

CHAPTER XVI – Facilities and Property Management

16/1 LAWA Police Facilities

Note: This section pertains to LAWA Police Facilities at all airports, unless otherwise noted.

16/1.1 LAWA Police Facilities

LAWA Police facilities (i.e., restrooms, luncheon room, etc.) shall not be used by persons detained for investigation or arrestees. Any other non LAWA officer, employee, authorized visitor or guest shall be escorted while in the LAWA Police facilities.

A. Roll Call Room

Use of the roll call room shall be scheduled through the Watch Commander's Office. Roll Call periods have priority over all other activities.

LAWA/VNY - The roll call room shall not be used for sensitive or confidential discussions such as interviews, briefings, training, and/or meetings. Conversations in the roll call room can be heard in other offices.

B. Conference Room

The Administration Conference Room shall be scheduled through the Administrative Receptionist. Use of this conference room by staff other than command personnel requires approval of a Section Commander.

C. Lunch Room

The Lunch Room is available to all personnel. Items stored in the refrigerator must be labeled with name and date. All items shall be discarded after three (3) days.

D. Exercise Room

Use of the exercise room and equipment is restricted to those persons who have a completed liability waiver form on file. These forms are available in the Patrol Services Section Watch Commander's Office. I.D.'s or visitor passes must be available for inspection in the Exercise Room, but need not be worn. Guests of City employees must be accompanied by their City employee sponsor while in the Exercise Room.

E. Locker Room

1. Locker Assignments

- a. Lockers are assigned to individual sworn and non-sworn uniformed personnel by the Logistics Unit. Only one locker is assigned to an individual employee.

Employees reassigned to another work location shall relinquish their locker and be assigned a locker at the new work location¹.

- b. Employees are required to secure their assigned locker within two weeks of assignment notice date and keep it secured for the duration of his/her occupancy. Unsecured lockers are subject to reassignment to another employee.

- c. Logistics Unit shall provide magnetic nameplates or some other method of displaying the employee's name

to be affixed to each assigned locker to identify the occupant. Nameplates shall not be removed by the locker's occupant.

2. Unauthorized Use of Locker

- a. Employees are prohibited from occupying lockers which have not been assigned to them by Logistics Unit or other authorized personnel.

- b. Lockers found to be occupied without authorization shall have a notice posted on the locker door directing any individual occupying the locker to vacate the locker within 7 days. At the end of the seven-day period, if the locker is not vacated Logistics Unit personnel shall cut off the lock and remove any property contained in the locker. Any City property contained in the locker shall be retained by Logistics Unit except for firearms, which will be recovered by a sworn supervisor and forwarded to the range. All unclaimed personal property will be boxed and transferred to Lost and Found.

2. Posters, Pin-ups, Decals and Stickers.

No posters, pin-ups, stickers or decals are to be placed on any surface within any LAWA Police facility without the consent of the Commanding Officer, Administration Section.

3. Loud Music.

The use of personal music devices within a LAWA Police facility is permitted to the extent it does not interfere with or annoy others.

Consideration should be extended to others by keeping the volume down, particularly in the locker room.

Supervisors are required to monitor the playing of music and advise employees if it is too loud.

F. Smoking

No Smoking is permitted in LAWA Police facilities.

G. Union Access

An association may use City facilities, upon prior approval from the Office of the Chief of Police, for the purpose of holding meetings to the extent that such facilities can be made available, and to the extent that the use of a facility will not interfere with departmental operations.

Participating employees will attend said meetings on their own time. If the use of a facility requires a fee for rental or special setup, security and/or cleanup services, the association will provide or assume cost of such service(s) or facility.

H. Bulletin Boards

A bulletin board has been designated for use by association representatives. In accordance with current Memorandum of Understanding (MOU), each department agrees to provide a bulletin board or reasonable space at each work location, which may be used by the association for the following purposes:

1. Notice of association meetings.
2. Notice of association elections and their results.
3. Notice of association recreational and social events.

¹ Employees who have a private office containing lockable and securable wardrobe cabinets or safes who have been issued a locker must relinquish their locker immediately unless approved by the Assistant Chief, Office of Support Services or his/her designee.

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4. Notice of official association business. (4) Stored UPRs are padlocked and secured, with no magazine in the weapon.
 5. Any written material which has received prior approval of the Departmental Management Representative. The inspection shall be noted on the Watch Commander's Log.
 6. All notices, prior to being posted, shall be submitted to the designated representative of management. The posting will occur within 24 hours of such submission. It is further agreed that the association representative shall place a removal date on all materials to be posted. b. Shotguns
Shotguns shall be inspected semi-annually by the rangemasters (refer to Section 7/2.18.C).
 - I. Armory c. UPRs
UPRs shall be inspected semi-annually by the ESU UPR Instructors or Rangemasters.
- LAWA/LAX**
1. The armory, located in the LAWA/LAX Station Kit Room, is used to store the following:
 - a. Shotguns;
 - b. UPRs;
 - c. Tasers;
 - d. 40MM Projectile Launchers;
 - e. Ballistic Shields; and,
 - f. Stored Emergency Duty Ammunition

The armory shall not be used for overflow storage of any other supplies.

Note: LAWA Police facilities without an armory shall store the above listed items in a securable safe or weapons locker accessible only to sworn personnel.
 2. Access
 - a. Access to the armory is **restricted** to sworn personnel only.
 - b. Cyber Keys shall be issued to all LAX Sergeants, Lieutenants, Captains, and Rangemasters who regularly check out or in equipment to access the Armory. All supervisory personnel shall obtain and maintain a Cyber Key for their use through VAAU.
 - c. Supervisors shall not lend their Cyber Key to anyone to grant access to the Armory. Those found doing so will be subject to progressive disciplinary procedures.
 - d. There shall be no spare Cyber Keys, either in the Kit Room, Sergeant's Office, or the Watch Commander's Office, for access to the Armory.
 3. Inspections
 - a. Each Watch Commander shall inspect the armory daily to ensure:
 - (1) The stored duty ammunition container is present and the cyber lock is secured (refer to Section 16/4.4);
 - (2) The armory door and cyber lock are secured.
 - (3) All un-issued shotguns are unloaded by visually inspecting each shotgun and check that the actions are open and no round is visible in the magazine.
- d. Less Lethal Devices
Tasers and 40MM Projectile Launchers shall be inspected by the Defensive Tactics Instructors on a semi-annual basis (refer to Sections 7/5.4.G and 7/5.3.D).
 - e. Stored Duty Ammunition
Stored emergency duty ammunition shall be inspected semi-annually by the rangemasters and replaced as needed (refer to Section 16/4.4).

NOTE: This ammo is exclusively to supply patrol in an emergency situation. It is not to be removed for any other use. Any unjustified tampering or removal will result in an audit. The cyber lock will monitor access. Any other ammunition needs shall be addressed to the range.
 - f. Both the armory door cyber lock and the stored emergency duty ammunition cyber lock shall be inspected semi-annually by Range staff to ensure proper function.
 - g. Any broken equipment shall be immediately red-tagged by the discovering officer, presented to a supervisor and transported to the range for repair. All weapons and less lethal devices sent or returned from repair shall be logged in and out of the Armory Weapons Status Log.

Note: The Armory Weapons Status Log books shall be kept current and retained in a designated location inside the locked Armory.
4. Checkout Procedures
 - a. Only sworn supervisors shall check out equipment from the armory. Officers *shall not* be given keys to the armory to check out armory equipment by themselves. The addition of the cyber lock will assist in ensuring accountability with this issue.

Designated Rangemasters may independently conduct equipment inspections or servicing without a supervisor present.

Note: For additional checkout procedures, refer to Section 5/7.2.
 - b. The Equipment Check-In/Check-Out Log shall be the only Log used to check in or check out equipment from the Armory. This log shall be kept current and retained

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in a designated location inside the locked Armory.

- c. Once completed for the watch, the supervisor checking out equipment is responsible for ensuring a photo copy of the applicable check in/ check out log is provided to the operation center personnel. Ops staff will enter the equipment data from the log onto the shifts daily deployment. Such information is necessary for field supervisors to know what equipment is available by whom.

LAWA/VNY

- A. The LAWA/VNY Police facility has two secured sites for storing Division-issued weapons:

- 1. Primary Armory Safe
- 2. Daily Use Safe

- B. Primary Armory Safe

- 1. The primary armory safe, located in the LAWA/VNY Station men's locker room, is used to store the following:

- a. Handguns;
- b. Shotguns;
- c. Tasers;
- d. 40MM Projectile Launchers; and,

- e. Stored Duty Ammunition
- 2. Access

Access to the primary armory safe is restricted to sworn supervisory personnel only.

- 3. Inspections

- a. The Watch Commander or Officer-In-Charge (OIC) shall inspect the primary armory safe to ensure the door is secured.

The inspection shall be noted on the Watch Commander's Log or the OIC's DFAR.

- b. Handguns/Shotguns

Handguns and Shotguns shall be inspected annually by the Rangemasters.

- c. Less Lethal Devices

Tasers and 40MM Projectile Launchers shall be inspected by the Defensive Tactics Instructors or Rangemasters on an annual basis.

- d. Stored Duty Ammunition

Stored duty ammunition shall be replaced annually or as needed by the Rangemasters.

- 4. Checkout Procedures

- a. Officers should contact their supervisor to check out equipment from the Primary Armory Safe. Only sworn supervisors shall check out equipment from the primary armory safe. Officers shall not be given the combination code to the primary armory safe.

- b. All checkout logs shall be kept current.

- 5. Storage

- a. All Handguns, Shotguns, and less-than-lethal weapons that are not currently in-service shall be secured unloaded in the primary armory safe.

- b. All stored ammunition shall be secured in the primary armory safe.

- C. Daily Use Safe

- 1. The Daily Use Safe, located in the LAWA/VNY Station front office, is used to store equipment that is currently being issued to the Watches and contains the following:

- a. Shotguns;
- b. Tasers;
- c. 40MM Projectile Launchers

- 2. Access

Access to the Daily Use Safe is restricted to sworn personnel only.

- 3. Inspections

- a. The Watch Commander or OIC shall inspect the Daily Use Safe to ensure the door is secured.

- b. The inspection shall be noted on the Watch Commander's Log or the OIC's DFAR.

- 4. Checkout Procedures

- a. Only sworn personnel shall checkout equipment from the Daily Use Safe.

- b. Officers will remove only the equipment assigned to them.

- c. If the assigned equipment is not available, Officers shall choose from the available equipment and revise the Daily Deployment schedule to reflect the correct equipment numbers. The Watch Commander or OIC will initial any changes made to the Daily Deployment schedule.

- 5. Storage

Un-deployed shotguns, 40MM Projectile Launchers/munitions, and Tasers/cartridges shall be secured unloaded in the Daily Use Safe.

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- D. Procedures for Malfunctioning Shotguns and Less-Lethal Devices
1. Whenever a shotgun or less-lethal device is found to be malfunctioning, the officer discovering the malfunction shall do the following:
 - a. Place a tag or other means of notification on the malfunctioning equipment to identify it as non-serviceable and have the equipment stored in the primary armory safe as soon as possible.
 - b. Write an Employee's Report entitled "Malfunctioning Equipment" and submit it to his/her immediate supervisor.
 - c. Send an e-mail to the supervisor advising the supervisor of the malfunctioning shotgun/less-lethal device.
 2. The supervisor shall arrange to have the malfunctioning equipment transported to LAWA/LAX for inspection and repair.

16/1.2 Facility Inspections

The Patrol Services Section Watch Commander is responsible for making at least two (2) facility inspections per tour of duty. Facility inspections shall include the interior and exterior of the LAWA Police facility and parking lot. Special attention shall be given to security and maintenance items. Security discrepancies and maintenance items shall be noted in the Watch Commander's log. The Commanding Officer, Patrol Services Section, shall review station check reports and refer recommendations for corrective action to the appropriate Section Commander.

16/1.3 Proper Display of the United States Flag

All Patrol Services Section (PSS) personnel assigned to the front desk may be given duties in their course of daily business that have to do with the U.S. flag. All PSS personnel will adhere to United States Code Title 36, Sections 174 through 176 pertaining to the proper care and handling of the U.S. flag. Special attention shall be given to lowering, hoisting, and half-staff procedures.

Desk officers shall report any discrepancies noted of the flag's physical condition and its display to the on-duty Watch Commander.

PSS supervisors shall insure officers comply with this policy and the above regulations.

16/1.4 Vermin Eradication

Vermin infestation is a major health concern for employees. Whenever it is discovered that an LAWA Police facility has a vermin infestation or needs to have other pests removed from a facility, proper notification shall be made so that the eradication of any pest is accomplished.

- A. Whenever a LAWA Police employee becomes aware of vermin infestation in a LAWA facility (i.e. - Range, Access Post, etc.), the employee shall contact their immediate supervisor.
- B. The supervisor shall:
 1. Contact the Central Utility Plant (CUP), Maintenance at LAWA/ONT, or the LAWA Construction and Maintenance Superintendent at LAWA/VNY to report the infestation;

2. Obtain an Incident Number from the CUP or Maintenance employee;
 3. Note the Incident Number in his/her Supervisor's Log;
Note: If the infestation occurred at an Airfield Access Post, the supervisor shall contact the affected Post and have the employee note the Incident Number and time that CUP or Maintenance was notified of the infestation in the Post Log book.
 4. Notify Operations and Material Support Unit via e-mail of the infestation, the time CUP or Maintenance was notified, and the Incident Number.
 5. Make a follow-up call to the reporting employee approximately one week later to confirm the contract Pest Control Company responded and the problem was resolved. If the employee states that the infestation has not been eradicated, the supervisor shall contact CUP or Maintenance to arrange for the contract Pest Control Company to respond back to the location for additional abatement. Operations and Material Support Unit shall be notified of the re-notification.
- C. When the contract Pest Control company responds to the location, the employee shall note the date and time abatement occurred. If the abatement occurs at an Airfield Access Post, the employee shall note it on the Post Log book and notify the on-duty supervisor.
- D. Operations and Material Support Unit shall:
1. Log the information;
Note: This log shall be available for inspection by officers and supervisors to review the history of notifications.
 2. Contact Construction and Maintenance to inquire when the contract Pest Control company will respond to the location for vermin eradication.
 3. Contact the reporting employee to inquire whether abatement occurred and if the problem has been resolved.

16/1.5 Restricted Access

- A. Display of LAWA Security Badge
- All persons, including sworn and non-sworn employees in their designated worksite, are required to display their LAWA Security Badge at all times on their outermost garment while in a LAWA Police Facility.
- B. Visitors
- Established visitor screening procedures shall be followed at all LAWA Police facilities (See 15/2.2 B.2.b. for visitor screening procedures). Visitors shall be issued a Visitor Badge and shall be escorted by a LAWA Security Badge holder at all times within any LAWA Police facility.
- Former LAWA Police employees and/or those without a valid LAWA Security Badge **shall not** be allowed access into any LAWA Police facility without the approval of an on-duty supervisor. The on-duty supervisor who approves this visit shall be responsible for the escort of this visitor for the duration of their stay at the facility.

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Note: This rule does NOT apply to retired Police personnel. Retired Police personnel shall present their retired Police Identification Card and established visitor procedures shall be followed unless otherwise directed and prohibited by the Chief of Airport Police for safety or security concerns.

16/2 LAWA Police Facilities Parking

16/2.1 LAWA Police Vehicle Parking Lots

Traffic Services Section (TSS) Supervisors shall check the lot routinely and note whether any vehicles are wrongfully parked. If any vehicle is found in violation of this section, the details shall be documented and forwarded to the TSS Commander for appropriate action. If appropriate, enforcement action shall be taken.

Note: This section is not applicable at LAWA/VNY.

Any vehicle parked in any LAWA Police facility lot, and found to be in violation of the California Vehicle Code, shall be issued a citation and, if applicable, be impounded.

A. Parking Procedures

It shall be the policy of the LAWA Police to establish reasonable guidelines for the use of Los Angeles World Airports (LAWA) property under the LAWA Police's control. The Chief of Airport Police shall specify and administer such regulations as deemed necessary to provide for the safe, efficient and legal use of the LAWA Police facilities.

This policy shall apply to all LAWA employees and guests while utilizing LAWA Police facilities. The use of the LAWA Police parking facility is covered by established procedures set forth in this Section.

LAWA/LAX

1. Enclosed Compound Parking

The enclosed lot west of the 96th Street facility is designed for the following vehicles:

- a. City vehicles assigned to the LAWA Police.
- b. LAWA vehicles servicing the 96th Street facility.
- c. Other vehicles with the permission of any Section Commanding Officer.

Vehicles shall park in designated stalls. All reserved stall markings shall be honored at all times.

2. North Lot Parking

The lot north of the enclosed compound and south of 96th Street is reserved for City vehicles only.

3. Disabled Parking

Two spaces immediately west of the LAWA Police Station are designated as disabled parking. Parking at these stalls is restricted to vehicles displaying placards or license plates issued by DMV. Police vehicles or any other LAWA vehicles shall not park in these spaces.

4. Visitor Parking

Six stalls located west of the Park One entrance are marked for two hour Visitor Parking only.

5. Designated Employee Parking Lots

The parking lot located west of the enclosed compound and the parking lot located north of 96th St. and west of Alverstone are both designated as employee parking lots. Any civilian or other unarmed employee may request an escort to the employee lot during hours of darkness by contacting the front desk.

All employees are advised that vehicles parked in this lot not displaying a valid permit or temporary permit may be issued an absentee citation. It is the responsibility of each employee to insure that the vehicle they park in this lot has the appropriate permit, properly displayed.

6. Outside Law Enforcement Agency Parking

a. Outside public agency parking is restricted to:

- Ten parking stalls only at any given time; and,
 - Granted for official business only.
- b. These vehicles may park in the employee lot located north of 96th St. and west of Alverstone.
 - c. A permit must first be obtained from the on duty Watch Commander.
 - d. Outside agency representatives shall be advised to properly display their permit while utilizing the employee lot.
 - e. A log of Outside Agency Parking Permits shall be maintained in the Watch Commander's Office.

7. General Rules - Police Station Parking Lot

- a. All parking will be head-in only.
- b. Privately owned vehicles shall display a DOA parking permit or an LAWA Police dash permit.
- c. Employees shall not park in visitors' stalls.
- d. Parking in red zones or access lanes is prohibited.
- e. Employees shall park in designated parking stalls only.
- f. Parking in the driveway from 96th Street into Park One is prohibited.
- g. No trailers or motor homes may be parked in the lot.
- h. No vehicles or trailers may be stored in the lot.
- i. Employees, on or off duty, are prohibited from consuming alcoholic beverages in the Police station parking lot.
- j. The playing of excessively loud music in any of the Police parking lots is prohibited.
- k. Vehicles parked in any of the employee lots shall comply with all applicable sections of the California Vehicle Code.

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16/2.2 Parking Permits - LAWA Police Lots

All LAWA Police personnel shall ensure that they have a permit when required. Permits may be obtained by submitting a parking permit application to Records Unit. Applications are available at the Watch Commander's Office.

- A. All employees shall ensure that the permit is clearly displayed in the vehicle, hanging from the rear view mirror or placed on the dashboard. Employees are reminded that the permit is issued for employee's vehicles only.
- B. These permits are designed to be transferred from one vehicle to another and there should be no reason why an employee does not have a permit visible.
- C. If extenuating circumstances occur, and an employee does not have a permit, the Watch Commander may allow the employee to park for the day providing the employee furnishes the Watch Commander with the license number of the vehicle.

Note: A Form 004 (7/91)"Special Parking Permit" shall not be issued to LAWA Police employees for use as a one-day parking permit.

- D. Permits are good for up to 72 hours at a time. If a vehicle is to be left longer than 72 hours, the employee shall inform the LAWA Police Operations Center or appropriate personnel.
- E. Lost/Stolen Permits

When an employee loses or has his/her permit stolen, the employee shall submit an Employee Report or a copy of the police report to the Records Unit supervisor prior to being issued a new permit.
- F. Retired/Terminated/Transferred Employees and Employees who Resign

Permits issued by the LAWA Police remain the property of the LAWA Police. Employees, who retire, are terminated, transfer to another Division, or resign from the LAWA Police shall return their parking permit to Records Unit.

16/2.3 Temporary Parking Permit - LAWA/LAX Police Lot

This permit is to be issued for law enforcement or other government related parking in the LAWA Police parking lot and may not be issued for personal parking in the CTA. The current APB Form 004 (7/91) entitled "Special Parking Permit" shall be used for this purpose.

The person issuing the parking permit shall ensure that each space on the permit is filled in completely. It is imperative that the sections with the expiration date and the valid hours be filled in with the correct date and time for proper vehicle accountability.

Also, the section marked "Issued to" shall be filled in with the name of the person requesting the permit and not just the agency they represent.

LAWA Police Parking permits shall be issued by:

- 1. The Chief of Airport Police;
- 2. Any Section Commander; or his designee,
- 3. The Chief's Adjutant, using his signature "for" the Chief.

Completed permit books shall be turned in to the Chief's Adjutant for review prior to submission to Professional Standards Section for retention purposes.

16/2.4 Off Airport Employee Parking

A. Airport Branch Court Parking

All LAWA Police personnel shall use the parking structure when doing business at the Airport Branch Court Offices. Upon entering the parking structure, Police personnel are required to show their Police Officer Identification card to the parking lot attendants in order to be granted free access to the structure.

However, if an officer forgets and pays for parking, the officer shall present the parking ticket to the Sheriff's Office. The Sheriff's Office will validate the ticket. The officer shall then present the validated ticket to the parking lot attendant to receive a refund.

LAWA/VNY - Officers shall park black and white police vehicles in parking areas designated for officers attending Van Nuys court.

B. Other City Facilities

In 1985, the Department of Transportation issued its policies and procedures for enforcement of parking restrictions for government and utility vehicles. This permitted these vehicles as well as employee mileage vehicles the same privileges as commercial vehicles. The policies were specific with respect to an employee assigned to a work location that was not the employee's normal place of business. The revised policy, effective January 2000, is provided below.

1. Identification of Police Vehicles

All Police (Department) vehicles shall be properly identified. This means that the vehicle should bear distinctive exempt ("E") license plates, and may also display official seals and markings (i.e., black and white, shop number, etc.). Unmarked, leased, or rented vehicles by the Department shall display an official placard. The placards shall be at least 5 by 10 inches and should be in a clear protective cover. The placard shall have the City seal, vehicle license number, expiration date for the end of the year, and a business card or the name of the vehicle's operator, address, and telephone number of the employee's division of assignment.

2. LADOT Enforcement Policy

When parking a Department Vehicle at a location with a parking restriction, the following LADOT policy guidelines SHALL apply for all Department personnel.

a. Emergency Parking Exemptions

All Police Department vehicles are qualified as an authorized emergency vehicle, and are essentially exempt from any parking regulations when responding to an emergency call. Police vehicles shall be considered to be involved in emergency work when such work is necessitated by the immediate threat to life or property, and the vehicle can be easily identified as described above.

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Note: ANY follow-up activity considered to be part of an ongoing investigation is NOT considered emergency work.

b. Routine Business Parking Exemptions

Any Police Department vehicle being used for routine official business, but not engaged in emergency work shall be granted the following courtesy exemptions from posted parking restrictions, provided the vehicles are properly identified as described above.

- Time Limit Parking Zones - Exempted
- No Parking zones - Exempted for a maximum of 30 minutes
- Alleys (No parking) - Exempted for a maximum of 30 minutes
- Commercial Loading Zones (yellow curb) - Exempted for a maximum of 30 minutes
- Preferential Parking Districts - Exempted
- Coin Operated Parking Meters - Exempted

Note: Routine official business does not include training, everyday same location parking, or Code Seven parking.

c. No Exemptions

Police Department vehicles will receive NO parking exemption at any time while on routine business at the following parking restriction locations:

- No Stopping Zone
 - Tow Away Zones
 - Red Curb
 - Red Curb for Bus Zones
 - No Parking for Street Cleaning
 - Passenger Loading Zones (white curb)
 - Taxi Zones
 - Handicapped Zones (blue curb)
 - Fire Hydrants
 - Temporary Parking or Stopping Restrictions
3. All LAWA employees shall abide by the established policy and park their LAWA vehicle legally when off the airport.

16/3 Property Management

16/3.1 Disposition Card

Officers booking an arrestee often have occasion to book property as evidence into the Los Angeles Police Department (LAPD) property system. When property is booked as evidence, the property is automatically held for three (3) months, generally sufficient time for court adjudication.

The purpose of the disposition card is to instruct the LAPD Property Officer of the status of the property that is being held as evidence. Due to the limited capacity of each property facility, evidence must eventually be transferred, disposed of or released.

Note: The following procedures shall be followed at LAWA/LAX and LAWA/VNY. LAWA/PMD and LAWA/ONT shall follow evidence booking procedures used by the agency with jurisdictional authority.

A. LAPD Form 10.06.0

LAPD Divisional Property Officers will send Property Disposition Cards (LAPD Form 10.06.0) to the booking officer. These cards must be returned to the property officer within ten (10) days, with instructions to dispose, hold or release the property.

B. LAWA Police Procedure

Disposition cards directed to LAWA Police personnel shall be immediately forwarded to the LAWA Police Court Liaison Officer. The Court Liaison Officer will review the status of the case; complete the disposition card giving instructions to the property officer and return the card in a timely manner.

These procedures pertain to LAWA Police misdemeanor cases. Disposition of evidence in all felony cases and misdemeanor involving guns or narcotics is directed to the LAPD investigators.

16/3.2 Photographing of Narcotics Evidence for Court

Note: The following procedures shall be followed at LAWA/LAX and LAWA/VNY. LAWA/PMD and LAWA/ONT shall follow narcotics booking procedures used by the agency with jurisdictional authority.

A. Information

Pursuant to Penal Code Section 1417.3 (b), narcotics evidence will no longer be allowed in Superior and Municipal court buildings. Narcotics have been deemed a hazardous material and, as a result, only color photographs of such evidence will be allowed into the courtroom.

B. Procedures

1. Officers

a. Whenever an officer books narcotic evidence, the officer shall:

- Complete and sign a separate Narcotic Evidence Booking Identification Card, Form 10.12.9 for each Analyzed Evidence - Narcotics Envelope;

Note: The Identification Card shall not be itemized on the Property Report.

- Place the Identification Card inside the Analyzed Evidence - Narcotics Envelope along with the evidence and seal the envelope;

- Under the Special Instructions to the Analyst section, request the photograph(s) be sent to the Airport Branch Court, LAWA Police Court Liaison Officer, Room #443, Mail Stop #278.

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Note - LAPD Scientific Investigation Division (SID) shall photograph the evidence and send the photographs to the LAWA Police Court Liaison Officer.

- b. When an officer is subpoenaed to court for a case involving booked narcotic evidence, the officer shall:
- Retrieve the photograph(s) of the narcotics from the LAWA Police Court Liaison Officer;
 - Take the photograph(s) to court;
 - Notify the Court Liaison Officer when the photograph(s) was admitted in court as evidence;
 - Return any photograph(s) that were not admitted, when the case is continued, or when the court recesses for that day.
- c. If the officer is subpoenaed and the narcotics were booked prior to January 1, 1999, or whenever the Court Liaison Officer cannot locate a photograph, the officer shall contact LAPD Scientific Investigation Division (SID) and request the evidence be photographed for court purposes.
2. Court Liaison Officer
- The Court Liaison Officer shall:
- a. Receive the photographs from LAPD SID;
- b. Maintain a file of the photographs by LAPD DR number;
- c. Check each subpoena for narcotics cases to ensure the photograph(s) is on file;
- Note: If the photograph cannot be located, the Court Liaison Officer shall contact SID and request a copy of the photograph for narcotics booked after January 1, 1999.**
- d. Provide the photograph(s) to the subpoenaed officer and make an entry on the Photograph Control Log to indicate the photograph(s) was provided to the officer;
- e. Re-file any returned photograph(s) and make an entry on the Photograph Control Log;
- f. Store all photographs until the case is adjudicated. Photograph(s) of adjudicated cases shall be destroyed.

16/3.3 Disposition of Firearms Booked as Evidence

Note: The following procedures shall be followed at LAWA/LAX and LAWA/VNY. LAWA/PMD and LAWA/ONT shall follow firearms booking procedures used by the agency with jurisdictional authority.

- A. Firearms Admitted in Evidence or in the Court's Possession
- Whenever a court case involving a firearm is dismissed, rejected, or if the court does not order the firearm destroyed, and the firearm was admitted as evidence, the firearm shall be retained by LAPD Property Division for a period of six months. The firearms legal owner may file a petition with the court for the release of the firearm within that six-month period. If the firearm is not claimed or released, the Court Liaison Officer shall request the court order the destruction of the firearm.

- B. Firearms Booked as Evidence - Court Case Dismissed or Rejected

Whenever a court case involving a firearm is dismissed or rejected, and the firearm was not admitted as evidence in court, the Court Liaison Officer shall:

1. Determine whether the firearm can be legally possessed;
2. Determine whether the legal owner can legally possess the firearm.
3. If the firearm is not illegal to possess, and the legal owner can legally possess the firearm, the Court Liaison Officer shall sign a Property Disposition Card (LAPD Form 10.06.0) with instructions to release the firearm to the legal owner.
4. If the firearm is determined to be illegal to own, or that the legal owner cannot legally own a firearm, the Court Liaison Officer shall sign a Property Disposition Card (LAPD Form 10.06.0) with instructions to dispose of the firearm.
5. If the firearm is found to be unregistered, the Court Liaison Officer shall draft a letter to the defendant informing the person that the case was not filed but the firearm cannot be released until the person can show proof of ownership of the firearm, and within 35 days of the date of the letter.

If no proof of ownership of the firearm is sent to the Court Liaison Officer within that period, the Court Liaison Officer shall request the Court order the destruction of the firearm.

- C. Firearms Booked as Evidence - Court Case Adjudicated

Whenever a court case involving a firearm is adjudicated without the defendant being charged with P.C. 12025, and the firearm was not admitted as evidence in court, the Court Liaison Officer shall:

1. Determine whether the firearm can be legally possessed.
2. Determine whether the legal owner can legally possess the firearm.
3. If the firearm is not illegal to possess, and the legal owner can legally possess the firearm, the Court Liaison Officer shall draft a letter informing the defendant that a petition must be filed with the Court for the release of the firearm within 35 days.
4. If no petition is filed within that period, the Court Liaison Officer shall request the court order the destruction of the firearm.

16/3.4 Narcotics Evidence Testing and Weighing

- A. Officer's Responsibility
- When a LAWA Police officer confiscates an unknown substance from a suspect, which the officer has reasonable cause to believe is narcotics; the officer shall, upon arrival at the station:
1. Request a supervisor witness the testing and weighing of the substance;

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2. Test the substance with the LAWA Police -approved testing kit and attempt to determine what the substance is;

Exception: If an officer has reasonable cause to believe an unknown liquid substance stored in a bottle is a narcotic, a supervisor shall be requested and the incident handled as a possible Hazardous Material incident as outlined in Section 10/10.4.

3. Weigh the remaining amount of substance;
4. Enter the results of the testing and total weight in the appropriate section of the Arrest Report and on any other report form requiring this information.
- B. Witnessing Supervisor/Watch Commander - Reporting Requirements

The witnessing supervisor shall note the name of the involved officer, the test results and total weight of the narcotics in his/her Supervisor's Log, and advise the Watch Commander.

The on-duty Watch Commander shall note the test results, total weight of the narcotics, the name of the involved officer and the name of the witnessing supervisor in the Watch Commander's Log.

16/4 Equipment

16/4.1 Kit Room - LAWA/LAX and LAWA/ONT

The on-duty Operations Center Supervisor or assigned supervisor shall staff the Kit Room and oversee equipment issuance and check-in, in accordance with Sections 5/7 and 9/6.

1. The Kit Room shall be open for equipment issuance and check-in during change of watch.
2. Access to the Kit Room is restricted to sworn personnel only.
3. Access to the Armory is restricted to sworn supervisors only.
4. Employees needing equipment during hours when the Kit Room is closed shall contact the Operations Center supervisor or a supervisor.

LAWA/VNY and LAWA/PMD

The on-duty watch commander/supervisor shall oversee the issuance of equipment. If no supervisor is on duty, the officers shall ensure that they take all equipment assigned to them as documented on the daily deployment schedule (unless it is found not to be serviceable due to damage, wear, expended batteries, etc.). Changes to which equipment was assigned to each officer shall be noted on the daily deployment schedule.

16/4.2 Loaner Radios

This section was deleted on September 17, 2008.

16/4.3 Safety Equipment

- A. Ear Protective Equipment

Ear protection devices are issued to officers who are required to work in areas of high noise exposure (i.e. Air Operations Area). It is the officer's responsibility to wear this equipment in any high noise exposure area.

- B. CPR Masks

Officers will be issued CPR masks pursuant to CPC § 13518.1. An accurate record showing the names of officers and supervisors that have been issued CPR masks shall be maintained.

16/4.4 Stored Duty Ammunition

- A. Additional Ammunition Requests

The following procedures shall be followed whenever officers in the field, involved in a critical incident, discover a need for additional ammunition:

1. The Police Station or on-duty supervisor, if available, shall be contacted and requested to have additional ammunition transported to the location. Information should also be provided pertaining to a safe ingress to the location for the responding unit.
2. A unit shall be dispatched "Code 3" from the station to transport the ammunition to the location. In the event no unit is available at the station, a unit shall be dispatched "Code 3" to respond to the station to transport the ammunition.
3. All four (4) boxes of ammunition shall be taken to the location.
4. At the conclusion of the incident, the ammunition boxes shall be returned to the Police Station. ESU or range staff for LAWA/ONT shall be notified to re-supply the ammunition boxes.

- B. Audit and Inspection

The Command Center supervisor or the Watch Commander shall inspect the ammunition containers for broken seals. If a seal is found broken, the box shall be inspected for missing ammunition. ESU or range staff for LAWA/ONT shall be notified to replace, restock and reseal stored ammunition boxes.

16/4.5 Use of CNG Cards

- A. Issued CNG cards used for fueling LAWA Police vehicles are restricted for business related purposes only.
- B. When using the card, the officer's serial number shall be used in place of the odometer reading requested by the maintenance computer system.
- C. Lost or stolen CNG cards shall be reported to the Operations and Materials Unit or Watch Commander immediately. Failure to report a lost or stolen card in a timely manner or repeated card loss may subject an employee to disciplinary action.
- D. Issued CNG cards shall not be traded or borrowed between officers. This is to ensure proper tracking. Misuse of the card in this manner may subject the card to cancellation.
- E. If an officer's card is unavailable for any reason, a loaner card may be obtained from the Operations and Materials Unit or Operations Center personnel. Loaner cards may be used for the duration of one shift and shall be returned at End of Watch.

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- F. All issued CNG cards are the property of the City of Los Angeles and shall at no time become the personal property of any individual. Upon retirement, termination or transfer from the LAWA Police, the employee is responsible for returning the card to the Operations and Materials Unit.

LAWA/VNY

CNG cards are issued to individual vehicles and refueling is conducted at an off-site location. The automated filling system at the pump will give employees a personal identification number (PIN) after they completed an automated training course.

NOTE: the CNG pumps at the maintenance yard utilize a pump system which does not pump at a lower PSI and will not completely fill police vehicles tanks.

16/4.6 (This section deleted)

16/4.7 Use of Intoxi-meter by Outside Law Enforcement Agencies

Whenever an outside law enforcement agency officer(s) requests use of the LAWA Police Intoxi-meter, the Watch Commander, designee or on-duty supervisor shall:

- A. Inform the officer(s) that he/she must remain with the arrestee at all times.
- B. Ensure that the arrestee is not placed in a locked holding facility cell with handcuffs.
- C. Have the officer(s) enter the arrestee in the Detention Cell Log Book as outlined in Section 11/4.2.A.1.
- D. Sign the Log when the officer(s) leaves the holding facility.

NOTE: Note: If an arrestee of an outside law enforcement agency sustains injury while in a LAWA Police holding facility, the supervisor shall follow Emergency Medical Procedures as outlined in Section 11/4.2.B.4. In addition, an Employee's Report shall be completed outlining the details of the incident.

16/4.8 Use of the Ballistic Shield

The ballistic shield provides officers with Level IIIA protection against most handgun rounds (.38 Cal., .380 ACP, 9MM, 40 Cal. S&W, and .45 ACP). Used by a team of trained officers, it can be utilized for Immediate Action Rapid Deployment (IARD), rescue operations, and a number of other uses by Patrol Services Section officers.

- A. Ballistic Shield – Specifications
- Approximately 2 ft. by 3 ft., weighting 15 pounds or less, constructed of a rigid material with an NIJ ballistic rating of Level IIIA or higher, with a polycarbonate viewport with ballistic properties, including a carrying case which meets or exceeds Pro-Tech Model Defender specifications.

Note - These specifications are not applicable to other shields used by Emergency Services Unit personnel.

- B. Training Requirements - Ballistic Shield
- The ballistic shield shall only be utilized by officers who have successfully completed authorized training in the proper use of the shield.

- C. Use of the Ballistic Shield

Ballistic shields, when readily available, may be used, at the officer's discretion, whenever a high-risk tactical situation (IARD, rescue operation under fire, building search, felony vehicle stop, etc.) occurs or at the direction of the Incident Commander or on-scene supervisor.

- D. Deployment

Officers who have met the training requirements may use the ballistic shield.

- E. Storage

Ballistic shields, when not deployed, shall be stored in its protective carrying case in the armory.

16/4.9 Lost or Damaged Department Equipment

Employees who discover that City-owned equipment has been lost, damaged, recovered, or is in an unserviceable condition shall report such to his/her immediate supervisor as soon as practical. The supervisor shall conduct an investigation to determine if the loss, damage or condition of the item was a result of negligence or an intentional act of destruction. The supervisor conducting the investigation shall ensure that a lost or theft report is completed on all missing items.

Should employee negligence or an intentional act be indicated in the investigation, a Complaint Form shall be initiated by the investigating supervisor and processed per current procedures. A copy of the Complaint shall be forwarded to the employee's Commanding Officer.

If no negligence or intentional act is found by the supervisor, the supervisor shall draft a memo, via chain of command, to the involved employee's Commanding Officer requesting that the equipment be replaced. A copy of all related reports shall be attached to the memo.

The involved Commanding Officer, or designee, shall forward a written request to the Administration Services Section to order replacement equipment, and attach all related reports. With the concurrence of the Assistant Chief, Office of Support Services, Administration Services Section shall contact Operations and Materials or the appropriate Unit to order the replacement equipment.

16/5 Lost and Found

16/5.1 Procedures

LAWA/LAX

- A. Found Property on the AOA
- Property found on the AOA shall be taken to Access Post No. 2. Any property brought to Post No. 2 shall be logged and recorded on the Lost and Found Report. The Air Operations Area (AOA) Lost and Found Report shall be placed on the bulletin board for pick-up by the Lost and Found Officer.
1. The officer receiving the property shall log the property and record its condition (opened, closed, etc.) and the number of items inside, if the container is open.
 2. When releasing property, the officer shall ensure that the Lost and Found Report is completed and properly acknowledged in the Post Log Book by the person to whom the property was released.

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3. At the end of every watch, the officer assigned to Post No. 2 shall make an accurate accounting of all property in custody to be turned over to the incoming officer.

4. The relieving officer at the beginning of the new watch shall be responsible in following the procedures described in this Section. It is the responsibility of the relieving officer to ensure that Lost and Found Report is completed and the Log Book is properly secured.

B. Booking Requirements

In order to comply with California law, Department and LAWA Police policies, LAWA Police personnel shall follow established procedures for booking all property taken into custody by the LAWA Police.

Property shall be classified and booked as follows:

1. Evidence/Contraband

Items of an evidentiary or contraband nature shall be booked into the LAPD property system per current LAPD Property Booking procedures.

Officers who seize evidence or contraband from a suspect shall issue an LAPD Receipt for Property Taken into Custody, Form 10.10, per current LAPD policy. A copy of the Form 10.10 shall be included in any report (i.e. Arrest Report, Property Report, etc.) generated by the seizure. A copy of this report shall be forwarded to Records Unit for retention purposes.

2. Excess Personal Property

Defined as property belonging to an arrestee, not classifiable as evidence or contraband. Excess personal property shall be booked into the LAPD property system per current LAPD Property Booking procedures.

3. Found Property

Defined as any property, not classifiable as contraband or evidence, discovered by an individual and given to the custody of an employee of the LAWA Police or discovered by an employee of the LAWA Police.

C. Procedures for Booking Found Property

Warning: This section does not relieve officers from adhering to suspicious articles and unattended bag procedures as outlined in the Airport Security Program.

Whenever a civilian employee of the LAWA Police finds or is given found property, the employee shall contact Communications, request an LAWA Police officer respond to the location for found property, give the found property to the responding officer and inform the officer where and when the property was found.

Note: No employee of the LAWA Police shall retain any found property.

Whenever a LAWA Police officer takes custody of Found property, the officer shall:

1. Complete a LAWA Police Lost and Found Report form;

Note – LAPD's Receipt for Property Taken into Custody, Form 70-10.10.0, shall not be used in lieu of the LAWA Police form.

2. Give a "NCR" copy to the person from whom the property was taken;

Note - If the person in possession of the property refuses to provide information to the officer taking custody of the property, the officer shall write "Refused" in the proper box.

3. Inventory the contents of the Found Property;

a. Items of a perishable nature (i.e. - Fruit, food, etc.) shall not be booked as found property and shall be disposed of immediately. The disposed item(s) shall be listed under the "DESCRIPTION OF PROPERTY" section of the Report form, and the words "Disposed Of" placed under the heading "MISC., COLOR, SIZE, ETC."

b. Found ammunition shall be forwarded to the LAWA Police Range for disposal. The disposed item(s) shall be listed under the "DESCRIPTION OF PROPERTY" section of the Report form, and the words "Disposed Of" placed under the heading "MISC., COLOR, SIZE, ETC."

c. If an airline baggage tag is located on the found property, the officer shall transport the property to the involved airline's baggage service and release the property to the baggage service representative. If no baggage service representative is available, officers shall book the property as found property per existing LAWA Police procedures.

Note: Baggage found in front of an airline terminal or baggage claim without an airline baggage tag shall not be turned into the airline baggage service office. It shall be booked as Found Property by the officer taking custody of the baggage.

d. If the found property appears to be damaged baggage disposed of by the owner, the involved officer shall contact a supervisor, who shall determine if the found property should be booked as found property or immediately be disposed of.

4. If the identity of the owner of the property is reasonably determined, the officer shall complete the Owner Information section on the front of the Report.

Note: Officers shall not retain found property and leave notes for the owner to contact them directly.

5. Have the Watch Commander or his designee review and approve the form;

6. Attach a copy of the form to any report with the same event number;

7. Tie or tape the original copy to the property and place the property in the Property Locker. If multiple items are involved in the same incident, a copy of the original Lost and Found Report shall be attached to each additional item.

Officers shall secure small items of found property (i.e. - Wallets, key chains, small purses, etc.) in a plastic Evidence Bag and staple the Lost and Found Report to the bag. A supply of bags is located in front of the Property Locker.

8. If the found property shows signs of damage, or is damaged by the LAPD Bomb Squad while in the course of a suspicious bag call, the reporting officer shall attach a Continuation Sheet to the Report with a narrative indicating the property was damaged when recovered or, if known, how the property was damaged.

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Note - Inquiries concerning property damaged by LAPD shall be referred to the LAPD LAX-Substation by Lost and Found Officers.

9. Upon receiving the property, Lost and Found Unit shall issue a Lost and Found Claim Number to the property, and place this number in the appropriate box on the Report.

10. Due to possible differences in description of property and liability issues, officers shall not sign receipt forms provided by the person (i.e. TSA baggage screeners, airline employees) having custody of the property. The copy of the LAWA Police Lost and Found Report given to the person by the officer is proof of receipt.

D. Found LAX Security Badge Procedures

Whenever a LAWA Police officer takes possession of a found LAX Security Badge, the officer shall:

1. Complete a Lost and Found Report per current procedures;

Note: LAWA Security Badge Confiscation Reports shall not be used to report found LAWA Security Badges.

2. Have the Watch Commander or designee review and approve the form;

3. Under the "Disposition" column, write "Forwarded to Badge Office";

4. Attach a copy of the Lost and Found Report to the found LAWA Security Badge and forward it to the Security Badge Office;

Note: Found LAWA Security Badges shall not be forwarded to Lost and Found for any reason. If Lost and Found personnel discover a found LAWA Security Badge that has been processed as found property, it shall be forwarded to the Security Badge Office.

5. Process the original copy of the Lost and Found Report per current procedures.

E. Procedures for Booking Found Property Involving Money

Whenever funds are found and delivered to LAWA PD or a sworn Officer, during the course of an investigation, locates cash (U.S. and Foreign Currency), the officer shall:

1. Contact his/her supervisor and conduct a money count in the presence of the supervisor.

2. Place the money in a "Money" Evidence envelop and complete the envelope in the following manner:

a. Check the "Non-Evidence" box;

b. Enter the date;

c. If the owner's name is known, enter the name in the "Name Booked To" section. If the owner is unknown, leave this section blank;

d. Enter the currency denomination(s) in the "Currency Count Register" section;

e. Enter the amount booked on the front of the Money Envelop;

f. The Watch Commander/or Supervisor shall verify the money to be booked and sign his/her name as the Supervisor counting the money;

g. After the amount has been verified by the Watch Commander or Supervisor an evidence seal will be used to seal the envelop.

3. Officers shall complete the Watch Commander's Safe log prior to placing the Money Envelop in the safe. The officer booking the money shall:

a. Enter the date.

b. Enter the event (incident) number.

c. Enter the total amount of money to be deposited.

d. The booking officer will indicate his first and last name along with his serial number in the appropriate box.

All currency (U.S. or Foreign) shall be placed inside the drop safe located in the Watch Commander's Office. Officers shall check the appropriate box on the Lost and Found Report to indicate the money was placed in the drop safe.

4. Staple a copy of the Lost and Found Report to the envelope, not the original.

Exemption: If only money is to be booked and there is no other property being booked then the original Lost and Found Report can be stapled to the Money Envelop.

Note: Only currency (U.S. or Foreign) shall be placed in the drop safe in the Watch Commander's Office. All other property, (rings, wallets, phones, credit cards etc.), shall be placed in the property locker with corresponding paperwork.

5. In the event the report was not initiated in Lost and Found, a copy of the Lost and Found Report shall be forwarded to the Lost and Found Officer.

6. Every Monday, excluding holidays, the Watch 1 Watch Commander shall conduct an audit of the safe's contents. If there is no money in the safe, Lost and Found shall be notified.

Note: If a legal holiday falls on a Monday, the safe audit shall be completed the next business day.

If, during the audit, a Cash Envelop Seal is discovered broken, the Watch Commander shall:

a. Recount the funds in the presence of a supervisor to ensure the original reported amount of cash is in the envelop;

b. Complete an Employee's Report verifying the findings;

c. Attach the Employee's Report to the Cash Envelope;

d. Retain a copy of all documents in the Watch Commander's Office.

7. The Watch Commander shall assign a supervisor to transport the funds to the LAX Accounting Operations Division Cashier's Office.

8. The supervisor transporting the funds shall ensure that:

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- a. The funds are recounted in his/her presence by the LAX Accounting Operations, Cashier's Office personnel;
- b. A Receipt of Deposit of Funds is obtained from LAX Accounting Operations, Cashier's Office personnel that serves as verification of deposit;
- c. The Receipt of Deposit of Funds shall be attached to the Lost and Found and Employee's Reports, and then transported to the Lost and Found Office.
- Note: LAX Accounting Operations shall retain a copy of all documents in the event the Owner or Finder of "Cash" files a claim within the 97 day timeframe for recovery of funds (California Code of Civil Procedures § 2080.3(a)).**
9. The Lost and Found Officer shall log this information on the Lost and Found Control Form. If after 3 days, the Lost and Found Officer does not receive the documentation required to close-out a Lost and Found Control No. (Receipt of Deposit of Funds issued by LAX Accounting Operations and any other needed documentation), the Lost and Found Officer shall contact the Watch Commander's Office (telephonic and follow-up with an e-mail) to advise of non-receipt of the Receipt of Deposit of Funds form and documentation, and request the immediate transmission of said documents.
- Note: It is the responsibility of the Lost and Found Office to take appropriate and proactive steps to ensure compliance with documentation requirements and notification through the appropriate Chain of Command.**
- F. Notification to Owner
- If the identity of the legal owner of the found property is known, the Lost and Found Unit shall make a reasonable attempt to contact the owner and inform the individual how to claim the property, as specified under Section 2080.1, California Civil Code of Procedures. Attempts to contact the owner shall be documented under the Remarks portion of the Legal Owner Information section of the Lost and Found Report.
- G. Releasing Found Property
1. Releasing To Individuals
- a. In Person
- Whenever an individual claims ownership of Found Property taken into custody by the LAWA Police, either at the LAWA Police station or at the Lost and Found Office, the employee shall obtain a description of the lost item and/or contents of the lost item and determine if the property was turned into the LAWA Police.
- (1) Found Property
- If the item is located in the Lost and Found locker (does not apply for cash release), the desk officer shall verify the ownership of the property, complete the Found Property Release Information section of the Lost and Found Report form and have the individual sign the form. The property shall then be released to the individual. The completed form shall be forwarded to Lost and Found.
- If the property is not in the property locker, the employee shall advise the person to contact Lost and Found during regular business hours.
- (2) Recovered Money
- After authentication of Owner, an on-duty supervisor shall:
- (a) Locate the cash envelop in the Watch Commander's safe if it was deposited within 7 days, complete the Found Property Release Information section of the Lost and Found Report Form and have the individual sign the form. The money shall then be released to the individual. The completed form shall be forwarded to Lost and Found.
- (b) If the funds have been transferred to LAX Accounting Operations, Cashier's Office, the supervisor shall advise the Owner to contact the Lost and Found Officer who will initiate the Cash Recovery Release Authorization process following the verification of the Owner's status.
- (c) The Lost and Found Officer shall:
- Complete the Cash Recovery Release Authorization Form;
 - Have the Owner complete the Application for Tax Registration Certificate or Vendor Registration Number;
 - Forward the completed Cash Recovery Release Authorization Form along with copies of the Lost and Found Report and Receipt of deposit to LAX Accounting Operations, Cashier's Office.
- (d) LAX Accounting Operations, Cashier's Office shall forward a copy of the completed Cash Recovery Release Authorization Form to the Lost and Found Officer following the mailing of the check to the Owner.
- The Lost and Found Officer should follow-up with the LAX Accounting Operations, Cashier's Office in the event the completed Cash Recovery Release Authorization Form has not been received in Lost and Found within 21 days following the submission of the Cash Recovery Release Authorization Form to the Cashier's Office.
- Note: Civil Code Section 2080.2 allows the reduction of a reasonable amount from funds to defray costs associated with the care of the property, in this case costs to mail the check to the owner, at the discretion of LAWA.**
- LAX Accounting Operations, Cashier's Office, may allow the Owner to retrieve the check from their office during the Cashier's Office Hours of Operation.**
- b. By Shipping Company
- (1) Found Property
- If the owner of found property is contacted and cannot respond to Lost and Found to claim the property, Lost and Found shall:
- (a) Arrange to ship the property via a shipping company of the owner's choice, at the owner's expense, to the owner or to the owner's designee;

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| <p>(b) Request a return Receipt from the shipper;</p> | | Note: Officers are not exempt from completing a Lost and Found Report, even if the property is released in the field. |
| <p>(c) Attach the Return Receipt to the original Report.</p> | | |
| <p>The completed Report and all attached paperwork shall be filed and retained by Lost and Found Unit.</p> | <p>(2)</p> | <p>The Lost and Found Report shall be processed per standing policy.</p> |
| <p>(2) Recovered Money</p> | <p>(3)</p> | <p>A copy of the Lost and Found Report shall be forwarded to the Lost and Found Office.</p> |
| <p>Lost and Found shall coordinate with LAX Accounting Operations, Cashier's Office or the Watch Commander's Office in the event an owner cannot respond in person to claim the recovered money.</p> | <p>2.</p> | <p>Releasing to Finder</p> <p>If found property is unclaimed after a period of 97 days, the property may be released to the finder of the property if the individual requests to claim the property.</p> |
| <p>(a) If the 7 day timeline has not been reached, and the funds are in the Watch Commander's Office drop safe, the Lost and Found Officer shall:</p> | | <p>Note: Found property shall not be released to City of Los Angeles employees or employees of any other public service agency who found the property while acting within the scope of their employment.</p> |
| <ul style="list-style-type: none"> • Verify the Owner's status; • Coordinate with the Watch Commander's Office to have the funds transferred to LAX Accounting Operations, Cashier's Office as outlined in Section E. | | <p>Section 2080.3 (a) states, in part:</p> |
| <p>(b) If the money was deposited with the LAX Accounting Operations, Cashier's Office, the Lost and Found Officer shall:</p> | | <p>"If the reported value of the property is two hundred fifty dollars (\$250) or more and no owner appears...within 90 days... the title shall vest in the person who found or saved the property unless the property was found in the course of employment by an employee of any public agency, in which case the property shall be sold at public auction..."</p> |
| <ul style="list-style-type: none"> • Complete the Cash Recovery Release Authorization Form and the Application for Tax Registration Certificate or Vendor Registration Number; • Forward the completed Cash Recovery Release Authorization Form along with copies of the Lost and Found Report and Receipt of deposit to LAX Accounting Operations, Cashier's Office; | | <p>Section 2080.3 (b) states, in part:</p> |
| <p>(c) The LAX Accounting Operations, Cashier's Office shall forward a copy of the completed Cash Recovery Release Authorization Form to the Lost and Found Officer following the mailing of the check to the Owner.</p> | | <p>"If the reported value of the property is less than two hundred fifty dollars (\$250) and no owner appears...within 90 days... the title shall vest in the person who found or saved the property unless the property was found in the course of employment by an employee of any public agency, in which case the property shall be sold at public auction."</p> |
| <p>(d) If the owner of the recovered money is contacted and cannot respond to Lost and Found to claim the money, Lost and Found shall:</p> | <p>H.</p> | <p>Transfer of Property to City Approved Contract Auctioneer</p> <p>Unclaimed Found Property shall be retained by the Lost and Found Unit for a period of 97 days. The property shall then be transferred to the City Approved Contract Auctioneer.</p> |
| <p>(1) Arrange to ship the money via a shipping company of the owner's choice, at the owner's expense, to the owner or to the owner's designee;</p> | | <p>Used clothing and shoes not eligible for public auction shall be transferred to the Los Angeles Homeless Service Authority.</p> |
| <p>(2) Request a return Receipt from the shipper;</p> | | |
| <p>(3) Attach the Return Receipt to the original Report.</p> | | |
| <p>The completed Report and all attached paperwork shall be filed and retained by Lost and Found Unit.</p> | <p>I.</p> | <p>Records Retention</p> <p>Lost and Found Unit shall be responsible for the retention of completed LAWA Police Lost and Found Reports and LAPD Transfer forms in accordance with the approved retention schedule.</p> |
| <p>c. Field Release of Found Property</p> | | |
| <p>(1) Whenever an officer releases Found Property in the field, the officer shall:</p> | | |
| <p>(a) Attempt to establish if the person claiming the property is the rightful owner;</p> | <p>A.</p> | <p>Dispatching Found Property Calls</p> |
| <p>(b) Have the person complete the "Found Property Release Information" portion of the Lost and Found Report.</p> | <p>1.</p> | <p>Whenever the Communications Center receives a call concerning Found Property, an event history shall be created. The event history shall contain:</p> |
| <p>(c) If the officer does not have a Lost and Found Report form, the officer shall gather the person's information, complete the Lost and Found Report, and indicate on the report that the property was released to the owner in the field.</p> | <ul style="list-style-type: none"> • Name of the reporting person (RP). • Location of the property. • Call back number. • Brief description of the property. • The unit assigned to the call and call sign of the responding officer. | |

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2. The assigned officer shall:
 - a. Respond to the RP's location;
 - b. Obtain the name and any available identifying information from the RP;
 - c. Inventory the property in the presence of the RP prior to taking custody of the property;
 - d. Complete a Lost and Found Report;

Note – Ontario Police Department's Receipt for Property Taken into Custody shall not be used in lieu of the Airport Police form.

 - (1) If the person in possession of the property refuses to provide information to the officer taking custody of the property, the officer shall write "Refused" in the proper box.
 - (2) Give an "NCR" copy to the person from whom the property was taken;

Note: Due to possible differences in description of property and liability issues, officers shall not sign receipt forms provided by the person having custody of the property. The copy of the Ontario Airport Police Lost and Found Report given to the person by the officer is proof of receipt.

 - (3) If the identity of the owner of the property is reasonably determined, the officer shall complete the Owner Information section on the front of the Report.
 - (4) If the found property shows signs of damage, or is damaged by the Ontario Bomb Squad while in the course of a suspicious bag call, the reporting officer shall attach a Continuation Sheet to the Report with a narrative indicating the property was damaged when recovered or, if known, how the property was damaged.

Note - Inquiries concerning property damaged by the Ontario Bomb Squad shall be referred to the Ontario Fire Department.

 - e. List the event number on his/her DFAR along with the name of the RP;

Note: In the event an officer receives found property during the course of his/her patrol duties, the officer shall follow the same procedure.
 - f. Transport the found property to the Command Center without delay, except:
 - (1) If an airline baggage tag is located on the found property, the officer shall transport the property to the involved airline's baggage service and release the property to the baggage service representative. If no baggage service representative is available, officers shall book the property as found property.
 - (2) If the found property appears to be damaged baggage disposed of by the owner, the involved officer shall contact a supervisor, who shall determine if the found property should be booked as found property or immediately be disposed of.

Note: In no event, will found property be left in the Airport Safety Office beyond the officer's end of police watch nor will officers retain found property and leave notes for the owner to contact them directly.
3. Inventory Procedures

All items classified as Found Property shall be inventoried and entered in the Lost and Found Report by the reporting officer. Communications Center personnel are not responsible for the inventory of found property.

 - a. Contraband items shall be booked into the Ontario Police Department (OPD) property system per current OPD Property Booking procedures.
 - b. Perishable items (i.e. - Fruit, food, etc.) shall be disposed of immediately. The disposed item(s) shall be listed under the "DESCRIPTION OF PROPERTY" section of the Report form, and the words "Disposed Of" placed under the heading "MISC., COLOR, SIZE, ETC."
 - c. Found ammunition shall be forwarded to the Division Range for disposal. The disposed item(s) shall be listed under the "DESCRIPTION OF PROPERTY" section of the Report form, and the words "Disposed Of" placed under the heading "MISC., COLOR, SIZE, ETC."
 - d. Valuables/Cash

If US Currency, traveler's checks or jewelry (precious metals or stones) is located during the inventory:

 - (1) The officer shall note the value of the money/traveler's checks or a description of the jewelry on the Lost and Found Report.
 - (2) If the amount of US Currency and/or traveler's checks is in excess of \$100.00, or the jewelry appears to be of extraordinary value, the officer shall:
 - Contact a supervisor to respond to the location and conduct a money count;
 - Place the money in an envelope and place the name of the owner, if known, and enter the different currency denominations;
 - Seal the envelope with tape.
 - (3) Communications Center personnel shall list the name of the responding sergeant in the comment section of the event history.
- e. Identification Cards/Credit Cards

Found Identification Cards issued by a governmental entity (i.e. - California Operator's License or Identification Card, Passports, etc.) or Credit Cards issued by a financial institute shall be booked as found property. The owner's information shall be completed on the Lost and Found Report.

Exception: Identification cards found inside wallets shall be booked as part of regular found property.
- B. Procedures for Booking Found Property

Note: This section does not relieve officers from adhering to suspicious articles and unattended bag procedures as outlined in the Airport Security Program.

 1. The officer transporting the found property to the Command Center shall:

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| <p>a. Place the property and the completed Lost and Found Report on the Lost and Found counter in the dispatch area.</p> | | under California Civil Code Section 2080.1. Attempts to contact the owner shall be documented under the Remarks portion of the Legal Owner Information section of the Report. |
| <p>b. Note the name of the Communications Operator receiving the property on the form.</p> | | |
| <p>2. The Communications Operator shall log the necessary information in the Lost and Found Property logbook and issue a Lost and Found Claim Number to the property, and place this number in the appropriate box on the Report.</p> | | |
| <p>3. The Communications Operator shall check article descriptions entered on the Lost and Found Report. If the article description is too vague the officer shall be asked to enter more information on the Lost and Found Report. The Communications Operator shall then initial the report.</p> | | |
| <p>4. If US Currency, traveler's checks or jewelry was located during the inventory, the officer shall re-inventory the property in the presence of the Communications Operator and both parties will initial the Lost & Found form.</p> | | |
| <p>a. If the total currency is less than \$100.00, the envelope shall be place in the Property Locker.</p> | | |
| <p>b. If the total currency is \$100.00 or more, or if the estimated worth of found jewelry is \$100.00 or more, the envelope shall be placed inside the safe located in the Staff office of the Chief of Ontario Airport Police. Officers shall check the appropriate box on the Lost and Found Report to indicate the money was placed in the safe.</p> | | |
| <p>c. If other valuable items are located during the inventory, these items shall be placed in the safe. Officers shall check the appropriate box on the Lost and Found Report to indicate the item was placed in the safe. Valuable items to be stored in the safe are items such as, but not limited to:</p> <ul style="list-style-type: none"> • Watches • Cameras (not one-use cameras) • Video cameras • Palm Pilots • Wallets, etc. <p>Note: The Communications Operator shall notify the Principal Communications Operator, Watch Commander or other personnel with access to the safe to open the safe. If no one is available to open the safe, the item shall be placed in the property cage. This shall be noted on the Lost and Found Report. Notification shall be made to the on-duty supervisor.</p> | | |
| <p>5. Cellular Telephones</p> <p>Found cellular telephones shall be tagged, logged and placed in the bin located in the Lost and Found Cage.</p> | | |
| <p>6. All other found property shall be tagged, logged and placed in the Lost and Found cage (See Addendum #B for placement of found property in the cage).</p> | | |
| <p>C. Notification to Owner</p> <p>If the identity of the legal owner of the found property is known, Communications Center personnel shall make a reasonable attempt to contact the owner and inform the individual how to claim the property, as specified</p> | | |
| | <p>D. Inquiries About Lost Property</p> <p>Individuals calling to inquire about lost property shall never be told that Lost and Found is closed. These individuals shall be assisted whenever time they call.</p> <p>While hours of operation to claim found property have been set, it still remains Communication Center personnel's responsibility to confirm whether or not the individual's property is being retained by Lost and Found and to provide information about releasing found property. If the individual falls under a special circumstance to release property outside normal business hours, the Communications Center personnel receiving the call shall advise the on-duty Watch Commander.</p> | |
| | <p>E. Releasing Found Property</p> <p>1. Found property will be available for pick-up on Monday through Friday between 0700 and 1700 hours.</p> <p>2. Releasing To Individuals</p> <p>a. Generally, it is the responsibility of the person claiming the property to respond to the Command Center to claim their property.</p> <p>In extra-ordinary circumstances, and at the discretion of an on-duty Sergeant, a patrol unit may be dispatched to the Command Center to pick-up and deliver found property to the owner while in a terminal.</p> <p>Some of the circumstances to be considered whether to release property outside of normal business hours are:</p> <ul style="list-style-type: none"> (1) Individuals departing for out-of-state residence; (2) Unreasonable distances traveled if asked to return during normal operating hours; (3) Requests to claim medications; (4) Requests to claim <u>prescription</u> glasses; (5) Requests to claim vehicle or house keys. <p>b. In Person</p> <p>Whenever an individual claims ownership of Found Property taken into custody by the Airport Police at the Airport Police Command Center, the employee shall:</p> <ul style="list-style-type: none"> (1) Obtain a description of the lost item and/or contents of the lost item and determine whether the property was turned into the Airport Police; (2) If the item is located in the Lost and Found locker, the employee shall verify the ownership of the property, complete the Found Property Release Information section of the Lost and Found Report form and have the individual sign the form. The property shall then be released to the individual. (3) If the Lost and Found Report notes that the property contains US Currency, traveler's checks or jewelry: | |

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LAWA/VNY

- The property shall be inventoried in the presence of the person claiming ownership of the property.

- Any discrepancy shall be resolved prior to the property being released.

- If the discrepancy cannot be resolved, the on-duty Senior Communications Operator or on-duty Sergeant shall be notified.

- (4) If the property is not in the property locker, the employee shall advise the person.

c. By Shipping Company

If the owner of found property is contacted and cannot respond to the Airport Police Command Center to claim the property, Communications Center personnel shall:

- (1) Arrange to ship the property via a shipping company of the owner's choice, at the owner's expense, to the owner or to the owner's designee;

- (2) Request a return Receipt from the shipper;

- (3) Attach the Return Receipt to the original Report.

The completed Report and all attached paperwork shall be filed and retained by Communications Center.

- d. Releasing Found Identification Cards and Credit Cards to Issuing Agency

Found Identification Cards issued by a governmental entity (i.e. - California Operator's License or Identification Card, Armed Forces Identification Card, Passports, etc.) or Credit Cards issued by a financial institute booked as found property shall be mailed back to the issuing governmental entity or financial institute within five (5) days with a form letter informing the issuing entity of the found item and when it was booked as found property. A copy of this letter shall be attached to the original Lost and Found Report.

3. Releasing to Finder

If found property is unclaimed after a period of 97 days, the property may be released to the finder of the property if the individual requests to claim the property.

Note: Found property shall not be released to City of Los Angeles employees or employees of any other public service agency who found the property while acting within the scope of their employment.

F. Disposal of Found Property

1. Keys booked as found property shall be retained for a period of 30 days. At the end of this period they shall be destroyed.

2. All other found property shall be retained for a period of ninety-seven (97) days. At the end of the ninety-seven (97) day period, the property will be transferred to LAWA/LAX Lost and Found.

3. The Lost and Found Logbook and the Lost and Found Reports shall be retained for a period of three years on site and two additional years in dead storage. Records will be destroyed after five years.

A. Flyaway Bus Terminal

Following an unattended bag investigation, items found at the Van Nuys Flyaway Bus terminal that are deemed to be found property shall be opened and inventoried by sworn personnel.

1. Items that do not contain currency or valuables will be turned over to a Flyaway Clerk to be placed in the designated secure place and await transportation onboard a Flyaway bus to Coach America's Long Beach facility's Lost and Found Department.
2. Items that are found to contain currency or valuables will be booked as found property at the LAPD West Valley station.

B. Other LAWA Property

Items found on airport property other than the Flyaway Bus facility will be booked as found property at the LAPD West Valley station.

C. Notification to Owner

In all cases, if the owner of the found property can be identified and contacted, and is able to respond within a maximum of four hours from the time of notification, their property will be held at the LAWA/VNY Police station. If after four hours the property remains unclaimed it shall be booked as found property at the LAPD West Valley station and the owner notified of the property's location.

LAWA/PMD

Property found or given to officers assigned to LAWA/PMD shall be booked as "Found Property" at LASD following current property booking procedures.

16/5.2 Lost and Found Officer (LAWA/LAX and LAWA/ONT)

Security Officers assigned to the Lost and Found Detail shall be responsible in maintaining the LAWA Police Lost and Found office.

A. Duties include:

1. Receiving of lost and found properties;
2. Transporting of property from or to various locations;
3. Maintaining records and files of property transactions;
4. Preparing transfer forms and mailing out notifications;
5. Receiving and making telephonic inquiries and notifications; and,
6. Dealing with airport community and the public.

- B. This is a uniform assignment. Duty hours generally are on weekdays 0800-1700 but may be changed at the discretion of the Commanding Officer, Administration Section.