, Custody, or Court Function* – They shall be assigned to a training officer. The training officer shall adhere to the protocols established within that Division's training program during the deputy's training period.

*Deputies Returning to a Patrol, Custody, or Court Function* – The length of an orientation program for those returning to a patrol, custody or court assignment after a five-year absence shall be determined by the unit commander with the recommendation of the training sergeant and the mentor deputy as to the competency of the deputy.

### Reserve Deputies

*Reserve Deputies Newly Assigned to Patrol Function* – Reserve deputies, in lieu of patrol school, shall be current in C.P.R., first-aid, handgun qualification, driver training, side handle baton, and Practical Police Course (PPC). They must also be briefed on all recurrent training topics. The training sergeant, in conjunction with the reserve coordinator, shall assign the reserve deputy to a field training officer. The field training officer shall adhere to the protocols established within the Field Training Program during the reserve deputy's training period.

*Reserve Deputies Returning to Patrol Function* – The length of an orientation program for those reserve deputies returning to a patrol assignment after a two-year absence shall be determined by the unit commander with the recommendation of the training sergeant and the field officer as to the competency of the reserve deputy.

### Sergeants

*Sergeants Newly Assigned to a Patrol, Custody, or Court Function* – Sergeants

assigned to patrol, custody, or court shall be assigned a Mentor Sergeant. The Mentor Sergeant shall adhere to the protocols established within that Division's Sergeant Mentoring Program.

*Sergeants Returning to a Patrol, Custody, or Court Function* – The length of a mentoring program for those sergeants returning to a patrol, custody, or court assignment after a five-year absence will be determined by the unit commander with the recommendation of the training sergeant and the Mentor Sergeant as to the competency of the sergeant.

## POST MANDATED

### Recurring Training

*Continued Professional Training (CPT)* – All deputies, sergeants, and lieutenants who are assigned to patrol, traffic, or investigation who routinely effect the physical arrest of criminal suspects are required to receive the POST specified hours of CPT instruction once every two years. All sergeants and deputies are required to receive 14 of those hours in the “Perishable Skills” areas listed below:

- Tactical Communications – 2 hours;
- Firearms – 4 hours;
- EVOG – 4 hours;
- Arrest/Control – 4 hours.

The only way to currently meet this requirement is through the Department's CPT course which meets or exceeds the mandate. Lieutenants and those sworn employees (i.e., operations sergeant, station court deputy, et cetera) working 90% administrative duties are required to meet the CPT requirement by completing 24 hours of any POST certified course(s).

NOTE: Successful completion of Patrol School satisfies the CPT requirement.

### One-Time Training

*Basic Sergeant Supervisory School* – Completion required within 12 months of appointment as a sergeant. (CA Regulations, Title 11, Division 2, regulation 1005) (Reserves are excluded.)

*Middle Management* – Completion required within 12 months of appointment as a lieutenant. (CA Regulations, Title 11, Division 2, regulation 1005) (Reserves are excluded.)

*Patrol School* – For all deputies newly assigned to a patrol station/unit and before deployment in a radio car or upon returning to a patrol assignment after an absence of five years or more. Successful completion of Patrol School satisfies

the CPT requirement, excluding Driver's Awareness. This class shall be four weeks and shall include one, eight-hour day at Emergency Vehicle Operations Center (EVOC). (CA Regulations, Title 11, Division 2, Regulation 1005 and MPP Section 3-02/010.20) (Reserves are exempt.)

*Field Training Program* – For deputies newly assigned to a patrol station/unit and deployed in a radio car. (POST, Regulation 1004 and 1005)

## STANDARDS OF TRAINING FOR CORRECTIONS (S.T.C.)

### Recurring Training

*Annual S.T.C. Training* – All sworn personnel from the rank of Chief down assigned to a custody assignment, including deputies assigned to a station jail and lieutenants and sergeants with the station jail collateral duty, shall receive 24 hours each Fiscal Year of approved curriculum in custody subject matters. (Title XV, Section 1025)

### One-Time Training

*Custody Incident Command School* – Completion required within three months of appointment as a jail sergeant or lieutenant. This includes sergeants and lieutenants with the station jail collateral duty. This training is required once and satisfies the annual S.T.C. requirement for that year. (Title XV, Section 1023)

## STATE MANDATED

### Recurring Training

*Blood-Borne Pathogens* – All personnel are required to attend this training annually. (Cal-OSHA 5193)

*Cardiopulmonary Resuscitation (CPR), 4 hours* – A CPR refresher course must be completed every three years. Personnel whose duties are “primarily clerical or administrative” for at least 90 percent of their total monthly work hours are exempt. (13518 PC)

*Domestic Violence* – Deputies assigned to patrol duties who respond to domestic violence calls for service or incidents shall complete a domestic violence refresher course once every two years. Patrol School meets this requirement. (13519 PC)

*Electronic Surveillance (Wiretap)* – Anyone assigned to intercept and record wire communication (wiretaps) must be certified prior to conducting a wiretap. They must be recertified once every five years. (629.94 PC)



*First Aid, 8 hours* – A first aid refresher course must be completed every three years. Personnel whose duties are “primarily clerical or administrative” for at least 90 percent of their total monthly work hours are exempt. (13518 PC)

*Human Trafficking* – Deputies assigned to field or investigative duties shall complete a 2-hour training regarding the handling of a human trafficking incident within six months of assignment. (13519.14 PC)

*Respirator Mask* – Each employee issued a respirator mask shall receive annual fit-testing and training in the use and care of the respirator mask. (Cal-OSHA 5144)

*Racial Profiling* – All sworn personnel must attend once every five years. (13519.4(i) PC)

*Cultural Diversity* – All sworn personnel must attend once every five years. (13519.4(i) PC)

*Supervisor's Sexual Harassment* – Every supervisor must attend once every two years. (AB 1825)

*Recurring Vehicle Pursuit* – All sworn from the rank of lieutenant and below must complete this training before July 1st of every year. (13519.8 PC)

## One-Time Training

*Intoxilyzer and Intoximeter* – This training is required for all personnel who use these devices for blood alcohol measurements. (Title 17, California Code of Regulations)

*Radar* – This training is required for all deputies who use radar in traffic enforcement. (40802 VC)

*Basic Traffic* – This training is required for all deputies that investigate traffic collisions. (40600 VC)

*Sexual Assault, 24 hours* – This training is required for all sexual assault investigators within six months of assignment. (13516 PC)

*NCIC User, 4 or 6 hours* – For all users of J.D.I.C. terminals to access any local, state, and federal crime information system. MDT training fulfills this requirement for all “Less than Full Access Users.” (California Department of Justice)

*High Technology Crimes & Computer Seizure, 4 hours* – For all supervisors of the rank of sergeant or above assigned to field or investigative duties within 18 months of assignment. (13515.55 PC)

## DEPARTMENT MANDATED

### Recurring Training

*Handgun Qualification* – Every member through the rank of Chief must qualify with specified on-duty firearm once every three months during the alphabet specific month. (3-01/050.65)

*AR-15 Refresher* – For all deputies who use and carry the AR-15 rifle, they must attend the AR-15 Certification training and qualify to carry and use the AR-15 rifle prior to its deployment. Certified personnel must complete this course once per year to maintain certification. (5-09/170.10)

*Bailiff Orientation* – Deputies assigned to Court Services are required to attend the 40-hour Bailiff Orientation program within one year of assignment to Court Services.

*Entry Training for Detectives* – Detectives shall attend recurrent “tactical entry” training at least once per year, with training at the Tactics and Survival (TAS) training facility at least biennially. On alternating years, teams may develop comparable scenario-based entry training with guidance from Advanced Officer Training (AOT), Special Enforcement Bureau (SEB), or other qualified instructors.

*Emergency Operations Center (EOC)* – Each station shall conduct a minimum of one four-hour EOC exercise annually. This requirement may be satisfied by participation in a Department exercise, unit-level training, or an actual emergency requiring activation of the EOC.

*Rapid Response or Active Shooter Practical Application* – All units/stations that could potentially respond to this type of incident shall host one eight-hour training day annually. Outside entities, which the unit/station would work with in the event of a critical incident, should be included in the training day.

*Rapid Response or Active Shooter or School Safety Practical Application Training* – Every member through the rank of lieutenant at all units/stations that could potentially respond to this type of incident shall participate in at least one practical application training while assigned to that station/unit.

*Rapid Response or Active Shooter or School Safety Yearly Refresher Training* – Every member through the rank of lieutenant at all units/stations that could potentially respond to this type of incident shall attend a yearly refresher course. Participation in the practical application or Tactics and Survival’s Enhanced Active Shooter course are acceptable for the yearly refresher course.

## One-Time Training

*Analytical Interviewing* – For all detectives, preferably within one year of assignment to a unit-level detective unit or specialized investigations team (e.g., Safe Streets Bureau, Detective Bureau; Transit Services Bureau, Detective Bureau; Parks Bureau, Detective Bureau; Jail Investigation Unit, et cetera).

*Detective Mentoring Program* – The detective commander shall assign a supervisor in the detective unit to oversee the newly assigned member's orientation and training. All sworn personnel entering a detective unit assignment shall be trained in all the areas contained on the LASD Detective Mentoring/Training Program worksheets.

*Detective Basic Investigations* – Newly assigned detectives and supervisors shall complete the "Basic Investigator" course during their initial year assigned to a detective unit. Detectives assigned to the detective unit for over two years prior to the implementation of this policy are exempt from this requirement, provided they have completed the Department-approved search warrant training course.

*Detective Intermediate Investigations* – Intermediate level detective training is required within three years of assignment to an investigative unit.

*Detective Unit or Crime Specific (Advanced) Investigations* – Detectives assigned to specialized units shall complete appropriate advanced courses relevant and necessary for the performance of their duties, to include:

- Cal-Gangs (JIU, OSJ, and Operations Safe Street detectives);
- Gang Investigations School (JIU, OSJ, and Operations Safe Street detectives);
- Transit Policing (Transit Services Bureau, Detective Bureau; Metrolink Detective Bureau);
- Arson/Explosives Investigations (HSD/Arson & Explosives Detective Bureau).

*Detective Investigator/LARCIS Training* – Newly assigned detectives and civilian investigators shall attend the LARCIS "supervisory investigator-level" course at the first available opportunity.

*Detective Supervisor/LARCIS Training* – Supervisors assigned to an investigation unit shall attend the LARCIS "supervisory-level" course within the first year assigned to manage a detective unit.

*Detective Supervisor Introductory Audit* – Newly assigned unit-level detective supervisors shall accompany the inspection team during an annual unit-level detective unit inspection for training purposes at a station/unit not their own, at the first available opportunity. This shall be completed within the first year assigned to supervise a unit-level detective unit (retroactive requirement for

those not exempted by their Division Chief).

*Driving Under the Influence (DUI) Checkpoint Planning and Management* – The supervising team leader and the supervising operations deputy at a DUI checkpoint shall attend the DUI Checkpoint Planning and Management course prior to supervising a DUI checkpoint.

*Field Training Officer (FTO) School* – This training is required for all Field Training Officers or potential Field Training Officers prior to receiving a trainee to train.

*Field Operations Sergeant* – For all sergeants assigned to their first tour of duty in Field Operations or any sergeant returning to Field Operations after an absence of three years or more. Completion required within 12 months of appointment to a position within Field Operations. (Reserves are excluded.)

*Field Operations Lieutenant* – For all lieutenants assigned to their first tour of duty in Field Operations or any Lieutenant returning to Field Operations after an absence of three years or more. Completion required within 12 months of appointment to a position within Field Operations. (Reserves are excluded.)

*Respect-Based Leadership* – All personnel must attend once.

*Leadership Development (DLI)* – all personnel must attend Session One (16 hours) once.

*Mobile Digital (MDT)/Mobile Digital Computer (MDC)* – This training is required for all personnel who have access to the Mobile Digital System(s). Users must attend CLETS/JDIC training within six months of obtaining MDC and CAD access. If personnel fail to complete this training, it may lead to suspension of CAD privileges including both the MDT and MDC.

New MDC users completing patrol school or the “MDC for Patrol” class are required to pass a practical application test (pass/fail) within 30 days of their assignment to a field unit. The test shall be administered by the MDC certified Field Training Officer or Master Field Training Officer.

New MDC users who are on patrol training status are further required to be trained in:

- patrol procedures without using the MDC and
- not using the GPS mapping function of the MDC unless responding to an emergent situation.

Personnel that attended the MDC Transition Class during the initial Department deployment of the system are exempt from this requirement.

*Mobile Digital (CAD)* – All personnel with desk operations duties for patrol functions which includes the watch deputy, dispatcher, and complaint positions shall attend Desk Operations Training as soon as possible. Additional training is required for the watch deputy and dispatcher.

*Desk Operations for Patrol Functions* – All personnel with desk operations duties for patrol functions which include the watch deputy, dispatcher, and complaint positions shall be required to read the Desk Operations Manual, as well as take and pass the associated test, within the first 30 days of assignment. The completed test will then be placed into the employee's training file. Any employee scheduled to work a desk position on a temporary or relief basis shall meet with the watch commander prior to the employee's first shift to be briefed on the expected performance while assigned to the desk. The employee is required to read the Desk Operations Handout and sign a receipt acknowledging that they have received the handout prior to their assignment to the desk. The receipt will then be placed into the employee's training file.

*Traffic Investigator* – To be considered minimally qualified as a Traffic Investigator, the following courses shall be completed, at a minimum:

- LARCIS instructional course for investigators, at the first available opportunity;
- basic traffic investigation course;
- intermediate traffic investigation course;
- advanced traffic investigation course;
- radar certification course;
- completion of the "Basic Investigator" course during initial year assigned.

*Traffic Supervisors* – To be considered minimally qualified as a Traffic Supervisor, the following courses shall be completed:

- LARCIS instructional course for supervisors, at the first available opportunity;
- basic traffic investigations course;
- intermediate traffic investigations course;
- completion of the "Basic Investigator" course during initial year assigned.

## UNIT OPTIONAL TRAINING

All units shall provide training to personnel, whenever possible, which enhances competence and skills required to meet unit needs. The training may consist of formal training sessions and/or briefings as time and necessity dictates. Listed below are some examples of courses offered:

Courses

*Ethics in Community Policing* – This training is available to all Department sworn personnel.

*Child Abuse/Neglect* – This training is available primarily to child abuse investigators. (13517(c) PC)

*Any Other Training* – Professional Development Training, team training for station sub units, station or unit training, et cetera. It may be provided by the Department, other law enforcement agencies, colleges, universities, professional associations, and other training organizations. Unit commanders shall encourage personnel under their command to participate in as much relevant professional development training as possible, provided station deployment and the Department training budget will support it.

A unit commander may authorize personnel to attend any professional development training in an on-duty status or in any other status where such time is compensated by the County of Los Angeles. Unit commanders shall not approve requests to attend training which is not job specific. Job specific means training relating directly to the tasks performed by an employee during the day-to-day discharge of his or her duties. Unit training by unit personnel whenever such training appears to be more appropriate and cost effective for personnel assigned to a specialized unit (Arson, Special Investigations, Homicide, Data Systems, SEB, et cetera). Request for POST reimbursement courses should normally have higher priority than non-POST reimbursed courses.

#### TRAINING – RESERVE PEACE OFFICERS, 60 YEARS OLD OR OLDER

Reserve peace officers 60 years old or older are not permitted to engage in general law enforcement duties, detective assignments, or other arduous assignments involving public safety without the approval of their specific unit commander. Reserve peace officers not engaging in the above arduous assignments are exempt from continuing professional training (CPT), intoxilyzer, combat firearms, driver's training, side handled baton refresher, and detective training, if applicable to their assignment. All reserve deputies are still required to participate in handgun qualification, first aid, cardiopulmonary resuscitation (CPR), and any other recurrent policy training. The station training staff shall keep training records for reserve peace officer 60 years old or older.

#### UNIT COMMANDER RESPONSIBILITIES

Unit commanders have the overall responsibility for the management of their unit's training. Management should be accomplished through setting priorities, allocating resources, and providing support as well as monitoring and evaluating the program's results.

Training Records

## Personal Training Files

All units shall maintain training files for individual employees which shall at least contain the following documents:

- printout of all training the individual has received;
- copies of POST certificates;
- copies of training certificates;
- mandated tests.

No documentation that contains personal information such as social security number, date of birth, address, spouse's name, children's names, health/medical information, et cetera, shall be included in these files.

## Class Files

All units shall maintain training files for classes taught at the unit-level which shall at least contain the following documents:

- course outline;
- instructor resumes

## PERIODIC TRAINING REPORTS

Each unit shall report its progress in achieving the objectives specified in a manner and frequency specified by its respective Region/Division Chief.

Each station/unit shall report its Field Training Officer – Trainee status on a monthly basis. The report shall be titled Monthly Training Status. This report shall be due to the Field Training Officer Coordinator of the Region/Division no later than the 5<sup>th</sup> day of each month and shall include the status of the previous month's field training status.

## FUNDING

Paid overtime shall not be used for employee participation in training or to fill operational vacancies due to training without the authorization of the Division Chief and/or Division Director.

## INSPECTION PROCESS

Each unit shall have their training program inspected by the Division's command personnel at least once a year. The specific nature of this inspection shall be at the discretion of the concerned Chief or Division Director. It shall include, at a minimum, a review of training records for compliance with training requirements. Additionally, each unit shall anticipate unannounced, periodic reviews of training records and specific

training programs by their division commander.

Detective bureau/team commanders shall ensure the supervisor(s) maintains an accurate, up-to-date record of all training attended by full-time detective personnel using the approved "Training Matrix" format (Excel document provided in Department e-Forms).



## PENAL CODE

### Mandated training – Racial Profiling Training – 13519.4 PC

13519.4(a) The commission shall develop and disseminate guidelines and training for all law enforcement officers in California as described in subdivision (a) of Section 13510 and who adhere to the standards approved by the commission, on the racial and cultural differences among the residents of this state. The course or courses of instruction and the guidelines shall stress understanding and respect for racial and cultural differences, and development of effective, non-combative methods of carrying out law enforcement duties in a racially and culturally diverse environment.

(b) The course of basic training for law enforcement officers shall include adequate instruction on racial and cultural diversity in order to foster mutual respect and cooperation between law enforcement and members of all racial and cultural groups. In developing the training, the commission shall consult with appropriate groups and individuals having an interest and expertise in the field of cultural awareness and diversity.

(c) For the purposes of this section the following shall apply:

(1) "Disability," "gender," "nationality," "religion," and "sexual orientation" have the same meaning as in Section 422.55.

(2) "Culturally diverse" and "cultural diversity" include, but are not limited to, disability, gender, nationality, religion, and sexual orientation issues.

(3) "Racial" has the same meaning as "race or ethnicity" in Section 422.55.

(d) The Legislature finds and declares as follows:

(1) Racial profiling is a practice that presents a great danger to the fundamental principles of a democratic society. It is abhorrent and cannot be tolerated.

(2) Motorists who have been stopped by the police for no reason other than the color of their skin or their apparent nationality or ethnicity are the victims of discriminatory practices.

(3) It is the intent of the Legislature in enacting the changes to Section 13519.4 of the Penal Code made by the act that added this subdivision that more than additional training is required to address the pernicious practice of racial profiling and that enactment of this bill is in no way dispositive of the issue of how the state should deal with racial profiling.

(4) The working men and women in California law enforcement risk their lives every day. The people of California greatly appreciate the hard work and dedication of law enforcement officers in protecting public safety. The good name of these officers should not be tarnished by the actions of those few who commit discriminatory practices.

(e) "Racial profiling," for purposes of this section, is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.

(f) A law enforcement officer shall not engage in racial profiling.

(g) Every law enforcement officer in this state shall participate in expanded training as prescribed and certified by the Commission on Peace Officers Standards and Training.

(h) The curriculum shall utilize the Tools for Tolerance for Law Enforcement Professionals framework and shall include and examine the patterns, practices, and protocols that make up racial profiling. This training shall prescribe patterns, practices, and protocols that prevent racial profiling. In developing the training, the commission shall consult with appropriate groups and individuals having an interest and expertise in the field of racial profiling. The course of instruction shall include, but not be limited to, adequate consideration of each of the following subjects:

(1) Identification of key indices and perspectives that make up cultural differences among residents in a local community.

(2) Negative impact of biases, prejudices, and stereotyping on effective law enforcement, including examination of how historical perceptions of discriminatory enforcement practices have harmed police-community relations.

(3) The history and the role of the civil rights movement and struggles and their impact on law enforcement.

(4) Specific obligations of officers in preventing, reporting, and responding to discriminatory or biased practices by fellow officers.

(5) Perspectives of diverse, local constituency groups and experts on particular cultural and police-community relations issues in a local area.

(i) Once the initial basic training is completed, each law enforcement officer in California as described in subdivision (a) of Section 13510 who adheres to the standards approved by the commission shall be required to complete a refresher course every five years thereafter, or on a more frequent basis if deemed necessary, in order to keep current with changing racial and cultural trends.

(j) The Legislative Analyst shall conduct a study of the data being voluntarily collected by those jurisdictions that have instituted a program of data collection with regard to racial profiling, including, but not limited to, the California Highway Patrol, the City of San Jose, and the City of San Diego, both to ascertain the incidence of racial profiling and whether data collection serves to address and prevent such practices, as well as to assess the value and efficacy of the training herein prescribed with respect to preventing local profiling. The Legislative Analyst may prescribe the manner in which the data is to be submitted and may request that police agencies collecting such data submit it in the requested

manner. The Legislative Analyst shall provide to the Legislature a report and recommendations with regard to racial profiling by July 1, 2002.

# NEWSLETTER

*Field Operations Support Services*

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**Newsletter #151**

**May 26, 2000**

## **Reporting Guidelines for Reporting Race and Ethnicity in Incident Reports**

Recently, public concern has arisen regarding the issue of reporting ethnicity in incident reports. In order to clarify the Department's position in this matter, the LARCIS Administration has provided the following guidelines:

1. The "Ethnicity" field on the incident report is optional, while the "Race" field is mandatory.
2. Ethnicity need be reported only when the information is germane to the incident, such as a hate crime.
3. Department personnel should inquire about a person's race or ethnicity only when it is necessary to ensure factual reporting. If the answer is obvious, the question should not be asked.
4. Should someone be reluctant to identify their race or ethnicity, no further questions should be asked and personnel should use their best judgement in completing the report.

Any questions regarding reporting requirements should be addressed to the LARCIS Administration at (562) 466-5216.