

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

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

July 27, 2017

To	From	
	ENGINEERING	
	ENVIRONMENTAL MANAGEMENT	
	FINANCIAL MANAGEMENT	
	GOODS MOVEMENT	
	GRAPHICS	
	HUMAN RESOURCES	
	INFORMATION TECHNOLOGY	
	LEGISLATIVE AFFAIRS	
	MANAGEMENT AUDIT	
	MEDIA RELATIONS	
	PLANNING & STRATEGY	
	PORT PILOTS	
XX	PORT POLICE	X
	RISK MANAGEMENT	
	TRADE DEVELOPMENT	
	WATERFRONT/COMM REAL ESTATE	
	WHARFINGERS	

SPECIAL ORDER 17-07

TO: All Port Police Personnel

SUBJECT: New Policy 609 Crime Stoppers Program

Effective immediately, new Policy 609 shall be implemented. Policy 609 implements the Crime Stoppers Program.

All staff is directed to read and be familiar with the attached revised policy which will be incorporated into the Policy Manual at its next publication.



THOMAS E. GAZSI
 Chief of Police

TEG:GPC:ng

Policy

609

Los Angeles Port Police

Policy Manual

Crime Stoppers Program

609.1 PURPOSE AND SCOPE

This policy provides guidelines and procedures for the Los Angeles Port Police's participation in the Crime Stoppers Program. As a participant in the Los Angeles Regional Crime Stoppers Program, the Los Angeles Port Police will accept tips on crime information submitted by the Crime Stoppers organization to aid in solving crimes. The Port Police will also provide updates to Crime Stoppers and feedback related to the issuance of reward money.

609.2 BACKGROUND

The Los Angeles Regional Crime Stoppers operates a system through which members of the community can submit anonymous crime tips via a toll-free telephone number, mobile phone app, or via their website. This program includes the potential for payment of rewards issued by Crime Stoppers to individuals who provide information that leads to an arrest.

609.2 AGREEMENT

The Los Angeles Regional Crime Stoppers participation agreement is not binding on the Port Police but serves to establish protocols to ensure the timely transmission, investigation, and disposition of anonymous crime tips. If any provisions of the agreement are not consistent with current Port Police policy the Port Police policy will take precedence.

The participation agreement includes the following requested actions:

- a) Appropriately investigate all tips received from Crime Stoppers.
- b) Periodically provide Crime Stoppers updates regarding the disposition of tips.
- c) Provide feedback to Crime Stoppers that will aid them in determining if a reward payment may be warranted.

609.3 PROCESSING OF INFORMATION RECEIVED

The department will designate a point of contact within the Detective Unit to receive Crime Stopper tips. All tips will be investigated within the bounds of the law related to anonymous tips. The scope and nature of the investigation will be based on the indicia of reliability of the information. Members involved with processing of information received from the Crime Stoppers program should refer to the Port Police Informants Policy as necessary.

609.3.1 INVOLVED PARTIES

Members of the public providing information are not intended to become or be used agents of the police. In cases where the citizen providing a tip chooses not to be anonymous, they may fall under the provisions of the department's policy on informants.

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In appropriate cases, and with the approval of the Chief of Police, witnesses may be solicited by use of Crime Stoppers and other traditional media or social media outlets. In these cases it is always preferable to receive direct contact from witnesses and therefore any solicitation for information shall always first list direct contact information before any anonymous method. A person is not a material witness if they merely point the finger of suspicion towards an asserted law violator.

609.3.2 CONFIDENTIALITY

In order to protect members of the public who choose to aid the police, the identity of police informants can be privileged information pursuant to California Evidence Code § 1041. This section allows the police to refuse to disclose the identity of a person who has furnished information regarding a purported violation of law in confidence and to prevent another from disclosing it as well. Because there may be extenuating circumstances in some cases, members are not to make assurances to informants that under all circumstances their identity will remain concealed.

609.3.3 EXCULPATORY INFORMATION

When following up on Crime Stoppers tips, members shall attempt to obtain information to support the reliability of information gleaned from these sources. If there is information that the person providing information may be involved in the crime, a material witness, or have exculpatory information, there is a duty to attempt to obtain the identity of the person providing the information including their address or a means to locate them. Efforts made to locate such a witness are to be documented in an appropriate report.

609.4 RELEASE OF INFORMATION

There is no specific protection for information released to Crime Stoppers, therefore this information shall be strictly limited to that which could in the particular case be released to the public under California Government Code § 6254 (f) (1), (2). Information related to the status of an investigation may be periodically related to Crime Stoppers with the approval of the investigating officer and the prosecutor. No information shall be shared on pending investigations other than that they "are under investigation". If a case is closed by arrest, no information shall be shared unless approved by the investigating officer and the prosecutor. No information is to be released beyond information that would otherwise be released to the public without approval of the Chief of Police.

609.5 REWARDS

Crime Stoppers may independently pay rewards depending on the value of the information received. Reward amounts vary and are approved by the Crime Stoppers Board of Directors. Determinations on monetary rewards are made by Crime Stoppers. Port Police members should not promise monetary rewards within the Crime Stoppers program to members of the public.