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CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

December 19, 2018

To	From
ENGINEERING	
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SPECIAL ORDER 18-09

TO: All Port Police Personnel

SUBJECT: New Policy 359 Administrative Investigation Team

Effective immediately, new Policy 359 shall be implemented. Policy 359 establishes the Port Police Administrative Investigation Team.

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



THOMAS E. GAZI
Chief of Police

TEG:GPC:cr

Administrative Investigation Team

359.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for Port Police Administrative Investigation Teams (AIT).

359.2 POLICY

The Port Police will activate an AIT when circumstances dictate that:

- a) An administrative or significant investigation is necessary or in progress,
- b) The investigation must be initiated as soon as possible following an incident, and/or
- c) The resources needed to conduct the investigation exceed available on-duty personnel.

359.3 ACTIVATION

The AIT will be activated by the Watch Commander or CDO whenever an incident has occurred where the initial facts indicate that an administrative or significant investigation will be necessary, and when there is a time-critical nature to the case. These incidents include:

- Intentional discharge of a firearm by a Port Police officer other than range qualifications/training
- Accidental discharge of a firearm by a Port Police officer resulting in injury
- Use of force by a Port Police officer resulting in death or serious injury
- In-custody death or serious injury
- Serious injury or death of an on-duty employee
- Significant Criminal Investigation where technical expertise would benefit the investigation
- Significant Risk Management event

Watch Commanders may be directed to activate an AIT by the CDO or Chief of Police.

359.4 TEAM MAKEUP

AITs may be comprised of sergeants and lieutenants. Watch Commanders will contact members based on the AIT standby calendar to assemble a team that possesses the required knowledge and the appropriate rank structure based on the known facts of the incident.

359.4.1 RECALL PROTOCOLS

Watch Commanders shall contact members that are in standby status. In the event the AIT cannot be fully staffed using members in standby status, Watch Commanders should implement additional recall procedures, as needed, to fully staff the AIT.

Los Angeles Port Police

Los Angeles Port Police Policy Manual

Administrative Investigation Team

359.5 PROGRAM ADMINISTRATION

The administration of the AIT program is the responsibility of the Commanding Officer of the Professional Standards Section.

359.5.1 READY EQUIPMENT AND MATERIALS

Equipment and materials necessary to properly conduct an administrative investigation will be maintained by Professional Standards. The equipment and materials will be secured in a portable case and made available for the standby team. The Lieutenant of the current standby team will store the portable case in their take-home vehicle. The kit shall contain at a minimum the following items:

- Investigative report forms
- Audio and video recorders
- Crime scene materials
- Crime scene log