

To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
DED & CHIEF FINANCIAL OFFICER	
DED - DEVELOPMENT	
CHIEF OF PUBLIC SAFETY & EMERG MGT	
DED – MKTG & CUSTOMER RELATIONS	
DED - STAKEHOLDER ENGAGEMENT	
SR DIRECTOR, COMMUNICATIONS	
ACCOUNTING	
CARGO/INDUSTRIAL REAL ESTATE	
CARGO MARKETING	
CITY ATTORNEY	
COMMISSION OFFICE	
COMMUNITY RELATIONS	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY MANAGEMENT	
EMERGENCY MANAGEMENT	
ENGINEERING	

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

January 31, 2023

To	From
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GOVERNMENT AFFAIRS	
GRAPHIC SERVICES	
HUMAN RESOURCES	
INFORMATION TECHNOLOGY	
LABOR REL & WORKFORCE DEV	
MANAGEMENT AUDIT	
MEDIA RELATIONS	
PLANNING & STRATEGY	
PORT PILOTS	
XX PORT POLICE	X
RISK MANAGEMENT	
TRADE DEVELOPMENT	
WATERFRONT/COMM REAL ESTATE	
WHARFINGERS	

SPECIAL ORDER 23-02

TO: All Port Police Personnel

SUBJECT: INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT FORM No. 4/2-03.66

On September 30, 2021, Governor Newsom signed Assembly Bill (AB) 481 into law, which established protocols for law enforcement agencies regarding the funding, acquisition, and use of “military equipment.” The bill has augmented Government Code Section 7070, et seq. and encompasses within its definition of military equipment, many times, including varied weapon systems, munitions, and vehicles already in use throughout the Department.

PURPOSE:

This Special Order activates the Inventory, Procurement, and Use of Military Equipment Form No. 4/2-03.66. This form outlines the varied information items required to be reported to the Port of Los Angeles Board of Harbor Commissioners annually by the Department, per AB 481. All personnel tasked with assisting in the completion of this form shall ensure strict adherence to the instructions on this form. A failure by the Department to comprehensively and accurately report on all military equipment annually may result in the loss of authorized use of any or all equipment items. Department personnel are also reminded that no new equipment may be acquired, nor funding sought for items outlined in AB 481 until the Department’s use of military equipment is approved by the Governing Body. See policy manual § 709 for additional details.

PROCEDURE:

The Inventory, Procurement, and Use of Military Equipment Form has been created for Government Code § 7070, et seq. required reporting. It shall be completed by all affected Department entities and forwarded to Fiscal Operations and Human Resources Division for processing.

This form is to be completed by Department personnel as directed by their Commanding Officer. It shall be used to report the quantity and type of military equipment sought, procured, in inventory, and their authorized uses during a specified period of time.

The Inventory, Procurement, and Use of Military Equipment Form shall be completed as follows:

- Employee - The Department employee assigned to complete the form shall do so thoroughly and accurately for the concerned command. The employee completing the form shall then submit it to their supervisor or commanding officer as appropriate, for approval.
- Commanding Officer – Prior to submitting the completed Inventory, Procurement, and Use of Military Equipment Form, the Commanding Officer shall review and approve the form and affix their name and signature to the form.
- Office of Chief of Police shall work with Research and Discovery Section to ensure annual Board of Harbor Commission approval for continued adherence to requirements contained in AB 481. Audits will be conducted in conjunction with the annual report filing.

The Inventory, Procurement, and Use of Military Equipment Form will be available on the G drive at G:\Administrative Forms .

All staff are directed to read and become familiar with the above purchasing process for compliance with AB 481.



THOMAS E. GAZSI
Chief of Police

Attachments

TEG:GPC:RIR:arl

LOS ANGELES PORT POLICE

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

INSTRUCTIONS



Each Commanding Officer whose command has primary oversight and inventory responsibility for “military equipment” as defined by Government Code § 7070 (c), shall ensure that this form is completed by each entity within their command and that both a fillable PDF copy and a scanned signed copy are submitted to Human Resources and Fiscal Operations Division for processing.

MILITARY EQUIPMENT LIST

Vehicles (excluding police versions of standard consumer vehicles):

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles (e.g. BearCat).
- Armored personnel carriers.
- High mobility multi-purpose wheeled vehicles (Humvees).
- 2 1/1 and 5-ton trucks.
- Wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- Command and control vehicles built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.

Firearms (excluding standard issue shotguns and standard issue service weapons less than .50 caliber issued to officers):

- Firearms of .50 caliber or greater.
- Specialized firearms of less than .50 caliber, including assault weapons (e.g. AR-15).
- Any firearm or firearm accessory designed to launch explosive projectiles.

Ammunition (excluding standard issue shotgun ammunition and standard issue service ammunition less than .50 caliber issued to officers):

- Ammunition of .50 caliber or greater.
- Specialized ammunition of less than .50 caliber, including assault weapon ammunition.
- 40 mm rounds (e.g. 40 mm eXact iMPact ammunition).
- “Bean Bags” (e.g. sock round ammunition).
- Specialty impact munition (e.g. 37 mm baton rounds, rubber balls, FN-303 projectiles).

Less Lethal (excluding standard service-issued handheld pepper spray):

- “Flashbang” grenades.
- Tear gas.
- Pepper balls (e.g. Pepper Ball Variable Kinetic System Launcher).
- Taser Shockwave.
- Microwave weapons.
- Water cannons.
- Long Range Acoustic Device (LRAD).
- 40 mm projectile launchers.
- “Bean Bag” projectile launch platforms (beanbag shotgun).
- Specialty impact munition weapons (e.g. 37 mm projectile launcher: FN-303 Less-Lethal Launcher).

Breaching Equipment:

- Battering rams (excluding a handheld ram designed to be operated by one person).
- Slugs.
- Breaching apparatuses that are explosive in nature.
- Explosive breaching equipment.

NOTE: The use of any equipment item listed above shall be reported according to existing Department protocol (i.e. Use of Force Report, After Action Report, Incident Commander Notifications).

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

INSTRUCTIONS FOR FORM COMPLETION

Description of the Type of Equipment (e.g. Firearm of .50 caliber or greater):

General description of item.

Quantity Possessed:

Should be as accurate as possible, however, it is understood that ammunition and other one-time use items may need to be estimated. If estimated, include how it was estimated and how it can be better tracked to ensure an accurate inventory.

Note: the quantity in inventory of any item currently under product evaluation and review at the time of form completion shall also be denoted in this section.

Quantity Sought for the Year:

The quantity of any item requested for the following fiscal year and, if know, the source of funding for the item.

Capabilities:

Include specifics, such as range, speed, specific uses, etc.

Expected Lifespan:

Provide a value and include how the estimated lifespan was determined.

Manufacturer's Description of Equipment:

Use the manufacturer's exact wording when available.

Purposes:

Cite prior use cases, if available.

Authorized Uses:

List all authorized uses and include citations to Department publications, such as Special Orders and Training Bulletin directives.

Fiscal Impact:

Include a breakdown of initial costs (of obtaining the equipment), modification costs, and average (estimated) annual maintenance costs including training costs.

Legal and Procedural Rules that Govern Each Authorized Use:

List all Department policies and procedures, as well as any statutes, which govern use of them.

Required Training (included any POST required courses):

List any trainings (POST or otherwise) that is required before Department personnel are allowed to deploy or operate the equipment.

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Mechanisms to Ensure Compliance with Authorized Uses:

Include the following:

- Which independent person(s) or entities have oversight authority.
- How use of the item is reported to supervision.
- If approval is needed prior to use.
- Who is responsible for ensuring the item is used properly.
- What penalties are imposed if misuse is discovered, including any legally enforceable sanctions.

Procedures for the Public to Register Complaints, Concerns, or Questions, and Manner in Which the Department Will Respond:

Including the general complaint process as well as a method for questions and concerns to be addressed in a timely manner.

Mechanisms to Track the Annual Usage, Inventory, and Costs:

List how equipment usage, inventory, and costs will be tracked. For costs, include expenses for each of the following categories:

- Acquisition
- Personnel
- Training
- Transportation
- Maintenance
- Storage
- Upgrade equipment

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Purchase Type:

Replacement

Additional Inventory

New Purchase*

*Requires BOHC Approval

Category of Equipment (check one):

Vehicles

Firearms

Ammunition

Less Lethal

Breaching Equipment

Description of the Type of Equipment: [Government Code 7070(d)(1)]

Quantity Possessed: [Government Code §7072(a)(5)]

Quantity Sought for the Year: [Government Code §7070(d)(1)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Capabilities: [Government Code §7070(d)(1)]

Expected Lifespan: [Government Code §7070(d)(1)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Manufacturer's Description of Equipment: [Government Code §7070(d)(1)]

Purposes: [Government Code §7070(d)(2)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Authorized Uses (include citations to Department publications, such as Tactics Directives): [Government Code §7070(d)(2)]

Fiscal Impact (including initial costs of obtaining the equipment and estimated annual costs of maintenance): [Government Code §7070(d)(3)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Legal and Procedural Rules that Govern Each Authorized Use:
[Government Code §7070(d)(4)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Required Training (include any POST required courses): [Government Code §7070(d)(5)]

Mechanisms to Ensure Compliance with Authorized Uses: [Government Code §7070(d)(6)]

INVENTORY, PROCUREMENT, AND USE OF MILITARY EQUIPMENT

Procedures for the Public to Register Complaints, Concerns or Questions, and Manner in Which the Department Will Respond: [Government Code §7070(d)(7)]

Mechanisms to Track the Annual Usage, Inventory, and Costs:

[Government Code §7072(a)(1),(4),(5)]

NOTE: Costs include acquisition, personnel, training, transportation, maintenance, storage, and upgrade equipment. If none are currently in place, please include a suggestion on how this can be accomplished.

Completed By (Name):	Contact Number:
Commanding Officer Reviewing (Name):	Commanding Officer's Signature:
OCOP Approving (Name):	OCOP Signature:
*BOHC Approving(Name):	*BOHC Signature:

*For new equipment