

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 3

March 18, 2016

SUBJECT: **SCIENTIFIC INVESTIGATION DIVISION – DEACTIVATED;
TECHNICAL INVESTIGATION DIVISION – ACTIVATED;
FORENSIC SCIENCE DIVISION – ACTIVATED; REAL-TIME
ANALYSIS AND CRITICAL RESPONSE DIVISION
BIFURCATED FROM THE COMPSTAT FUNCTION; COMPSTAT
DIVISION – ACTIVATED; AND, CATEGORICAL USE OF
FORCE – NOTIFICATIONS - REVISED**

PURPOSE: This Order deactivates Scientific Investigation Division (SID) and reorganizes it into two divisions, Technical Investigation Division (TID) and Forensic Science Division (FSD). Real-Time Analysis and Critical Response (RACR) Division has also been reconfigured to bifurcate the Computer Statistics (COMPSTAT) function into a separate division.

PROCEDURE:

- I. SCIENTIFIC INVESTIGATION DIVISION – DEACTIVATED.** Scientific Investigation Division has been deactivated.
- II. TECHNICAL INVESTIGATION DIVISION – ACTIVATED.** Technical Investigation Division has been activated. The TID organization and functions are attached. Technical Investigation Division shall use the correspondence reference number 8.5. The radio unit designation for TID staff shall be 2H.
- III. FORENSIC SCIENCE DIVISION – ACTIVATED.** Forensic Science Division has been activated. The FSD organization and functions are attached. Forensic Science Division shall use the correspondence reference number 8.9. The radio unit designation for FSD staff shall be 6H.
- IV. REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION
BIFURCATED FROM THE COMPSTAT FUNCTION.** Real-Time Analysis and Critical Response Division has been bifurcated from COMPSTAT to form two separate divisions. The correspondence reference number and the radio unit designation for RACR Division remain unchanged.
- V. COMPSTAT DIVISION – ACTIVATED.** The COMPSTAT Division has been activated. The COMPSTAT organization and functions are attached. The COMPSTAT Division shall use the correspondence reference number 3.8. The radio unit designation for COMPSTAT staff shall be 28H.

VI. CATEGORICAL USE OF FORCE – NOTIFICATIONS – REVISED.

Department Manual Section 3/794.35, subheading, *Real-Time Analysis and Critical Response Division* has been revised. The 20-minute notification required of RACR upon learning that a Categorical Use of Force incident has occurred has been revised. Attached is the revised Manual Section with the revisions indicated in italics.

AMENDMENTS: This Order amends Section 3/794.35, and various other sections of the Department Manual. The Organization Chart and the Organization and Functions of the Los Angeles Police Department links on the Department's Local Area Network and LAPD Forms will be updated accordingly to reflect the above changes.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to read 'C3' followed by a stylized flourish.

CHARLIE BECK
Chief of Police

Attachments

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**DEPARTMENT MANUAL
VOLUME III
Revised By Administrative Order No. 3, 2016**

794.35 CATEGORICAL USE OF FORCE – NOTIFICATIONS. Notification responsibilities after a CUOF are established as follows:

Area Watch Commander/Incident Commander. The Area watch commander/Incident Commander *shall make* the following notifications within 30 minutes of learning that a CUOF incident has occurred:

- Real-Time Analysis and Critical Response (*RACR*) Division ;
- Area commanding officer of the Area of occurrence; and,
- Bureau commanding officer of the Area of occurrence.

Note: In such instances where the notification is beyond the 30 minutes, the justification *shall* be documented in the Watch Commanders Daily Report, Form 15.80.00.

Real Time Analysis and Critical Response Division. Real-Time Analysis and Critical Response Division *shall make* the following notifications within 15 minutes of being notified by the Area watch commander/Incident Commander that a CUOF incident has occurred:

- Office of the Chief of Police or his designee;
- Chief of Staff;
- *Force Investigation Division (FID) or FID on-call team during non-business hours; and,*
- Office of the Inspector General (OIG).

Additional Notifications Requirements. As soon as possible after *the initial required notifications*, RACR *shall* make notifications to the following entities:

- Commanding Officer, Professional Standards Bureau;
- Involved employee(s) commanding officer;
- Department Risk Manager; and,
- Los Angeles District Attorney's Office for those cases identified in the roll out protocol governing such notifications.

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TECHNICAL INVESTIGATION DIVISION.

TECHNICAL INVESTIGATION DIVISION - FUNCTIONS. Technical Investigation Division (TID) has Citywide jurisdiction and is responsible for:

- Providing photographic services, including general investigative photography;
- Developing, collecting and analyzing latent print evidence;
- Functionally supervising the mechanical or technical aspects of electronic surveillance equipment usage within the Department;
- Storing Departmental recorded audio and video media, excluding Body Worn Video (BWV) and Digital In-Car Video (DICV) recordings;
- Issuing, installing, removing, and maintaining electronic investigation equipment;
- Administering forensic polygraph examinations to support the hiring process and criminal investigations;
- Operating polygraph equipment, conducting interviews, and instructing Department employees as to the proper methods for preparing persons to be interviewed or interrogated; and,
- Providing instruction for Department personnel in the current methods used by TID.

TECHNICAL INVESTIGATION DIVISION – ORGANIZATION. Technical Investigation Division is composed of:

- Office of the Commanding Officer;
- Photographic Unit;
- Latent Print Unit;
- Electronics Unit; and,
- Polygraph Unit.

COMMANDING OFFICER, TECHNICAL INVESTIGATION DIVISION. The Commanding Officer (CO), TID, under the direction of the Chief of Detectives, exercises line command over the operations of TID.

COMMANDING OFFICER, TECHNICAL INVESTIGATION DIVISION – SPECIAL DUTIES. The CO, TID, is responsible for processing and approving requests from other law enforcement agencies for TID's services.

TECHNICAL INVESTIGATION DIVISION, PHOTOGRAPHIC UNIT.

PHOTOGRAPHIC UNIT - FUNCTIONS. The Photographic Unit is responsible for all photographic work in relation to the following:

- Crime scenes;
- Evidence;
- Dead bodies;
- Aerial Photography;
- Forensic Photography including electrostatic dust lifts, alternate light source photography, photomicrography, and macrophotography;
- Arrestees claiming injuries involved in Uses of Force, or for line-ups;
- Victims;

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- Department employees (except employee ID photos, which are captured by Personnel Division);
- Photographic documentation of latent evidence;
- Photographic prints, copies, and enlargements, as required; and,
- Surveillance photography of gang funerals.

PHOTOGRAPHIC UNIT - SPECIAL DUTIES. The Photographic Unit is responsible for the following special duties:

- **Digital Imaging.** Maintaining digital image files; and,
- **Evidence.** Retention/Archiving of all photographic evidence.

TECHNICAL INVESTIGATION DIVISION, LATENT PRINT UNIT.

LATENT PRINT UNIT - FUNCTIONS. The Latent Print Unit is responsible for:

- Investigating crime scenes for latent print evidence;
- Chemical processing of requested evidence for latent prints;
- Photographic documentation of alternate light source and chemically enhanced latent prints;
- Automated Fingerprint Identification System (AFIS) latent print inquiries;
- Comparison of suspects' prints with latent prints obtained at crime scenes;
- Taking plaster casts of shoe and tire impressions; and,
- Maintaining files of latent prints obtained at crime scenes and palm print cards of arrested persons.

TECHNICAL INVESTIGATION DIVISION, ELECTRONICS UNIT.

ELECTRONICS UNIT - FUNCTIONS. The Electronics Unit is responsible for:

- Installing, removing and operating covert electronic investigation equipment;
- Temporary issuance of electronic investigation equipment to other divisions;
- Storing Departmental recorded audio and video media, excluding BWV and DICV recordings;
- Providing forensic examination services for audio, video, and small scale digital devices such as cell phones, tablets and digital video recorders (DVRs) for Department entities and City government;
- Providing electronic countermeasure sweeps (debugging) for Department entities and City government;
- Maintaining audio and video equipment in Department interview rooms;
- Crime scene video retrieval assistance; and,
- Digital media duplication.

ELECTRONICS UNIT - SPECIAL DUTIES. The Electronics Unit is responsible for the following special duties:

Construction of Special Equipment. Designing, constructing, and modifying covert electronic investigation equipment.

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Special Files. Maintaining a file of information pertaining to electronic investigation equipment issued or installed by the Electronics Unit.

Special Logs. Maintaining special logs of:

- Audio and video recordings made throughout the Department, excluding BWV and DICV; and,
- Electronic equipment borrowed from the Electronics Unit.

TECHNICAL INVESTIGATION DIVISION, POLYGRAPH UNIT.

POLYGRAPH UNIT - FUNCTIONS. The Polygraph Unit is responsible for:

- Evaluating credibility assessment techniques and technology;
- Operating all credibility assessment equipment;
- Instructing interview and interrogation techniques to Department personnel;
- Providing training for Department employees regarding the effective use of polygraph as an investigative tool; and,
- Administering the following types of polygraph examinations:
 - Police candidate testing for the Personnel Department;
 - Los Angeles Fire Department firefighters testing for Personnel Department, seeking assignments as arson investigators;
 - Internal screening for sworn and civilian employees seeking assignments to specialized units;
 - Criminal examinations of suspects and/or witnesses, including those requiring travel to off-site locations; and,
 - Courtesy polygraph examinations for City, and other law enforcement agencies.

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FORENSIC SCIENCE DIVISION.

FORENSIC SCIENCE DIVISION - FUNCTIONS. Forensic Science Division (FSD) has Citywide jurisdiction and is responsible for:

- Analyzing physical evidence;
- Photographing all narcotics evidence;
- Maintaining liaison with the Superior and Municipal Courts to ensure that the Department's procedure for photographing narcotics evidence continues to be in compliance with the courts' standards;
- Performing the court-ordered split or sample selection for the release of evidence samples for private laboratory analysis;
- Surveying crime locations;
- Rendering safe black powder firearms and other firearms unfamiliar to booking officers;
- Providing firearm evidence identification;
- Performing bullet path analysis at the scene of shootings where trajectories and positioning is probative to the investigation;
- Performing forensic photography, including electrostatic dust lifts, infrared photography, photomicrography, and macrophotography;
- Examining questioned documents;
- Providing expert testimony pertaining to laboratory analysis and field investigations;
- Maintaining liaison with commercial and law enforcement organizations to support forensic database systems;
- Maintaining field alcohol breath testing equipment;
- Performing analysis of samples from the Department's random (and for cause) Employee Drug Testing Program;
- Obtaining casts or photographs of marks or tracks;
- Handling of hazardous chemicals;
- Providing six and twelve month Evidence Drying Cabinet (EDC) filter maintenance;
- Ensuring cleaning solution is made available to all geographic Areas;
- Maintaining liaison with Facilities Management Division for repairs to the EDCs;
- Processing crime scenes for physical evidence as needed;
- Providing instruction for Department personnel in the current methods used by FSD;
- Assisting officers with nitrous oxide investigations;
- Transporting the seized nitrous oxide tank or cylinder to the commercialized warehouse; and,
- Obtaining and analyzing a sample of nitrous oxide from a cylinder or balloon.

FORENSIC SCIENCE DIVISION - ORGANIZATION. Forensic Science Division is composed of:

- Administrative Unit; and,
- Criminalistics Laboratory.

COMMANDING OFFICER, FORENSIC SCIENCE DIVISION. The CO, FSD, under the direction of the Chief of Detectives, exercises line command over the operations of FSD.

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COMMANDING OFFICER, FORENSIC SCIENCE DIVISION - SPECIAL DUTIES. The CO, FSD, is responsible for processing and approving requests from other law enforcement agencies for FSD's services.

FORENSIC SCIENCE DIVISION, CRIMINALISTICS LABORATORY.

CRIMINALISTICS LABORATORY - FUNCTIONS. The Criminalistics Laboratory is comprised of the following:

Toxicology Unit.

The Alcohol Analysis Detail. The Alcohol Analysis Detail is responsible for:

- Analysis of breath, blood, urine, and beverages for ethyl ("beverage") alcohol;
- Providing instruction to operators in the use of approved alcohol breath testing equipment;
- Maintenance, repair, calibration, and accuracy checking of approved breath testing equipment;
- Expert testimony in local courts regarding alcohol's impairing effects on the driving task; and,
- Expert testimony in local courts and DMV Driver Safety offices in support of the Unit's approved breath testing instruments, and blood, urine and beverage alcohol analysis procedures.

The Toxicology Unit Drug Detail. The Toxicology Unit Drug Detail is responsible for testing blood and urine samples for:

- Under the influence of controlled substance;
- Driving under the influence of drugs;
- Random and "for cause" employee samples; and,
- Drug facilitated sexual assaults.

Field Investigation Unit. The Field Investigation Unit is responsible for:

- Preservation, collection and booking of evidence from major crime scenes; and,
- Making surveys at the scenes of major crimes and preparing maps or sketches as required.

Firearms Analysis Unit. The Firearms Analysis Unit is responsible for:

- Investigating crime scenes for firearm evidence and trajectories;
- Physical examination of requested evidence (fired ammunition components) to determine type and caliber(s) of involved firearms;
- National Integrated Ballistics Information Network (NIBIN) entries and inquiries;
- Microscopic comparison of fired cartridge components and test fired specimens;
- Physical examination and identification of fired ammunition and ammunition components, .50 caliber and less;
- Examination of evidence for gunpowder residues in estimating muzzle to target intervals;
- Re-stamping serial numbers on firearms for official use or custodial release;

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- Examination of evidence firearms for classification as California Assault Weapons;
- Examination of evidence firearms for classification as fully automatic firearms;
- Examination of evidence devices for classification as firearms;
- Examination of evidence devices for classification as silencers (sound suppressors);
- Examination of evidence firearms for classification as short-barreled rifles or shotguns;
- Test-firing and specimen imaging of booked firearms suitable for NIBIN entry;
- Test fire of booked and unbooked firearms for scientific investigation; and,
- Retention of firearms and components commonly encountered in police investigations.

Note: These are used for court demonstration, training and other police investigations.

Narcotics Analysis Unit. The Narcotics Analysis Unit is responsible for:

- Photographing narcotics evidence for court;
- Examination of physical evidence for controlled substances;
- Split narcotic samples for independent analysis; and,
- Advising officers on proper procedures for booking narcotics evidence.

Quality Assurance/Quality Control Unit. The Quality Assurance/Quality Control Unit is responsible for:

- Monitoring laboratory practices to assure compliance with accreditation standards established by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB);
- Managing the Quality System;
- Coordinating Training; and,
- Overseeing the Safety Program.

Questioned Documents Unit. The Questioned Documents Unit is responsible for examining all document evidence, in particular:

- Handwriting, hand printing, signatures;
- Indented writing;
- Typewriting;
- Office machine classification and identification;
- Hand stamps;
- Printing methods;
- Fracture matches;
- Alterations, and obliterations; and,
- Obtaining handwriting samples from suspected writers for comparison.

Serology/DNA Unit. The Serology/DNA Unit is responsible for:

- Analyzing evidence for the presence of body fluids, including blood, semen and saliva;
- Determining the DNA types (profiles) present in body fluids and on evidence items;
- Combined DNA Index System (CODIS) DNA profile uploads and inquiries; and,
- Comparison of DNA profiles from crime scenes with suspects and victims.

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Trace Analysis Unit. The Trace Analysis Unit is responsible for the analysis and/or comparison of various types of physical evidence including:

- Hairs;
- Fibers;
- Gunshot residue from hands;
- Arson residue and ignitable liquids;
- Explosives;
- Shoeprints and tire tracks;
- Toolmarks;
- Physical/fracture matches;
- Tape; and,
- Other miscellaneous chemical and physical evidence.

CRIMINALISTICS LABORATORY - SPECIAL DUTIES. The Criminalistics Laboratory is responsible for the following special duties:

Hazardous Chemicals. Arranging for the disposal of hazardous materials and providing on-scene determination of the dangers posed by hazardous chemicals, implementing safeguards relative to its handling, and obtaining samples of each chemical, if conditions permit.

Large Seizures of Controlled Substances. Provide sampling, weighing, and packaging of seized controlled substances in excess of 30 pounds net weight, which are to be booked into Department facilities.

Nitrous Oxide. Transporting and providing samples of nitrous oxide from cylinders or balloons for analysis.

Black Powder and Other Dangerous or Damaged Firearms. Safe unloading of black powder weapons, damaged or corroded firearms and other firearms that are too dangerous or unfamiliar to Department employees.

Officer-Involved Shootings. Forensic support of Officer-Involved Shooting investigations, in the field and laboratory, sufficient to satisfy the Department's review process.

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OFFICE OF ADMINISTRATIVE SERVICES, REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION

REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION - ORGANIZATION.
Real-Time Analysis and Critical Response (RACR) Division is comprised of:

- Department Operations Center (DOC) Unit; and,
- Regional Crime Center Unit.

COMMANDING OFFICER, REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION. The Commanding Officer (CO), RACR, under the direction of the Director, Office of Administrative Services, exercises line command over the operations of RACR Division.

REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION - FUNCTIONS.
Real-Time Analysis and Critical Response Division is responsible for the following:

Department Operations Center Unit.

- Activating the DOC during a major occurrence or when a major occurrence appears imminent;
- Training personnel for the DOC operations;
- Planning and developing DOC systems and procedures;
- Coordinating and organizing deployment plans for major unusual occurrences;
- Maintaining and providing expertise to the Police DOC;
- Preparing and coordinating requests for resources [Size, Activity, Location, Units, Time and Equipment (SALUTE)] for the DOC ; and,
- Maintaining a link between field operations and the DOC.

Regional Crime Center Unit.

- Monitoring Citywide Department radio frequencies for critical incidents such as homicides, shootings and other major calls for service.
- Making notification as needed for the following:
 - Officer-Involved Shootings;
 - All uses of an upper body control, including the use of a modified carotid or locked carotid hold;
 - In-custody deaths;
 - A use of force incident resulting in death or injury requiring hospitalization (LERI);
 - An incident in which a member of the public is bitten by a Department canine and hospitalization is required;
 - Negligent discharge of a firearm by a sworn member of the Department;
 - Animal shootings;
 - Incidents where the Department has agreed to conduct similar critical incident investigations for a non-Department entity;
 - Barricaded suspects or SWAT Call-Outs;
 - Bomb Squad Call-Outs;

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- Demonstrations or mass arrests;
- Pursuits;
- Disasters;
- Chemical spills/gas main leaks or breaks;
- Red Flag Alerts;
- Incidents Involving hazardous, toxic or radioactive materials;
- Tactical Alerts;
- Change in the federal terrorism threat level (up or down);
- Major fires;
- Homicides;
- Commercial Robberies;
- Take-Over Robberies;
- Hot Prowl Burglaries;
- Stranger Rapes;
- Incidents motivated by hatred/prejudice;
- Fatal traffic collisions;
- Traffic collisions involving multiple victims with serious injuries;
- Traffic collisions involving children under fifteen years of age with serious injuries;
- Aircraft accidents;
- Incidents involving celebrities or dignitaries;
- Newsworthy incidents involving the Department ;
- CARE/AMBER Alerts, Blue Alerts and Silver Alerts;
- Critical missing persons investigations;
- Incident Command Post activations at the scene of a noteworthy or newsworthy incident;
- Requests for Crisis Response Team; and,
- Local, National, and Global events that could impact the City of Los Angeles.

Notable Notification after a Categorical Use of Force.

Within 15 minutes of a RACR notification by the Area Watch Commander or Incident Commander, RACR must contact (Department Manual Section 3/794.35):

- Office of the Chief of Police or his designee;
- Chief of Staff;
- Force Investigation Division (FID) or FID on-call team during non-business hours; and,
- Office of the Inspector General (OIG).

As soon as possible after the initial required notifications, RACR is responsible for making notifications to the following entities:

- Commanding Officer, Professional Standards Bureau;
- Involved employee(s) commanding officer;
- Department Risk Manager; and,

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- Los Angeles District Attorney's Office for those cases identified in the roll out protocol governing such notifications.

Regional Crime Center Unit Support Functions.

- Providing after hour investigative information, advice and assistance to officers investigating calls for service, when the following units or functions of Detective Bureau are closed:
 - Missing Persons Unit;
 - Mental Evaluation Unit;
 - Juvenile Division;
- Providing after hour investigative support and booking assistance to officers and specialized units;
- Reviewing and transporting Probable Cause Declarations (PCDs) for all 21 Areas to the court on weekends and holidays when the court is open for PCD hearings;
- Providing information normally obtained from Personnel Division when that division is closed;
- Providing information obtained from telephone numbers when Detective Support and Vice Division is closed;
- Using Department resources to complete database research to assist in identifying the victim(s), suspect(s) or background information on the crime location;
- Receiving and forwarding information obtained on the toll free tip line (877-LAPD 24/7, Crimestoppers, iWatch, and 1-800-A-Threat) to the appropriate investigative entity;
- Monitoring, receiving and forwarding internet tips through TipSoft;
- Monitoring and collecting data from social media and internet sites for planned and unplanned protests, rallies, and marches that could impact the City;
- Responding to outside entity requests for analysis, research and data mining;
- Maintaining a liaison with California State Parole, Bureau of Alcohol, Tobacco, Firearms and Explosives, FBI and County Probation; and,
- Upon request from Robbery-Homicide Division (RHD), contact the California Highway Patrol's Emergency Notification and Tactical Alert Center to initiate a Blue Alert, coordinate alert information with LAPD Communications Division for the broadcast and cancellation of CARE/AMBER, Silver or Blue Alerts.

REAL-TIME ANALYSIS AND CRITICAL RESPONSE DIVISION – SPECIAL DUTIES.

Real-Time Analysis and Critical Response Division is responsible for the following special duties:

Reference Data. Maintaining reference data of the following:

- Fiscal Operations Division-Travel and Per Diem Guidelines;
- Emergency Operations Master Plan and Procedures Manual;
- National Directory of Law Enforcement Administrators;

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- Call codes of chiefs of police and sheriffs, prosecutors, and penal institutions;
- List of names, official titles, addresses of government officials and special locations;
- Directory of the State Board of Medical Examiners;
- Directory of the State Board of Osteopathic Examiners;
- Chief Special Agents Association, Inc.,
- Directory of police and government agencies in the State, including selected local public and private enterprises;
- Department and Emergency Operations Guide; and,
- U.S., Penal, Vehicle, and Municipal Codes.

Special Logs. Maintaining logs of the following:

- Security Inspections;
- Booking advice;
- Requests for assistance by outside agencies;
- Officers visiting from outside jurisdictions;
- Out-of-county vehicle trips;
- Mileage use; and,
- Collect telephone calls.

Special Files. Maintaining files of the following:

- Writ teletypes;
- Emergency Investigative Travel Fund;
- Emergency Witness Relocation Fund; and,
- Legal Information.

Emergency Investigative Travel Fund.

- Maintaining and disbursing money from the Emergency Investigative Travel Fund; and,
- Providing a copy of the Fiscal Operations Division-Travel and Per Diem Guidelines to each Department employee going on emergency investigative travel for the Department.

Emergency Witness Relocation Fund.

- Maintaining and disbursing money from the Emergency Witness Relocation Fund; and,
- Providing a copy of the Fiscal Operations Division-request for immediate disbursement of California Witness Relocation and Assistance Program funds to the concerned Department employee.

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COMPSTAT DIVISION - FUNCTIONS. Computer Statistics (COMPSTAT) is the Department's command accountability inspection process. The COMPSTAT Division reports directly to the Director, Office of Administrative Services (OAS). The COMPSTAT Division is responsible for:

- Developing, implementing, and evaluating the crime analysis systems/processes, utilized throughout the Department;
- Providing ongoing support, product development, and training to bureau, Area, and Divisional Crime Analysis Details (CADs);
- Assisting the CADs in coordinating timely and accurate crime analysis information in support of line operations;
- Monitoring and auditing the production and dissemination of all crime analysis products relating to crime series, patterns, hot spots, trends, clusters, spikes and/or offenders, for the purpose of identifying, arresting and prosecuting criminals;
- Directing the CADs and providing the necessary information to ensure readiness of coded crime, traffic, personnel and other risk management data for downloading and analysis on a daily basis;
- Analyzing bureau, Area, and Citywide crime, arrest and traffic data in order to identify series, patterns, hot spots, trends, clusters, spikes, and victim/offender information for the weekly COMPSTAT meeting;
- Conducting inspections, analyses and special COMPSTAT/crime analysis-related projects as directed by the Director, OAS, and other Department command staff;
- Preparing information and the electronic media used for data presentation for the Director, OAS, as required for the weekly COMPSTAT meeting;
- Preparing all applicable maps, charts, graphs, reports and other products needed at the weekly Situation Room briefing with the COP;
- Analyzing all homicides Citywide and producing daily reports of any changes; and,
- Providing training to Department personnel on the proper classification of crimes in accordance with the Uniform Crime Reporting (UCR) Guidelines, conducting inspections of crime classifications and acting as the Department's UCR coordinator with the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

COMPSTAT DIVISION – ORGANIZATION. COMPSTAT Division is comprised of:

- Office of the Commanding Officer;
- Applications and Initiatives Unit;
- Support Unit;
- Data Integrity Unit; and,
- Special Projects Unit.

COMMANDING OFFICER, COMPSTAT DIVISION. The Commanding Officer, COMPSTAT Division, under the direction of the Director, OAS, exercises line command over the operations of COMPSTAT Division and functional supervision and support for all CAD personnel Department-wide.

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APPLICATIONS AND INITIATIVES UNIT – FUNCTIONS. The Applications and Initiatives Unit is responsible for the following:

- Maintaining liaison with and support of the COMPSTAT Division, Support Unit. This includes the preparation of maps, charts, graphs, heat maps and other products needed for the weekly COMPSTAT meeting;
- Preparing crime inspection recommendations for weekly COMPSTAT meetings;
- Providing PALANTIR training and support;
- Preparing Predictive Policing reports weekly;
- Preparing the Los Angeles Strategic Extraction and Restoration (LASER) reports weekly; and,
- Preparing monthly Law Enforcement Officers Killed and Assaulted (LEOKA) report for California DOJ.

SUPPORT UNIT - FUNCTIONS. The Support Unit is responsible for the following:

- Gathering, compiling, and presenting crime, arrest, risk management and other statistical information at the Chief of Police weekly information-sharing COMPSTAT meeting. Essential elements used to present this information are the Profiles and crime and arrest maps;
- Preparing and maintaining of the following profiles: Citywide; geographic Areas; geographic bureaus; Citywide Traffic, Traffic Divisions and several specialized divisions and bureaus;
- Using a myriad of tools and over 36 reports to collect the information for the profiles, crime maps, charts, and graphs presented via audio-visual mediums at the weekly COMPSTAT meetings; and,
- Assisting commands in developing reports to capture parameters for measures of effectiveness of operational needs upon request.

DATA INTEGRITY UNIT – FUNCTIONS. The Data Integrity Unit is responsible for the following:

- The Data Integrity Unit's Officer in Charge is the Department's Uniform Crime Reporting (UCR) Coordinator and is the liaison and point of contact with/between Department personnel, the California DOJ and the Federal Bureau of Investigation (FBI) for all UCR crime classification related questions/concerns/issues;
- Providing UCR training to all applicable Department personnel on an ongoing basis;
- Conducting routine inspections of the Department's classification of crime for all 21 geographic Areas and specialized divisions in an effort to ensure that the crime coding of records is being conducted in compliance with UCR guidelines;
- Maintaining/updating the UCR Decision Trees, Frequently Asked Questions and other related training products and makes them available on the COMPSTAT Division website; and,
- Maintaining liaison with the Office of Operations and the geographic bureaus for all UCR related issues and coordinates with the Bureau Assessor teams on their weekly inspections of crime classifications for their respective bureaus.

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SPECIAL PROJECTS UNIT – FUNCTIONS. The Special Projects Unit is responsible for the following:

- Maintaining liaison with and support of the COMPSTAT Division, Support Unit. This includes the preparation of maps, charts, graphs, heat maps and other products needed for the weekly COMPSTAT meeting;
- Acting as the Division's webmaster, posting all applicable reports, graphs, charts, profiles, etc., onto the COMPSTAT Division website weekly;
- Maintaining the COMPSTAT Division Dropbox;
- Producing ad hoc reports, maps, charts, graphs, etc., on a routine basis for the Chief of Police, all Department Command Staff, the Mayor's Office, the City Attorney's Office, the City Controller's Office and all City Council Offices as needed;
- Coordinating with Information Technology Bureau's Application Development and Support Division personnel on a weekly basis regarding the classification of crimes;
- Providing Crime Analysis Mapping System (CAMS) training on an as-needed basis to all applicable Crime Analysis Detail (CAD) personnel; and,
- Preparing crime statistic reports on a daily basis for all applicable command staff.

SPECIAL LIAISON. The COMPSTAT Division is responsible for maintaining liaison with:

- Information Technology Division to coordinate the installation, maintenance and servicing of COMPSTAT and Crime Analysis Detail computer equipment and software;
- Application Development and Support Division to coordinate support for the Department's CAMS and statistical reports needed for the COMPSTAT process; and,
- Information Technology Bureau and Information Technology Agency to coordinate the integration and compatibility of crime analysis computer systems with other related Department and City software and hardware systems.