

DARYL F. GATES'

# POLICE QUEST<sup>®</sup>

COLLECTION

*The 4 Most Wanted™*

INSTALLATION GUIDE AND MANUALS



S I E R R A<sup>®</sup>

COLLECTOR'S SERIES

Daryl F. Gates • POLICE QUEST COLLECTION

DARYL F. GATES'

# POLICE QUEST<sup>®</sup>

COLLECTION

The 4 Most Wanted<sup>™</sup>

INSTALLATION GUIDE AND MANUALS



SIERRA<sup>®</sup>

S

T

M

E

T

M

O

G

## **POLICE QUEST 1 VGA (1992)**

<b>In Pursuit of the Death Angel</b> .....	1
Published Reviews .....	3
Game Manual.....	10

## **POLICE QUEST 2 (1988)**

<b>The Vengeance</b> .....	14
Game Manual.....	16

## **POLICE QUEST 3 (1991)**

<b>The Kindred</b> .....	45
Published Reviews .....	47
Game Manual.....	56

## **Daryl F. Gates POLICE QUEST 4 (1993)**

<b>Open Season</b> .....	82
Published Reviews .....	84
Game Manual.....	90

Thank you for purchasing The Daryl F. Gates' Police Quest® Collection: The Four Most Wanted™.

In this Police Quest Collection you will encounter the same challenges that law enforcement officers face everyday. Jim Walls, California Highway Patrol, Retired, and I worked hard to design these Police Quest games to provide a realistic, inside look at the life of a cop. With The Four Most Wanted you will experience real police work just like we did.

This collection includes not only every Police Quest Game to date - Police Quest 1 VGA, 2, 3 & 4 (my next Game "Police Quest: SWAT" is due out in the Fall of 1995). It also includes a preview of Police Quest SWAT, a video interview where I answer questions submitted by Police Quest Fans, a never-before-seen "Making Of Police Quest" video, and, because all cops need hints now and then, we have included all of the Official Sierra Hint Book Tips. Plus much more!

When you play the games in this Collection, please remember that you are looking at the evolution of computer entertainment software. While the early games may lack some modern day technological flair, they have a unique quality all their own. I hope that you will enjoy them in the same nostalgic spirit as you would a classic black and white film. And, remember, they are still as real as you can get - without wearing a badge!

Law enforcement is one of the most difficult, challenging, invigorating and rewarding professions that anyone can pursue. I am proud to have served my fellow citizens for more than 40 years, experiencing all of the dangers, joys and heartbreaks that come with being a police officer. And, I offer the greatest of praise and admiration for all of my fellow men and women in uniform who put their lives on the line everyday.

I dedicate this Collection to them.

Please enjoy The Daryl F. Gates' Police Quest Collection: The Four Most Wanted.

Sincerely,



Daryl F. Gates  
*Chief, Los Angeles Police Department, Retired*





**PARSER VS. POINT-AND-CLICK INTERFACES & SAVE & RESTORE:**

A Parser Interface is found in Police Quest 2.

With a Parser Interface the player types instructions at the cursor on the screen. While playing Police Quest 2, the Parser Interface Cursor appears as you begin typing.

If, for example, while playing the game, you want to open a desk drawer, at the Parser Interface Cursor you simply type OPEN DRAWER.

If the Parser Interface recognizes the words, the action will be completed and you are ready to proceed with another Parser command.

If the Parser Interface does not recognize the words, you will get a message asking you to try another word or combination of words - such as UNLOCK DRAWER or OPEN DESK DRAWER.

With the Parser Interface, try many different combinations of words and see what results. You never know what you'll discover. But remember - just like real police work, you live and die by your quick wits and smart decisions. That's why we have the SAVE and RESTORE features. Remember to SAVE often (like whenever you make a new discovery). Saving often will help you avoid dead-ends, and RESTORE will let you return to the place that you may have made a poor decision.

The Point-and-Click Interface uses an Icon Bar that is either at the top or bottom of the screen.

The Icon Bar contains several Graphical Icons that can be selected to execute the command choices available to you.

To open the Icon Bar, move the cursor all the way to the top or bottom of the screen. In Police Quest 1, VGA and in Police Quest 3, move the cursor all the way to the top of the screen. In Police Quest 4, move the cursor to the bottom. This will reveal the Icons that are available to you. These Icons may vary from game to game. If you are unsure of the Icon's purpose, click the HELP symbol (the Question Mark) then click on the Icon in question.

**KEYBOARDS, MICE & JOYSTICKS****Using a Keyboard** (Police Quest 1 VGA, 2 & 3):

- To position the on-screen cursor or move your game character using a keyboard, press a direction key or the numeric keypad.
- To stop your character, press the same direction key again, or press 5.
- To execute a command, type it and press enter.
- Access the menu bar by pressing [Esc]. Use the arrow keys to move through the different menu selections, then press [Enter] to choose one.

**Using a Mouse** (Police Quest 1 VGA, 3 & 4):

- To activate the Icon Bar, move the cursor to the top of the screen.
- To position the on-screen cursor, move the mouse to the desired position.
- To move your character, position the WALK icon at the desired screen location and click the mouse button.
- To execute a command, click the left mouse button.
- Try the right and center buttons too. They help you change cursors.

**Using a Joystick:**

- To position the on-screen cursor using a joystick, move the stick in the desired direction.
- To execute a command, press the fire button.

This product utilizes DoxBox, which is licensed to you pursuant to the terms of the DoxBox License Agreement, which you may view by accessing the the DoxBoxEULA.txt file located in the DoxBox Folder on this CD-ROM. DoxBox Copyright (C) 1989, 1991 Free Software Foundation, Inc., 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA. Everyone is permitted to copy and distribute verbatim copies of the DoxBox license document, but changing it is not allowed. DoxBox is provided "As Is," and without any warranty or guarantee of any kind.

**YOU SHOULD CAREFULLY READ THE FOLLOWING END USER LICENSE AGREEMENT BEFORE INSTALLING THIS SOFTWARE PROGRAM. BY INSTALLING, COPYING, OR OTHERWISE USING THE SOFTWARE PROGRAM, YOU AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PROMPTLY RETURN THE UNUSED SOFTWARE PROGRAM TO THE PLACE OF PURCHASE OR CONTACT SIERRA ENTERTAINMENT, INC., CUSTOMER SERVICE AT (800) 757-7707 FOR A FULL REFUND OF THE PURCHASE PRICE WITHIN 30 DAYS OF THE ORIGINAL PURCHASE.**

This software program and any files that are provided by Sierra Entertainment, Inc., to you by on-line transmission or otherwise to 'patch,' 'update,' or modify the software program, inclusive of "New Materials" as defined in Section 1 below, as well as any printed materials, on-line or electronic documentation, and any and all copies and derivative works of such software program and materials (collectively, the "Program") are the copyrighted work of Sierra Entertainment, Inc., and/or its licensors, licensees and suppliers. All use of the Program is governed by the terms of the End User License Agreement which is provided below ("License Agreement"). The Program is solely for use by end users according to the terms of the License Agreement. Any use, reproduction or redistribution of the Program not in accordance with the terms of the License Agreement is expressly prohibited.

## END USER LICENSE AGREEMENT

1. **Limited Use License.** Sierra Entertainment, Inc., ("Sierra") hereby grants, and by installing the Program you thereby accept, a limited, non-exclusive license and right to install and use one (1) copy of the Program for your use on either a home or portable computer.
2. **Ownership.** All title, ownership rights and intellectual property rights in and to the Program and any and all copies thereof (including but not limited to any titles, computer code, themes, objects, characters, character names, stories, dialog, catch phrases, locations, concepts, artwork, animations, sounds, musical compositions, audio-visual effects, methods of operation, moral rights, any related documentation, and "applets" incorporated into the Program) are owned by Sierra or its licensors. The Program is protected by the copyright laws of the United States, international copyright treaties and conventions, and other laws. All rights are reserved. The Program contains certain licensed materials, and Sierra's licensors may protect their rights in the event of any violation of this Agreement. The Program may access websites owned, controlled by, or operated by licensed affiliates of Sierra, and receive patches and/or updates to the Program from these websites. All patches, updates or other downloadable material used by or incorporated into, the Program are the copyrighted property of Sierra, who reserves all rights therein, and shall be governed by the terms and conditions of this Agreement.
3. **Responsibilities of End User.**
  - A. Subject to the Grant of License hereinabove, you may not, in whole or in part, copy, photocopy, reproduce, translate, reverse engineer, derive source code from, modify, disassemble, decompile, create a source code equivalent of, create derivative works based on, or remove any proprietary notices or labels from the Program without the prior consent, in writing, of Sierra.
  - B. The Program is licensed to you as a single product. Its component parts may not be separated for use on more than one computer.
  - C. You are entitled to use the Program for your own use, but you are not entitled to:
    - (i) sell, grant a security interest in or transfer reproductions of the Program to other parties in any way, nor to rent, lease or license the Program to others without the prior written consent of Sierra;
    - (ii) exploit the Program or any of its parts for any commercial purpose, including, but not limited to, use at a cyber café, computer gaming center or any other location-based site (Sierra may offer a separate Site License Agreement to permit you to make the Program available for commercial use; contact Sierra for details);
4. **Program Transfer.** You may permanently transfer all of your rights under this License Agreement, provided the recipient agrees to the terms of this License Agreement and you agree to remove the Program and any New Materials from your home, business or portable computer.
5. **Termination.** This License Agreement is effective until terminated. You may terminate the License Agreement at any time by destroying the Program and any New Materials. Sierra may, at its discretion, terminate this License Agreement in the event that you fail to comply with the terms and conditions contained herein. In such event, you must immediately destroy the Program and any New Materials.
6. **Export Controls.** The Program may not be re-exported, downloaded or otherwise exported into (or to a national or resident of) any country to which the U.S. has embargoed goods, or to anyone on the U.S. Treasury Department's list of Specially Designated Nationals or of the U.S. Commerce Department's Table of Denial Orders. By installing the Program, you are agreeing to the foregoing and you are representing and warranting that you are not located in, under the control of, or a national or resident of any such country or on any such list.
7. **Customer Service/Technical Support.** "Customer Service" as used herein may be provided to you by Sierra by electronic message (e-mail), or by posting of information related to known customer support issues on a website (forums, frequently asked questions). "Technical Support" may be provided to you by Sierra by electronic message (e-mail), or by posting of information related to known technical support issues on a website. Unless otherwise stated in the Program's packaging or in the Program's user manual, nothing herein shall be construed so as to place a duty upon Sierra to provide Customer Service or Technical Support via a toll-free telephone number for an unlimited period of time.
8. **Limited Warranty.** Sierra expressly disclaims any warranty for the Program, any New Materials and Manual(s). The Program, any New Materials and Manual(s) are provided "as is" without warranty of any kind, either express or implied, including, without limitation, the implied warranties of merchantability, fitness for a particular purpose, or noninfringement. The entire risk arising out of use or performance of the Program, any New Materials and Manual(s) remains with the User; however, Sierra warrants up to and including 90 days from the date of your purchase of the Program that the media containing the Program shall be free from defects in material and workmanship. In the event that the media proves to be defective during that time period, and upon presentation to Sierra of proof of purchase of the defective Program, Sierra will at its option 1) correct any defect, 2) provide you with a product of equal or lesser value, or 3) refund your money. Some states do not allow the exclusion or limitation of implied warranties or liability for incidental damages, so the above limitations may not apply to you.
9. **Limitation of Liability.** NEITHER SIERRA ENTERTAINMENT, INC., NOR ITS PARENT, SUBSIDIARIES OR AFFILIATES SHALL BE LIABLE IN ANY WAY FOR LOSS OR DAMAGE OF ANY KIND RESULTING FROM THE USE OF THE PROGRAM, AND ANY NEW MATERIALS OR AN AUTHORIZED ON-LINE GAME NETWORK, INCLUDING, BUT NOT LIMITED TO, LOSS OF GOODWILL, WORK STOPPAGE, COMPUTER FAILURE OR MALFUNCTION, OR ANY AND ALL OTHER COMMERCIAL DAMAGES OR LOSSES. ANY WARRANTY AGAINST INFRINGEMENT THAT MAY BE PROVIDED IN SECTION 2-312(3) OF THE UNIFORM COMMERCIAL CODE AND/OR IN ANY OTHER COMPARABLE STATE STATUTE IS EXPRESSLY DISCLAIMED. FURTHER, SIERRA ENTERTAINMENT, INC., SHALL NOT BE LIABLE IN ANY WAY FOR LOSS OR DAMAGE TO PLAYER CHARACTERS, ACCOUNTS, AND STATISTICS OR USER PROFILE INFORMATION STORED ON AN AUTHORIZED ON-LINE GAME NETWORK. SIERRA ENTERTAINMENT, INC., SHALL NOT BE RESPONSIBLE FOR ANY INTERRUPTIONS OF SERVICE, INCLUDING, BUT NOT LIMITED TO, ISP DISRUPTIONS, SOFTWARE OR HARDWARE FAILURES, OR ANY OTHER EVENT WHICH MAY RESULT IN A LOSS OF DATA OR DISRUPTION OF SERVICE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, OR ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATIONS MAY NOT APPLY.
10. **Equitable Remedies.** You hereby agree that Sierra would be irreparably damaged if the terms of this License Agreement were not specifically enforced, and therefore you agree that Sierra should be entitled, without bond, other security, or proof of damages, to appropriate equitable remedies with respect to breaches of this License Agreement, in addition to such other remedies as Sierra may otherwise have available to it under applicable laws. In the event any litigation is brought by either party in connection with this License Agreement, the prevailing party in such litigation shall be entitled to recover from the other party all the costs, attorneys' fees and other expenses incurred by such prevailing party in the litigation.
11. **Limitations on License.** Nothing in this License Agreement shall preclude you from making or authorizing the making of another copy or adaptation of the Program, provided, however, that (1) such new copy or adaptation is created as an essential step in your utilization of the Program in accordance with the terms of this License Agreement and for NO OTHER PURPOSE or (2) such new copy or adaptation is for archival purposes ONLY and all archival copies are destroyed in the event of your transfer of the Program, the termination of this Agreement or other circumstances under which your continued use of the Program ceases to be rightful.
12. **Miscellaneous.** This License Agreement shall be deemed to have been made and executed in the State of California, and any dispute arising hereunder shall be resolved in accordance with the law of California. You agree that any claim asserted in any legal proceeding by one of the parties against the other shall be commenced and maintained in any state or federal court located in the State of California, County of Los Angeles, having subject matter jurisdiction with respect to the dispute between the parties. This License Agreement may be amended, altered or modified only by an instrument in writing, specifying such amendment, alteration or modification, executed by both parties. In the event that any provision of this License Agreement shall be held by a court or other tribunal of competent jurisdiction to be unenforceable, such provision will be enforced to the maximum extent permissible, and the remaining portions of this License Agreement shall remain in full force and effect. This License Agreement constitutes and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes any prior oral or written agreements.

I hereby acknowledge that I have read and understand the foregoing License Agreement and agree that the action of installing the Program is an acknowledgment of my agreement to be bound by the terms and conditions of the License Agreement contained herein. I also acknowledge and agree that this License Agreement is the complete and exclusive statement of the agreement between Sierra and myself and that the License Agreement supersedes any prior or contemporaneous agreement, either oral or written, and any other communications between Sierra and myself.

1 9 9 2

*In Pursuit of the Death Angel*

# POLICE QUEST™

Police Quest 1 VGA

*"Police Quest slapped the handcuffs on my attention and kept me prisoner for a week of engrossing entertainment."*

-Questbusters



SIERRA®

Police Quest 1 VGA

"One of the best interactive graphics adventures produced for home computers...tough, realistic adventuring at its finest!"

-MACazine

"Reality role-playing."

-Computer Entertainer

"Police Quest slapped the handcuffs on my attention and kept me prisoner for a week of engrossing entertainment."

-Questbusters

"83-32, please respond code-2... 3-37 near the corner of Palm and Brock...11-41 is enroute..."

Action-packed *Police Quest* lets you experience the tough day-to-day encounters of a real police officer. More than just television glamour, it's a grueling, thankless career of unending responsibility and unexpected jeopardy.

#### A GRIPPING, REAL-LIFE STORY...

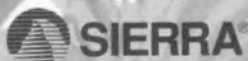
Based on the real-life experiences of California police officers, this story is seething with raw reality. The "Death Angel" has descended on the once quiet city of Lytton. Now the town is besieged with drug trafficking, robbery and murder. The crime wave is escalating to flash-point level.

#### ...AUTHENTIC IN EVERY DETAIL...

Exact police procedures must be followed if any of your arrests are going to stick. You'll soon find out how tough it is to be a cop. Chosen to go undercover to capture the "Death Angel" you must weave your way through the underworld. One careless mistake or anxious reaction and it's all over.

#### ...ACCELERATING INTO THE '90's.

The original *Police Quest* was a milestone in computer entertainment. Now this best-selling glimpse into the gritty world of real police work has been totally overhauled for a new generation of game players. Cruise dramatic, handpainted backgrounds, bracing yourself for deadly confrontations with video-captured, expertly animated characters. Authentic sound effects and a high energy music track will get you right into this classic real-life adventure.



™ designates trademark of Sierra On-Line, Inc.  
 ® is a registered trademark of Sierra On-Line, Inc.  
 © 1993 Sierra On-Line, Inc. All rights reserved. Printed in the U.S.A.  
 Cover illustration by John Gamache. 002453201

Actual VGA/Color Mac screens shown. Screens on other systems may vary.



It's a gangland hit. You'll need to investigate gritty crime scenes. Use actual police procedures to discover tell-tale clues and evidence.



High-speed car chases are part of your job. The onscreen map helps you track down killers as well as traffic violators. You'll have to respond quickly to headquarter requests and emergency calls if you want to collar the culprits.



Code 3 pursuits require pinpoint accuracy and split-second judgements. Defend yourself against trigger-happy criminals intent upon permanently ending your career.



High-stakes poker. Your cover is at risk. Can you successfully portray the criminal element and capture the Death Angel?

#### SO REAL IT'S USED AS A POLICE TRAINING TOOL

"Police Quest is a serious training tool... Luck does not play a part in successfully completing the program. The simulation is based on skill and knowledge... The depth of training is enormous."

-Law and Order Magazine

#### FEATURES

- Over 100 city streets and four highways provide the landscape for hot leads and high speed pursuits.
- A realistic crime computer provides access to vital information on suspects.
- An authentic map of Lytton helps you keep track of where you are and where you need to travel.
- Incredible 3-D graphics! Move behind, in front of, and around objects.
- Pop-up text windows for easier reading.
- Multiple solutions and variable scoring. Discover new twists as you play *Police Quest* over and over. Try to top your previous score.



By Rich DeBaun



When *Police Quest 1: In Pursuit of the Death Angel* was first released in 1987, it was heralded as an incredibly accurate simulation of real-world police action. Designed by a former police officer and praised by the law enforcement community, *Police Quest 1* brought a gritty realism to computer gaming. Based on sound police procedures, the game is so authentic it's been used as a training tool by law enforcement agencies across the country. The good news for gamers is that Sierra On-Line has recently re-released this classic so you can enjoy it with all the latest technological bells and whistles.

The original edition of *Police Quest 1* garnered rave reviews for its blend of police procedure and action. The new edition, published in the summer of 1992, replaces the cartoon feel of the original version with superb, full-color VGA graphics and video-captured human actors for life-like action sequences. It also has a hot stereo soundtrack, so you prowl the meanstreets of today's headlines with music card compatible, digitized voices and sound effects.

The old, typed commands have been replaced by a more user-friendly icon interface. Icons are also used to represent

the objects and tools you carry with you during your shift. You activate icons by selecting them, then clicking on the object where you want to take action. For example, in the new edition, you don't have to type "handcuff suspect." You simply select the handcuff icon and then click on a suspect to cuff him.

Another nice feature of the game is that luck plays almost no part in its outcome. Your success depends solely on your skill and knowledge. You solve cases and fight crime while learning (and following) correct police procedure. Although you can complete the program with a less-than-perfect score, you'll earn more points for using correct law enforcement techniques.

### Bad boys, what you gonna do?

You start the game in the station hallway in the persona of Sonny Bonds. The shift is about to begin, and you have to get your equipment and attend the shift briefing. You'll find the copy of the *Lytton Police Gazette* that's included in the game

particularly helpful in getting off on the right foot. Every rookie should read it cover-to-cover.

You'll have several tours as a patrolman to hone your police skills. As you cruise the streets in your black-and-white, you'll experience real-life law enforcement situations and have to make decisions under the pressure of action in the field as well as deal with the routine of police life: handing out tickets, attending briefings, and discovering your best efforts tangled in the red tape of the judicial system. You'll meet characters from all walks of life, from high-rollers to ordinary folks to the dregs of society. It's as close to being a real cop as you can get.

As you patrol, you'll soon learn Lytton has a growing problem: a major criminal, dubbed by the press as "The Death Angel", is creating havoc in the community. His drug trafficking, robbery, and murder have made the streets unsafe, in an escalating crime wave. However, before you can track

## The All New Police Quest I

# Real Life Revised

Police Quest 1 VGA

### Police Quest: Too Real for Comfort?

The original *Police Quest*, created by designer and ex-policeman Jim Walls, was widely praised for its realistic look at the life of a police officer. Game players were expected to follow police procedures down to the finest detail. The story was dramatic, but the primitive graphics and memory restrictions kept the game from being as emotionally rich as it possibly could have been.

The new *Police Quest* lives up to that promise. You will experience the everyday responsibilities and risks of being a police officer, plus the friendships, the laughter, the fears, and the sorrows.

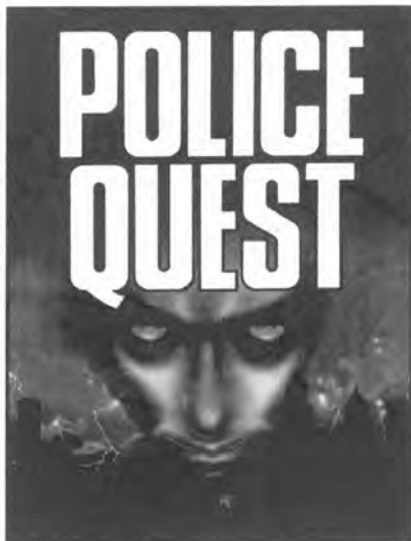
You won't just be playing Sonny Bonds. You'll become Sonny Bonds.

### Real Life Captured

Because the art in the original *Police Quest* was so much more primitive than that of the original *Quest for Glory*, the difference in the new *Police Quest*'s art is all the more stunning. Characters are video captured live actors. Not only does their dialog express their feelings—their faces do too.

"The characters are very three dimensional, both visually and emotionally," said *Police Quest* producer Tammy Dargan. "It was our intention to create a 'real-life' simulation; to explore the feelings that are part of the police experience."

You'll laugh at the pranks of an unknown 'Gremlin', feel the pain of a father whose daughter is in danger,



and look into the eyes of a cold-blooded killer. When these incredibly real characters are set against the new, grittily realistic hand-painted backgrounds, the *Police Quest* gaming experience becomes absolutely intense.

### Text Times Three

There is approximately three times as much text in the new *Police Quest* as there was in the original. That means three times as many text messages, and three times as much conversation.

Listen to everything you hear, but remember, a policeman's sources are

not always one hundred percent reliable. You'll have to use both your training and your gut instincts when faced with a sudden 'situation'.

### A Little Night Music

*Police Quest* now sports a new, exciting stereo soundtrack. Every situation you'll encounter has its own theme music. From the juke box in a biker bar to the bluesy backbeat accompanying a dancer, from the thrill of a car chase to the agonizing suspense of an undercover sting, the music in *Police Quest* will inspire and delight you.

### Procedure and Pathos

When you play the new *Police Quest*, you won't miss anything from the old game. It's still the most realistic 'police simulator' on the market. But this time around, your experience will be complete.

"Watching cops on television becomes a very impersonal thing," said *Police Quest* creative consultant Scott Murphy. "You see them, and you expect them to do those things, to put their lives on the line, but you seldom think about the emotional toll it's taking on them. Our vision was to give the player the chance to really feel and experience what the average patrolman has to deal with every day."

It's an experience you won't soon forget.



him down and clean up the town, you'll have to help Sonny sharpen his detective skills. If you make a good cop, you may be asked to "go undercover" in an assignment to infiltrate the Death Angel's gang and bring the racketeer to justice. If you want a



conviction, however, you'll have to follow true-to-life police procedures. As in real life, if you, you'll find yourself in real trouble.

And you can't just shoot first and ask questions later — unless you want early retirement. You'll have to do things "by the book" to keep the criminals behind bars.

When you write-up a perp, for example, make sure you note the right Penal Code or Vehicle Code violation number. And don't forget to radio for a 10-29 or 10-35 or you may end up with an 11-99 on your hands. One careless mistake, and you could make an arrest that won't hold up in court or let a dangerous suspect get the upper hand - with fatal results.

#### Be careful out there

With its emphasis on authenticity, it's not surprising *Police Quest 1* is a favorite among law enforcement professionals. Since its initial release, this "fun little computer game" has proven to


be a practical, effective training tool officers enjoy using. It safely demonstrates to rookies the consequences of failing to observe proper procedures and can serve as a valuable refresher course for experienced officers.



The game covers such topics as how to handle felony and routine traffic stops, intoxicated drivers, handcuffing, felony arrests, physical confrontation and the use of deadly force, radio transmissions, and

more. The nature of gaming is such that players actually "experience" the various field situations. Since players decide what actions to take and suffer the consequences of their decisions as the story evolves, the lessons learned make a more lasting impression than if they'd just passively watched a typical training film.



*Police Quest 1: In Pursuit of the Death Angel* is an intense, mature adventure game that introduces you to the spine-tingling world of real-life police action. Yes, it's a game — but with its unflinching situations and real-life dramas, it isn't fantasy. 



## GOING BY THE BOOK

To score well and put the bad guys behind bars in the *Police Quest* games, you've got to "go by the book." The best book of go by, in our book, is *The Police Quest Casebook* by Peter Scisco (Osborne/McGraw Hill, \$19.95).

This handy reference is a comprehensive guide to all three games in the series: *Police Quest 1 — In Pursuit of the Death Angel* (both the new and the classic editions), *Police Quest 2 — The Vengeance*, and *Police Quest 3 — The Kindred*. Mr. Scisco has written complete "walk-thrus" of each game, including specific tips and the point values for various actions.

If you don't want to be spoon-fed solutions, the *Casebook* also contains several valuable tools to help you solve the game on your own, including:

- Maps of the Lytton Police Station, the Hotel Delphoria, the Lytton City Jail, Cotton Cove, Lytton Airport, Lytton General Hospital, the Oak Tree Mall, and the Steelton Sewer.
- A "mug book" that profiles thirty-nine characters you'll meet in the *Police Quest* series, from Jesse Baines to Marie Wilkins.
- Guidance on real police procedures and policies such as the Ten-Step Trail of Evidence, Observation and Description, and a glossary of terms and techniques.
- A directory and descriptions of on-line information services that offer topics related to law enforcement and legal prosecution.

*The Police Quest Casebook* really helps you get the most out of the games. It's full of practical tips on what to do when and gives you invaluable advice on how to perform professionally and decisively for a successful tour of duty. Ask for it at your local bookstore.



Property of Lytton P.D.

Winter Issue: XXII, Page 1



# The Gazette

"Keeping Peace in Lytton for over 100 Years"

Department Code 002451010

"A Police Chief's lot is not a happy one..."

—Randolph Whipplestick

## Primary Objective: Stopping Lytton's Influx of Drugs

by Sergeant Dooley

Halting Lytton's drug traffic has become the primary objective of this department. Although marijuana's been a nuisance for many years, we're seeing an increasing influx of harder drugs - cocaine, crack, heroin. Even worse, more drugs are being dealt in public places, such as Cotton Cove and the mall. There's also been an increase in drug-related deaths, prostitution, and murders. Four small-time drug dealers were murdered in the past month alone.

Why? We suspect the arrival of one big-time dealer, going under the street-name of "The Death Angel," is at the heart of the matter. At this time, we don't know who this slug is or what rock he crawled out from under, but it's just a matter of time before he'll slip up. And when he makes a mistake, we'll nail him.

Detectives Anglin and Smith were already close on his trail last month when they seized over 400 four-foot marijuana plants, six kilograms of cocaine, and enough heroin, LSD, and crack cocaine to keep all of Lytton's citizens high for a year. It's the largest single drug bust this department has ever made, and involved a two-week investigation with the Interagency Narcotics Enforcement Team, Steelton police, the state's Bureau of Narcotics Enforcement and the Lytton County Task Force. At an estimated street value in the neighborhood of 1.2 million dollars, it must have crippled his drug-dealing operations, at least for awhile.



## This Month's Raffle Winner

Officer Russ Dinkle  
Lucky Number: 0987122  
Prize: 12" Color Television

## Friendly Seniors' Card Game Turned Brawl

Responding to a domestic dispute call, Officers Cobb and Johnson broke up a brawl involving four of Lytton's senior citizens. The cause of the dispute? Does a full-house beat four-of-a-kind! Johnson said, "Apparently the game took a turn for the worst when one of the women suggested playing for money. After explaining the rank of hands (see Rank of Poker Hands), they began throwing blows. Silver wigs and false teeth went flying. It was like seeing your grandma in a fight-no one likes to see that." Although no one was hurt, the officers had to shut the game down by confiscating poker chips, cards, and finally threatening arrests before the group calmed down.



## Rank of Poker Hands

(from highest to lowest)

- Straight Flush 1
- Royal Flush
- Four-of-a-Kind 2
- Full House 3
- Flush 4
- Straight 5
- Three-of-a-Kind 6
- Two Pair 7
- One Pair 8
- High Card 9

## NEW CADETS: For Your Eyes Only

(Click-Through of Morning's Events in the Station)

by Sergeant Dooley

*Note: Seasoned veterans may not want to read the following article since they already possess the skills, training and experience to be top-notch Lytton Police Officers.*

First day jitters. We've all been there. You begin your first day in the hallway of the station, when it suddenly dawns on you that along with your job comes tremendous responsibility; it can be overwhelming. Your life and the community's safety are on the line. In fact, the pressure can be unbearable. Sometimes we feel if only someone would guide us through the first part of the day...

*Here's some tips and suggestions for you. Follow them and you'll get off on the right foot your first day on the job.*

First, you'll need your policeman's gear. Select the Eye cursor from the Icon Bar. Use the Eye cursor to explore your surroundings in the station to gather useful information. Be sure to look at the various objects and doorways in the station. When you find the doorway to the locker room, select the Walk cursor from the Icon Bar. To enter the locker room, use the Hand cursor on the locker room doorway.

Now that you're in the locker room, use the Eye cursor to find your locker. Select the Hand cursor from the Icon Bar, and use it on your locker. A window will appear enabling you to select your locker combination. Select 269 to open it. Examine the contents of your locker with the Eye cursor. Use the Hand cursor to take each item in the locker, then on your locker door to close it.

Second, you'll attend a briefing. Therefore, use the Walk cursor to leave the locker room and enter the briefing room. Find your pigeonhole using the Eye cursor, then use the Hand cursor to get its contents. You'll take a note from your pigeonhole. You can use the Eye cursor on the note to read it. Do you see a newspaper? Use the Walk cursor to walk to the table in the lower right-hand corner. Use the Hand cursor to pick up that newspaper. Read it using the Eye cursor, and when you're done, close it using the Hand cursor. Since a briefing will begin very soon, use the Walk cursor to find your seat. Use the Hand cursor to sit down.

When the briefing is over, it's time to get in your patrol car and hit the streets. Use the Walk cursor to leave the briefing room and enter the hallway one more time. Your keys are hanging on a board on the wall. Use the Eye cursor to find them, then the Hand cursor to remove them. You'll also need a radio extender. You'll find one on the table at the north end of the hall. Use the Hand cursor to pick it up, then exit the station using the Walk cursor.

Once you're in the parking lot, perform a walk-around safety check of your vehicle using the Walk cursor. A successful inspection will include walking near all four wheels of the car. Once this is completed, you're ready to hit the streets. Walk to the driver's side door and use the Hand cursor to get in.

*Cadet, you're off to a good start. You can take it from here. Good luck with the rest of your career-Lytton's counting on you!*

## Lytton P.D. Instrumental in New Substance Abuse Programs

As much as we hate to see it, more and more Lytton teens are being arrested for drug and alcohol-related reasons. But there is hope. A new city-funded program combines the talents and skills of Lytton General Hospital Specialists, Lytton Courthouse Staff, and our officers. Contact Detectives Frank Williams or Laura Watts for more details.

Officer Watts stated, "Our new substance abuse program gives teen first-time offenders a good first step toward recovery. In exchange for community service hours, qualified young offenders receive outpatient treatment for abuse of alcohol, cocaine or other drugs, as well as an introduction to a 12-step program."

## Obscene Caller Impersonates Lytton Police Officer

Fifty-four-year-old Martha Baldwin called to inform us that she had received a lewd phone call. Thirty minutes later, she received a phone call from a phony "Officer Simpson" of the Lytton P.D. He apparently told her we had tapped her phone and asked her to play along should the man call back again, which immediately happened. After listening to several minutes of obscenities, she hung up. She called us again only to learn that there is no "Officer Simpson." Sergeant Dooley has taken this very serious matter up with the phone company and they will be on the alert should any other reports come in.

## Writing Tickets: Using the Right Code is Important

Lately we've had a high number of cases being overturned in court due to incorrect violation numbers. If even one case is overturned in court, it's one too many. To insure this won't happen to you, take a look at the codes you use every day (printed below). Learn them. Use them. Take your time and get them right. There's no excuse for sloppy work.

### Penal Codes

- 308 - Resisting arrest
- 377 - Murder
- 363, 367 - Attempted murder
- 322 - Kidnapping
- 399 - Armed robbery
- 337 - Assault and battery
- 349(d)(1) - Assault and battery on a police officer
- 359 - Burglary
- 12876 - Possession of a controlled substance
- 12755 - Possession of cocaine
- 12509 - Possession of a concealed weapon

### Vehicle Codes

- 19221 - Stolen vehicle
- 19227 - Driver's license not in possession
- 14304 - Driving with a suspended license
- 16310 - Hit and run

## Three-Time Pigg Bowl Champs: Lytton Grunters Slaughter Steelton Sows

Lt. Morgan led our football team to yet another savory victory, toppling the Sows in the final playoff game, 26-9. The awards ceremony and banquet was held last Saturday. Upon acceptance of the prestigious Hog-On-Ice Plaque, Lt. Morgan stated, "This is really too much to ask for in one lifetime. I'm proud of you all. See you out there next season."



- 13301 - Failure to stop for a stop sign
- 21490 - Failure to stop for a red light
- 21650 - Driving too slow in the fast lane
- 22679 - Following too close
- 26504 - Exceeding the maximum speed limit
- 29211 - Reckless driving
- 21603 - Driving under the influence of intoxicants
- 21068 - Evading arrest
- 44729 - Not in full control of faculties

### Radio Codes

- 10-1 Poor radio reception
- 10-2 Radio reception good
- 10-4 Received message
- 10-6 On the air-not available for call
- 10-7 Off the air-out of service
- 10-8 In service
- 10-9 Repeat message
- 10-10 End of shift-out duty
- 10-15 Prisoner in custody
- 10-19 Return to office
- 10-20 Location
- 10-21 Use telephone
- 10-23 Standby
- 10-27 Subject check
- 10-29 Check for wants
- 10-35 Backup requested
- 11-41 Ambulance
- 11-44 Fatality
- 11-48 Furnish transportation
- 11-79 Injury traffic collision with ambulance responding
- 11-80 Traffic collision with major injury
- 11-81 Traffic collision with minor injury
- 11-82 Traffic collision, property damage only
- 11-83 Traffic collision, no details
- 11-84 Traffic control
- 11-85 Tow truck
- 11-99 Emergency, officer needs assistance, respond code-3



**ABOUT TOWN**

**Five Teens Made Home in Lytton Sewer**

An alarmingly high number of teenagers in the United States are becoming homeless. Last year alone, over one million teenagers were left homeless as a result of either running away from or being thrown out of their homes. It was only a matter of time before some were bound to turn up in Lytton.

While on a recent stake-out near Lytton City Park, Officer Bonds and his partner discovered the teens. Officer Bonds commented, "This is a very sad situation. We noticed someone removing the manhole cover in the street—that's when we found them. It was a complete accident." Three boys and two girls were turned over to youth authorities last Friday.

**Voodoo?**

Officers Bonds and Cobb transported a woman in her middle 40's to the Lytton General Psychiatric Ward after responding to a call that the woman had been verbally harassing her neighbors. Officer Bonds stated, "The neighbor claimed this woman had been cursing at them and then performed some kind of voodoo ritual outside their apartment. She apparently threw a dead bird and a painted stone onto their porch. Doctors still have her under observation."



**Local Businessman Accused of Shoplifting**

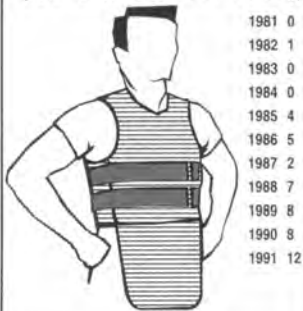
John Gardener, prominent storeowner, demanded an apology last week from a discount department store in the Oak Tree Mall he said arrested him, handcuffed him, and accused him of switching price tags on a \$25 tie. The storeowner also stated that he'd previously purchased two similar ties and the price on each was also \$25.

**Wondering About the Talking Bear?**

It's true. The once proud and majestic talking bear statue in front of Lytton's Police Academy has been stolen. Always a topic of conversation, all that remains of the regal bear are its paws and button-operated speaker. Police Commissioner Hackman said, "We're going to miss that bear!" The insurance company has paid for a replacement bear to be installed sometime in the near future.

**WEAR YOUR VEST!**

Law enforcement officers killed  
(Total number killed in the line of duty)



**Child Safety Program a Success**

Hundreds of Lytton's caring young parents attended last Saturday's free public awareness seminar entitled, "Your Child's Safety Comes First." A special Task Force in cooperation with our department, gave the lectures on child safety consciousness. Carol Kartel, spokesman for the Task Force, commented, "We teach parents basic safety techniques, such as prevention-keeping dangers at a distance, and education-giving parents valuable advice and assistance to help them teach their children how to avoid falling victim to molesters, muggers, kid-nappers, drug dealers, and other aggressive criminals. We also encourage parents to create and make use of community projects, such as Child Safety Patrols and Neighborhood Watch Programs, and answer any questions they might have."

Police Quest 1 VGA

## Manual Update: Special Operating Procedures

*New Cadets-please take a few moments to familiarize yourselves with these important departmental standards (reprinted from Official Lytton P.D. Indoctrination Guide). Compliance with these procedures is mandatory for all Lytton Police Officers.*

### Routing Traffic Stop Procedures

1. When a violation has been witnessed, stop the violator as quickly as possible to minimize the hazard of high-speed driving and needless accidents.

### Felony Traffic Stop Procedures

1. You must have good reason to believe a felony has been committed.
2. Call radio dispatch for back-up unit.
3. Maintain radio contact with back-up unit.
4. Bring the suspect's vehicle to a complete stop. Maintain cover until the suspect is under control.
5. Command suspect to "halt" or "stop." Proceed to command suspect to lie face down on the ground.
6. Handcuff and search suspect.
7. Read suspect his rights.

### Felony Arrest Procedures

1. Before proceeding with arrest, your back-up unit must be staked out in close proximity.
2. Maintain radio contact with your back-up unit.
3. Observe the crime.
4. Have weapon drawn at the ready.
5. Identify yourself as a police officer to the suspect.

6. Command suspect to keep his hands over his head. If at any time the suspect drops his hands, prepare to take defensive action.
  - a. If the suspect flees, follow the suspect on foot. Maintain radio contact if possible.
  - b. If the suspect takes aggressive action (i.e. reaching for weapon, charging you), use necessary defensive actions.
7. When it is safe, approach the suspect. Handcuff the suspect.
 

Note: Many suspects will wait until close contact with the officer has been established before taking aggressive action. Always be prepared to defend yourself against any hostile behavior.
8. Search the suspect.
9. Read suspect his rights.
10. Transport suspect to jail.

### Intoxicated Driver Procedures

1. Detect possible intoxication by observing erratic driving.
2. After stopping the suspect, determine his condition by:
  - a. Detecting the odor of alcoholic beverage.
  - b. Administering a Field Sobriety Test.

### Vehicle Walk-Around Safety Procedures

1. Be responsible for the vehicle and be held accountable for the equipment assigned to the vehicle.
2. Conduct a daily inspection before each tour of duty to insure that the vehicle is safe, properly equipped and in serviceable condition. (Special attention shall be given to checking all four wheels, steering, and brake system.)

### The Gazette Is Printed at Lytton Police Department in conjunction with Sierra On-Line.

**Executive Producer**  
Ken Williams

Daryl Smith  
Al Roughton  
Frances Anne Powell  
Deanna Yhalkee  
Spartaco Margoni  
Jim Larsen

**Creative Director**  
Bill Davis

**Producer**  
Tammy Dargan

**Art Director**  
Jim Larsen

**Lead Programmer**  
Mike Larsen

**Composer**  
Rob Alesalp

**Animators**  
Cindy Walker

**Background Artists**  
Jim Larsen  
Al Roughton  
Nathan Larsen  
Terrence C. Falls  
Willis Wong  
Maurice F. Morgan  
Maichael Hutchison  
Arturo Sinclair  
Cindy Walker  
Richard Powell

**Programmers**  
Krishnan Shankar  
Charles "Chip" Kercher III  
Todd Powers  
Scott Murphy  
Carlos Escobar  
Michael Brock  
Hugh Diedrichs

**Music Director**  
Mark Siebert

**Development System**  
Jeff Stephenson  
Mark Wilden  
Dan Foy  
J. Mark Hood  
Christopher Smith  
Larry Scott

Ken Koch  
Jack Magne

**Additional Written Material**  
Scott Murphy  
Lorelei Shannon

**Special Thanks**  
Kit Roes, Model Assembly

**Quality Assurance**  
John Ratcliffe

**Writer**  
Pat Bridgeman

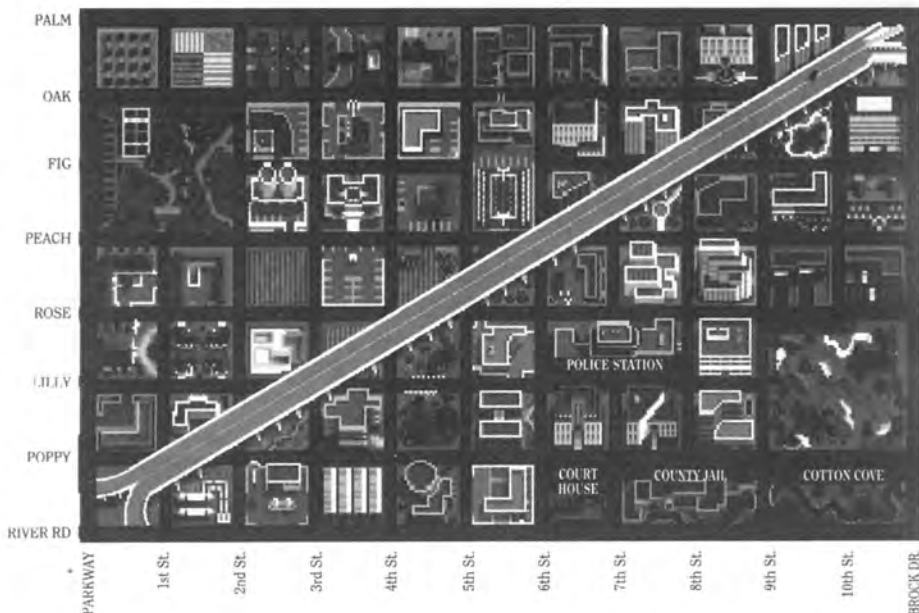
**Graphic Designer**  
Mark Empey

**ROADWAYS**

## Expansion to Highway 41 Completed

While Lytton has experienced warp-speed growth over the last three years, expansion of the city's highway has trudged along at the pace of a snail crawling through wet concrete. The newly constructed freeway now extends all the way to Brock Drive and Palm, saving time for cross-town commutes. (Replace your standard issue LPD-29 map with the new map below.)

Police Quest 1 VGA



### Five Fatal Errors That Kill Lawmen

**1. Your Attitude**

If you fail to keep your mind on the job while on patrol or you carry problems from home into the field, you will start to make errors. It can cost you or other officers their lives.

**2. Tombstone Courage**

No one doubts that you are brave. But in any situation where time allows, wait for the backup.

**3. Not Enough Rest**

To do your job you must be alert. Being sleepy or asleep on the job is not only against regulations but will endanger the community and all your fellow officers.

**4. Taking a Bad Position**

Never let anyone you are about to question or stop position themselves between you and your vehicle. There is no such thing as a routine call or stop.

**5. Danger signs**

As a law officer you will begin to recognize unusual movements, strange cars, etc. These are warning signs that should alert you to watch your step and approach with caution. Know your beat, your community and watch for what is "out of place."

NOTES

Police Quest 1 VGA



NOTES \_\_\_\_\_

**Police Quest 1 VGA**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

1 9 8 8

A 3-D ANIMATED ADVENTURE GAME™

# POLICE QUEST 2

*The Vengeance*



SIERRA

Police Quest 2

# WANTED

A cold-blooded murderer is on the loose. He has killed once, and he's not afraid to kill again. In fact, he's stalking someone this very moment...and that someone is you!!

Fast and furious, Police Quest II is police drama on the razor's edge as you race against time in pursuit of a ruthless cop killer bent on revenge. Face the tension of split-second decisions as you call the shots...you make the moves. Take plenty of target practice...because every shot counts when you hit the streets to face the most violent criminal this city has witnessed--Jessie Bains, "The Death Angel!"

## ARMED AND DANGEROUS!

A prison break...a dead jailer...and now the Death Angel is back, and he's got your number. Use authentic homicide procedures as you become detective Sonny Bonds. Master weapons, disarm explosive devices, and explore the mysteries of the deep as your mission requires successful performance on land and in water. Work with forensics experts, crime labs and outside police agencies as you discover vital evidence that will put Bains behind bars--*permanently*.



Based on accounts of actual homicide cases, Police Quest II is realistic police adventure as told by retired police officer Jim Walls. With 15 years on the police force, Walls brings first-hand experience in computer gaming with his true-to-life tales of high-tension police adventure.

## ALL POINTS BULLETIN:

- Features Sierra's new development system, with double the graphics resolution, advanced animation, and pop-up windows for ease of use.
- Includes an original musical score (over 30 minutes long, including 12 major themes) which plays in stereo with compatible machines.
- Authentic homicide investigation procedures, as provided in your Homicide Officer's Guide, provide the key to successful completion of your assignment.



Hit the streets on a hot pursuit!



Fine-tune your target shooting skills.



Grab your gear and descend into the depths on a recovery mission.



TM designates trademark of Sierra On-Line, Inc. ® is a registered trademark of Sierra On-Line, Inc. © 1988 Sierra On-Line, Inc.

Police Quest 2

LYTTON POLICE DEPARTMENT

# HOMICIDE OFFICER'S GUIDE



**CONFIDENTIAL**

Police Quest 2

## Police Quest 2

# POLICE QUEST<sup>2</sup>™



**Written and designed by**  
Jim Walls

**Executive Producer**  
Ken Williams

**Programming**  
Jerry Shaw  
Bob Fischbach  
David Slayback  
Mickie Lee  
Robert Heitman  
Chris Hoyt

**Animated and Background Scenes**  
Vu Nguyen  
Cheryl Cornelius

**Music composed and performed by**  
Mark Seibert

**Game Development System**  
Jeff Stephenson  
Robert Heitman  
Pablo Ghenis  
Stuart Goldstein

**Documentation**  
Jerry Albright

### NOTE

Players will be required to use their documentation for successful completion of this game. However, Police Quest II is not copy-protected and may be installed on a hard disk or in a directory of a hard disk.



*Jason Taselli*



---

**HOMICIDE OFFICER'S GUIDE**

# **WELCOME TO THE LYTTON POLICE DEPARTMENT**

## **WELCOME TO HOMICIDE**

The Lytton Police Department is responsible for protecting the people and property of this community. As a member of the Lytton Police Department, the officer assumes a responsibility to his community and country. The officer must be worthy to serve by the side of those men, who, throughout Lytton's history, have upheld the law and provided for a peaceful and welcome atmosphere.

Detectives and special agents of the Lytton Police Department are plainclothes investigators who gather facts and collect evidence for criminal cases. They conduct interviews, examine records, observe the activities of suspects, and participate in raids or arrests.

Because police protection must be provided around the clock, homicide officers may be required to work weekends, holidays and nights. Homicide detectives are subject to call any time their services are needed and may work overtime, particularly during criminal investigations. The job may also require extensive travel.

The injury rate among homicide detectives is higher than in many other police divisions and reflects the risks taken in pursuing known felons, escaped convicts, and other public offenders.

Congratulations on becoming a member of Lytton Police Department's Homicide Division.

Sincerely,



Eric "Click" Heitman

## PERSONAL CONDUCT

The Lytton Police Officer must perform in a professional manner at all times.

Here are some of the qualifications which are expected of every police officer:

**Common Sense** - Is the most important virtue an officer can possess. It will keep you alive and out of trouble.

**Organization** - Just the facts, and plenty of them. You must keep them in order and at your fingertips (on a note pad would be nice).

**Loyalty** - A good police officer stands up for his department, his partner and fellow officers. Your life depends on them, and vice versa.

**Obedience** - A good police officer carries out his orders willingly, cheerfully, and promptly.

**Initiative** - A good police officer is one step ahead and keeps an eye out for jobs that need doing. He shows that he can be trusted to perform correctly in an emergency.

**Guts** - A good police officer keeps going when the going gets tough. He doesn't know the words "I can't."

**Reliability** - A good police officer does his job thoroughly. He comes through for you time and time again.

**Integrity** - A good police officer tries at all times to keep a clean record. He upholds the principles of his profession at all times.

**Fairness** - A good police officer gives fair treatment to others and expects the same in return.

**Honesty** - A good police officer maintains the truth even when it may be costly.

**Cheerfulness** - A good police officer keeps his head up even when facing the stormiest of situations.

**Neatness** - A good police officer is proud of his uniform and what it represents. He keeps it in immaculate condition.

**Self-control** - A good police officer does not lose his temper.

**Promptness** - A good police officer is quick to the scene of a disturbance, and is always on time to meetings.

---

**HOMICIDE OFFICER'S GUIDE**

**TABLE OF CONTENTS**

WELCOME .....	20
PERSONAL CONDUCT .....	21
REQUIRED EQUIPMENT .....	23
STANDARD OPERATING PROCEDURES .....	24
I. Radio procedures .....	24
II. Shooting range procedures .....	24
III. Police computer procedures .....	24
FELONY ARREST PROCEDURES .....	25
THE USE OF FIREARMS .....	26
HOMICIDE INVESTIGATIVE PROCEDURES .....	26
I. Initiate the investigative process .....	26
II. Assess the situation .....	26
III. Check vital signs .....	26
IV. Gather evidence .....	27
V. Notify the coroner .....	27
VI. Conduct interviews .....	27
VII. Analysis of evidence .....	27
RADIO CODES .....	28
VEHICLE CODE .....	31
PENAL CODE .....	32-35

**Police Quest 2**



*Jessie Bains*

## HOMICIDE OFFICER'S GUIDE

---

### REQUIRED EQUIPMENT

Shoulder holster

Departmental issue hand gun

Handcuffs

Departmental issue ammunition clips

Patrol car keys

Departmental issue field kit which includes:

Fingerprint powder (dust)

Used for exposing latent prints

Fingerprint brush

For applying fingerprint powder

Fingerprint tape

For removal of (lifting) latent prints

Casting powder

Used to make liquid samples

(Footprints, tire tracks, etc.)

Glass vial

Used to take liquid samples

Eyedropper

Used to transfer fluid into vial

Plastic baggies

Used to preserve and segregate various pieces of evidence

Camera

Used to take pictures of evidence, scenes of crime, etc.



*Chico Granandez*



---

**HOMICIDE OFFICER'S GUIDE**
**STANDARD OPERATING PROCEDURE****I. RADIO PROCEDURES**

1. Respond to all radio transmissions as required according to police regulations.
2. Avoid unnecessary radio transmission.

**II. SHOOTING RANGE PROCEDURES**

1. Type LOAD GUN or use function key listed in the pull-down menus to load your gun.
2. Type RAISE GUN or use the function key listed in the pull-down menus to raise your gun.
3. Use the directional keys to adjust your aim.
4. Type FIRE GUN or use the function key listed in the pull-down menus to fire your gun.

If the sights on your gun need to be adjusted, type ADJUST SIGHTS. Use the arrow keys to adjust the windage and the elevation screws. Each time you press an arrow key, the windage or elevation screw will rotate one position. With a little practice you can improve your sights and your shooting accuracy as well.

**III. POLICE COMPUTER PROCEDURES**

1. Turn on the computer.
2. The following prompt will appear: COMMAND ►
3. At this prompt, you may type in one of the following commands:

**dir**-This command lists the contents of the current directory. If the current directory contains subdirectories, use the "cd" command (see below). If the current directory has accessible files, a box will appear around the first file name. You may move this box to the desired file name by using the arrow keys. Press ENTER when you have highlighted the desired file name.

**cd**-This command changes the current directory to a subdirectory. After you have typed in this command, the computer will respond with: DIR? ►

At this prompt, type the name of the directory you wish to change to, then press ENTER. If you enter a name other than a valid directory name, the computer will return to its "root" directory-the directory displayed when you turned on the computer.

## HOMICIDE OFFICER'S GUIDE

---

Note: Some directories require passwords. If the PASSWORD: prompt appears, you must enter the correct password to gain access to that directory.

**quit**-This command will allow you to exit the computer. Type in this command when you are finished using the computer.

### FELONY ARREST PROCEDURES

1. Before proceeding with arrest, your back-up unit must be staked out in close proximity.
2. Have weapon drawn at the ready.
3. Identify yourself as a police officer to the suspect.
4. Command suspect to keep his hands over his head. If at any time the suspect drops his hands, prepare to take defensive action.
  - a. If the suspect flees, follow the suspect on foot. Maintain radio contact if possible.
  - b. If the suspect takes aggressive action (e.g. reaching for weapon, charging you), take necessary defensive actions.
5. When it is safe, approach the suspect. Handcuff the suspect. Always be prepared to defend yourself against hostile behavior.
6. Search the suspect.
7. Read suspect his rights.\*
8. Transport suspect to jail.

**“You have the right to remain silent. What you say may be used against you in a court of law. You have the right to an attorney. If you cannot afford an attorney, one will be appointed to represent you before questioning, if you wish.”**

\*Miranda Ruling

---

**HOMICIDE OFFICER'S GUIDE**
**THE USE OF FIREARMS (IN COURSE OF DUTY)**

The discharge of a firearm at any person will be done only in life-threatening situations.

- a. A police officer may use a firearm only in self-defense, when assaulted with a deadly weapon.
- b. A police officer may use a firearm when in fear of his life, or the life of another.

**HOMICIDE INVESTIGATIVE PROCEDURES****I. INITIATE THE INVESTIGATIVE PROCESS**

A. The detective must have reason to believe a crime has been committed by one or more of the following:

1. Personal observation.
2. Statements of witness(es).
3. Conclusive and/or circumstantial evidence.

**II. ASSESS THE SITUATION**

- A. Use extreme caution during the initial investigation.
- B. Be on the alert for possible life-threatening situations.
- C. Be ready to take appropriate action.

**III. CHECK VITAL SIGNS**

- A. If doubtful, treat the victim as alive.
  1. Perform necessary first aid.
  2. Notify emergency services.
- B. Determine possible homicide.
- C. If the person is still alive, consider their dying declaration.
  1. If death is imminent, accompany victim to hospital.



*Victor Simms*



*Lorin South*



## HOMICIDE OFFICER'S GUIDE

---

### IV. GATHER EVIDENCE

Note: The detective must use extreme caution in order not to contaminate or destroy vital evidence.

- A. Search the surrounding area.
- B. Recognize out of place, unusual, or damaged items.
- C. Take photos as soon as possible.
- D. Dust for prints prior to handling an object.
- E. Collect appropriate samples.
- F. Secure names of all persons at the scene of the crime:
  - Officers.
  - Witnesses.
  - Suspect(s).

### V. NOTIFY THE CORONER

- A. The coroner takes possession of all property and effects belonging to a deceased victim unless specified as evidence.
- B. Request a copy of all available reports from the coroner's office to be sent to the police department.

### VI. CONDUCT INTERVIEWS

- A. Identify yourself as a police officer.
- B. Talk to all relevant persons in the area, conducting yourself in a professional manner. Take note of important information.
- C. Observe the emotional state of the witness.
- D. Follow up all possible leads.

### VII. ANALYSIS OF EVIDENCE

- A. Submit all evidence to the police department's booking officer for processing.
- B. All reports originating will be routed to the investigating officer assigned to the case.

---

**HOMICIDE OFFICER'S GUIDE**

The following information is for reference use only. Players will not be able to input any of the following codes, but should be familiar with them as they may be referred to during the course of the game.

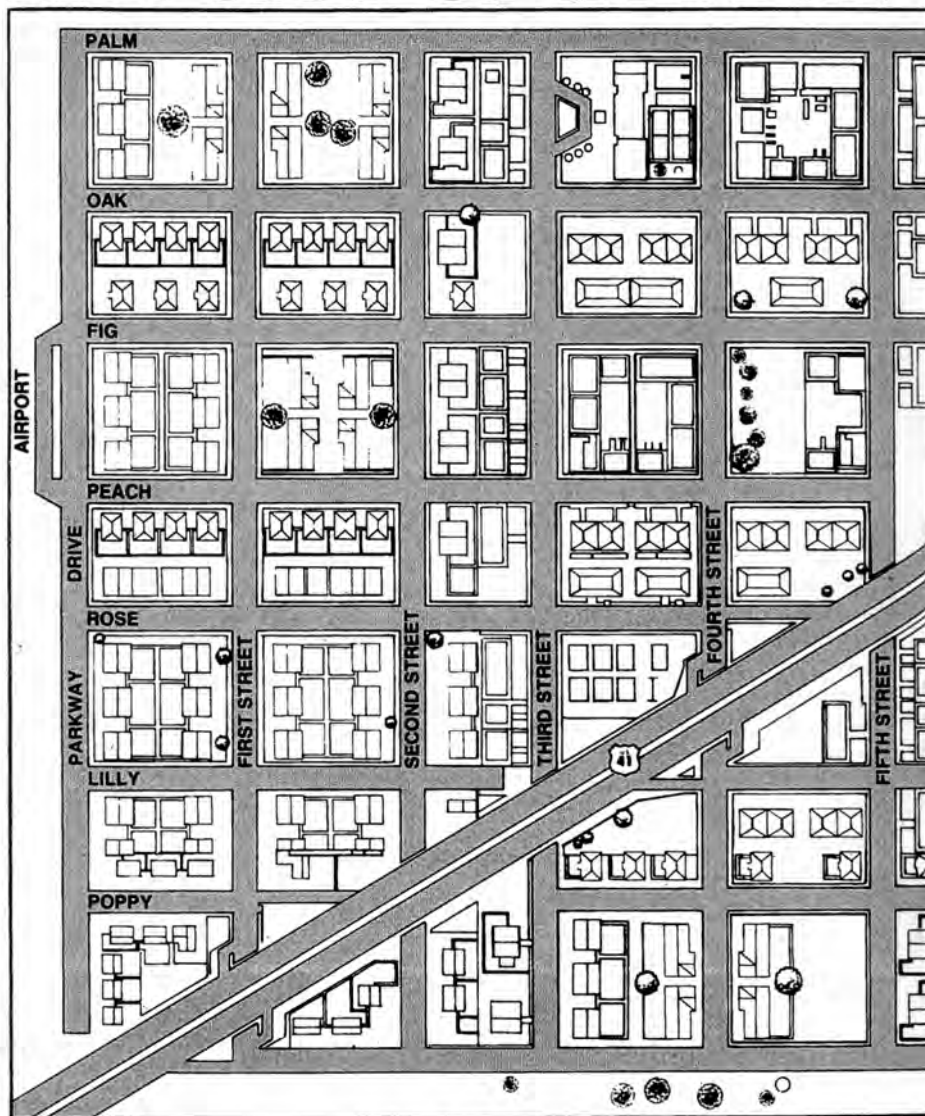
**RADIO CODES**

- rc10-1 Radio reception - poor
- rc10-2 Radio reception - good
- rc10-4 Received message
- rc10-6 On the air — not available for call
- rc10-7 Off the air — out of service
- rc10-8 In service
- rc10-9 Repeat message
- rc10-10 End of shift — off duty
- rc10-13 Weather check
- rc10-15 Prisoner in custody
- rc10-19 Return to office
- rc10-20 Location
- rc10-21 Use telephone
- rc10-22 Cancel
- rc10-23 Stand by
- rc10-27 Subject check
- rc10-29 Check for wants
- rc10-35 Back-up requested
- rc10-36 Confidential information
- rc10-97 Arrived at scene
- rc10-98 Cleared scene; available for call
- rc11-41 Ambulance
- rc11-44 Fatality
- rc11-48 Furnish transportation
- rc11-79 Injury traffic collision with ambulance responding
- rc11-80 Traffic collision with major injury
- rc11-81 Traffic collision with minor injury
- rc11-82 Traffic collision property damage only
- rc11-83 Traffic collision no details
- rc11-84 Traffic control
- rc11-85 Tow truck
- rc11-98 Meeting
- rc11-99 Emergency, officer needs assistance, respond Code-3

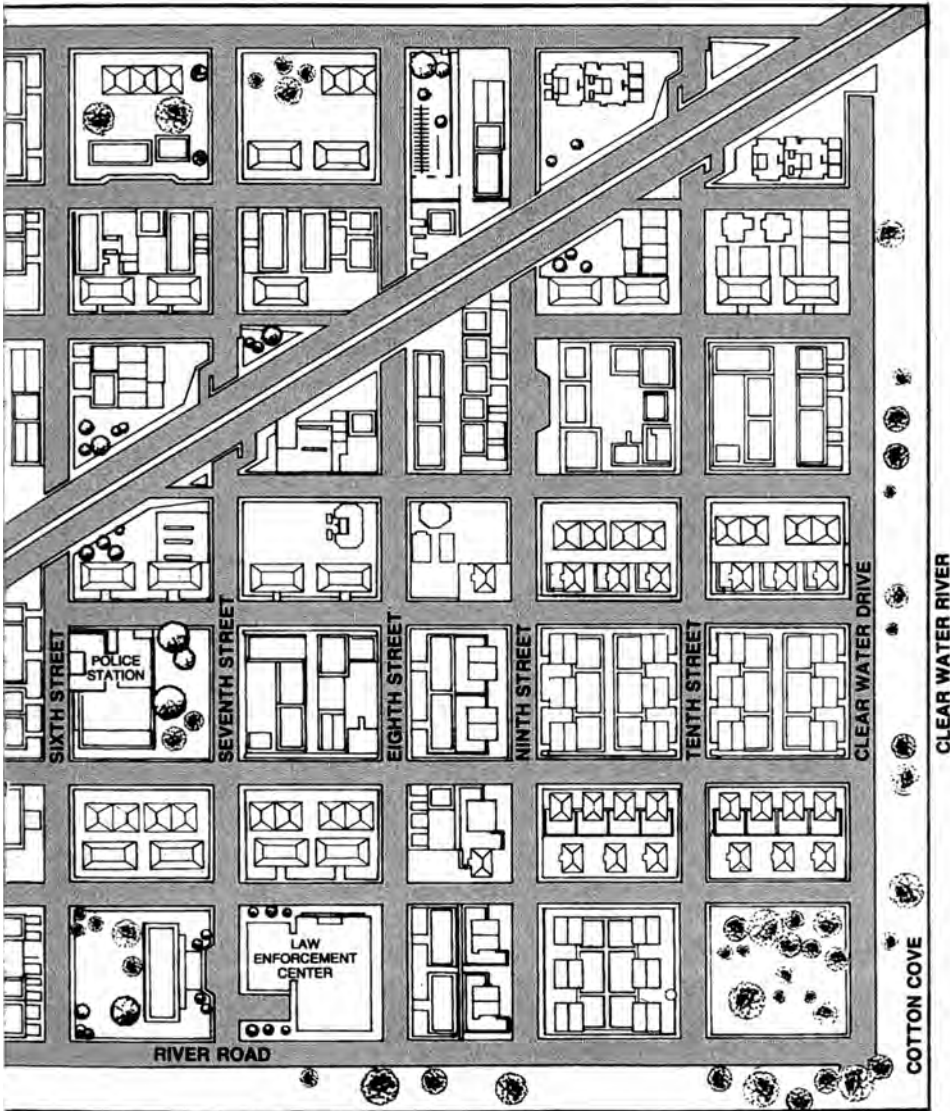


*Robin Jones*

# MAP OF THE CITY OF LYTTON



Police Quest 2



**Police Quest 2**



**HOMICIDE OFFICER'S GUIDE** \_\_\_\_\_**VEHICLE CODE**

**VC22348** No person shall drive a vehicle upon a highway at a speed exceeding the maximum speed limit.

**VC23152** It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle.

**VC21453** A driver facing a circular red signal shall stop at the intersection and shall remain stopped until an indication to proceed is shown.

**VC22450** The driver of any vehicle approaching a stop sign at the entrance to, or within, an intersection, or railroad grade crossing shall stop at a limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection.

**VC14601** No person shall drive a motor vehicle upon a highway at any time when that person's driving privilege is suspended or revoked for reckless driving.

**VC12951** The licensee shall have the license issued to him in his immediate possession at all times when driving a motor vehicle upon a highway.

**VC23103** Any person who drives any vehicle upon a highway in willful or wanton disregard for the safety of persons or property is guilty of reckless driving and, upon conviction thereof, shall be punished by imprisonment in the county jail for not less than five days nor more than 90 days or by a fine of not less than one hundred thirty dollars nor more than five hundred dollars, or by both fine and imprisonment, except as provided in Section 23104.

**VC20001** The driver of any vehicle involved in an accident resulting in injury to any person, other than himself, or death of any person shall immediately stop the vehicle at the scene of the accident and shall fulfill the requirements of Sections 20003 and 20004.

Any person failing to comply with all the requirements of this section under such circumstances is guilty of a public offense and upon conviction thereof shall be punished by imprisonment in the state prison, or in the county jail for not to exceed one year or by fine not to exceed five thousand dollars, or by both.

**VC28001** Any person, while operating a motor vehicle and with the intent to evade, willfully flees or otherwise attempts to evade a pursuing peace officer's motor vehicle, is guilty of a misdemeanor.

**VC10851** Any person who drives or takes a vehicle not his own, without the consent of the owner thereof, and with intent either permanently or temporarily to deprive the owner thereof of his title to or possession of the vehicle, whether with or without the intent to steal the same is guilty of a public offense, and upon conviction thereof shall be punished by imprisonment in the state prison, or in the county jail for not more than one year or by a fine of not more than five thousand dollars, or by both such fine and imprisonment.

---

**HOMICIDE OFFICER'S GUIDE****PENAL CODE****PC148 Resisting or Obstructing Public Officer or Peace Officer.**

Every person who willfully resists, delays, or obstructs any public officer or peace officer, in the discharge or attempt to discharge any duty of his office, when no other punishment is prescribed, is punishable by a fine not exceeding one year, or by both such fine and imprisonment.

**PC187 Murder.**

(a) Murder is the unlawful killing of a human being with malice aforethought.

**PC189 Murder of First or Second Degree.**

All murder which is perpetrated by means of a destructive device or explosive, knowing use of ammunition designed to penetrate metal or armor, poison, lying in wait, torture, or by any other kind of willful, deliberate, and premeditated killing, or which is committed in the perpetration of, or attempt to perpetrate, arson, rape, robbery, burglary, mayhem, or any act punishable under Section 288, is murder of the first degree; and all other kinds of murders are of the second degree.

**PC190.2 Special Circumstances for Imposition of Death Penalty or Life Without Parole.**

The penalty for a defendant found guilty of murder in the first degree shall be death or confinement in state prison for a term of life without the possibility of parole in any case in which one or more of the following special circumstances has been charged and specially found to be true:

1. The defendant was previously convicted of murder in the first degree or second degree.
2. The victim was a peace officer, who, while engaged in the course of the performance of his duties was intentionally killed, and such defendant knew or reasonably should have known that such victim was a peace officer engaged in the performance of his duties.

**PC196 Killing in Performance of Official Duty Justifiable.**

Homicide is justifiable when committed by public officers and those acting by their command in their aid and assistance, either -

1. In obedience to any judgment of a competent court; or,
2. When necessarily committed in overcoming actual resistance to the execution of some legal process, or in the discharge of any other legal duty; or,
3. When necessarily committed in retaking felons who have been rescued or have escaped, or when necessarily committed in arresting persons charged with felony, and who are fleeing from justice or resisting such arrest.

**HOMICIDE OFFICER'S GUIDE** \_\_\_\_\_**PC207 Kidnapping defined.**

Every person who forcibly steals, takes, or arrests any person in this state, and carries the person into another country, state, or county, or into another part of the same county, is guilty of kidnapping.

**PC211 Robbery.**

Defined. Robbery is the felonious taking of personal property in the possession of another, from his person or immediate presence, and against his will, accomplished by means of force or fear.

**PC212 Fear Defined.**

The fear mentioned in Section 211 may be either:

1. The fear of an unlawful injury to the person or property of the person robbed, or of any relative of his or member of his family; or,
2. The fear of an immediate and unlawful injury to the person or property of anyone in the company of the person robbed at the time of the robbery.

**PC422 Terrorist Threats - Punishment.**

Any person who willfully threatens to commit a crime which will result in death or great bodily injury to another person, with intent to terrorize another or with reckless disregard of the risk of terrorizing another, and who thereby either:

- (a) Causes another person reasonably to be in sustained fear for his or her or their immediate family's safety;
- (b) Causes the evacuation of a building, place of assembly, or facility used in public transportation;
- (c) Interferes with essential public services; or
- (d) Otherwise causes serious disruption of public activities, is guilty of a felony and shall be punished by imprisonment in the state prison.

**PC459 Burglary.**

Every person who enters any house, room, apartment, tenement, shop, warehouse, store, mill, barn, stable, or other building, tent, vessel, railroad car, locked or sealed cargo container, whether or not mounted on a vehicle, trailer coach, any house car, inhabited camper, vehicle, aircraft, mine or any underground portion thereof, with intent to commit grand or petit larceny or any felony is guilty of burglary. As used in this chapter, "inhabited" means currently being used for dwelling purposes, whether occupied or not.

**PC487 Grand Theft.**

Grand theft is theft committed in any of the following cases:

1. When the money, labor or real or personal property taken is of a value exceeding four hundred dollars (\$400).
2. When the property is taken from the person of another.



---

**HOMICIDE OFFICER'S GUIDE**

3. When the property taken is an automobile, firearm, horse, mare, gelding, any bovine animal, any caprine animal, mule, jack, jenny, sheep, lamb, hog, sow, boar, gilt, barrow or pig.

**PC4530 Penalty for Escape or Attempt to Escape from Prison.**

Every prisoner confined in a state prison who, by force or violence, escapes or attempts to escape therefrom is punishable by imprisonment in a state prison for a term of two, four, or six years. The second term of imprisonment of a person convicted under this subdivision shall commence from the time he would otherwise have been discharged from prison.

**PC11350 Unlawful Possession.**

(a) Except as otherwise provided in this division, every person who possesses any controlled substance which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison.

**PC11351.5 Possession or Purchase of Cocaine (Other Than Cocaine Hydrochloride) for Sale.**

Except as otherwise provided in this division, every person who possesses for sale or purchases for purposes of sale cocaine shall be punished by imprisonment in the state prison for a period of 3 to 5 years.

**PC12025 Unlawful to Carry Concealed Firearms Without License.**

(a) Except as otherwise provided in this chapter, any person who carries concealed within any vehicle which is under his or her control or direction any pistol, revolver, or other firearm capable of being concealed upon the person without having a license to carry such firearm is guilty of a misdemeanor. Any person convicted under this subdivision who has previously been convicted of any felony, or of any crime made punishable by this chapter, is guilty of a felony, and if probation is granted, or if the execution or imposition of sentence is suspended, it shall be a condition thereof that he or she be imprisoned in the county jail for not less than three months.

(b) Any person who carries concealed upon his or her person any pistol, revolver, or other firearm capable of being concealed upon the person without having a license to carry such firearm as provided in this chapter is guilty of a misdemeanor punishable by imprisonment in the county jail not to exceed one year, or by a fine not to exceed one thousand dollars, or by both such fine and imprisonment, except any person, having been convicted of a crime against the person, property or a narcotics or dangerous drug violation, who carries concealed upon his or her person any firearm capable of being concealed upon the person without having a license to carry such firearm is guilty of a public offense and is punishable by imprisonment in a state prison, or by imprisonment in a county jail not to

**HOMICIDE OFFICER'S GUIDE** 

---

exceed one year, or by fine not to exceed one thousand dollars, or by both such fine and imprisonment. Any person convicted under this subdivision who has previously been convicted of any felony, or of any crime made punishable by this chapter, is guilty of a felony, and if probation is granted, or if the execution or imposition of sentence is suspended, it shall be a condition thereof that he or she be imprisoned in the county jail for not less than three months.

(c) Firearms carried openly in belt holsters are not concealed within the meaning of this section, nor are knives which are carried openly in sheaths suspended from the waist of the wearer.

**PC12303.2 Possession of Destructive Device in Public Places.**

Every person who recklessly or maliciously has in his possession any destructive device or any explosive on a public street or highway, in or near theater, hall, school, college, church, hotel, other public building, or private habitation, in, on, or near any aircraft, railway passenger train, car, cable road or cable car, vessel engaged in carrying passengers for hire, or other public place ordinarily passed by human beings is guilty of a felony, and shall be punishable by imprisonment in the state prison for a period of two, four or six years.

**PC12560 Penalty for Possession of Firearms by Felons.**

Every person who has been convicted of a felony under the laws of the United States, or any state, government, or country and who used a firearm in the commission of such felony, who owns or has in his possession or under his custody or control any firearm is punishable by imprisonment in the state prison or in a county jail not exceeding one year or by a fine not exceeding one thousand dollars (\$1,000), or by both such term or imprisonment and such fine.



Moffet Dickey



Wilma Snider

---

**HOMICIDE OFFICER'S GUIDE****AN OVERVIEW**

A Sierra 3-D Animated Adventure Game, simply stated, is an interactive movie where you become the main character. In this game, the main character is Sonny Bonds, a police officer recently promoted to homicide division in the fictional town of Lytton.

Each 3-D Animated Adventure Game has a main goal, and yours in Police Quest II is to locate and capture escaped convicted Jessie Bains (the "Death Angel") and put him permanently behind bars. You have just been promoted, so there are many new procedures to learn before you can successfully track down Bains. It is important that you understand official police regulations, homicide procedure, as well as working knowledge of vehicle and traffic code before you hit the streets.

**TIPS FOR NEW ADVENTURE PLAYERS**

Note: If you have played an animated adventure before, this section can be skipped.

**1. PATROLLING THE STREETS**

Basic instructions on how to interact with this game are included on the reference card enclosed. For those who are not sure of what to do, there is a WALK THRU included at the end of this manual.

**2. WATCH YOUR BEHIND**

Due to the dangerous nature of this game, you will want to save your game often. Save your game after you have made important progress, and save your game when you encounter a potentially dangerous situation.

**3. THOROUGHLY EXAMINE YOUR SURROUNDINGS**

When you enter a room, type LOOK AT THE ROOM. When you open a box, type LOOK IN THE BOX. When you wish to talk to a man, type TALK TO THE MAN. The descriptions and close-ups offered may provide valuable clues.

**4. PLAY WITH A PARTNER**

Police work isn't easy. You may find it helpful to go through Police Quest with a friend. Different people come up with different ways to interpret clues. Besides, police officers often work in pairs.

**HOMICIDE OFFICER'S GUIDE** 

---

**5. CAUGHT SPEECHLESS?**

Police Quest understands a wide variety of verbs such as:

ADJUST	FIRE	RADIO
APPLY	FLUSH	READ
APPREHEND	FREEZE	RELOAD
ARREST	FRISK	REMOVE
ASK	GET	REPLACE
ATTACH	GIVE	REQUEST
BOOK	GO	RETRIEVE
BREAK	GRAB	RETURN
BUCKLE	HALT	SAY
BUY	HELP	SEARCH
CALL	HIT	SHOOT
CATCH	HOLD	SHOW
CLIMB	HOLSTER	SHUT
CLOSE	IDENTIFY	SIGHT
CONNECT	INSERT	SIT
CONTACT	INSPECT	SMELL
CUFF	INTERROGATE	SPEAK
CUT	INVENTORY	STAND
DIAL	INVESTIGATE	SUBMIT
DIG	KISS	SURFACE
DIVE	KNOCK	SWIM
DRAW	LEAVE	TAKE
DRINK	LISTEN	TALK
DRIVE	LOAD	TELL
DROP	LOCK	THANK
DRY	LOOK	THROW
DUST	MOVE	TURN
EAT	NOTIFY	UNFASTEN
EMPTY	OPEN	UNLOCK
ENTER	PAUSE	UNTIE
EXAMINE	PUSH	USE
EXIT	PUT	WARN
FASTEN	QUESTION	WEAR



---

**HOMICIDE OFFICER'S GUIDE****6. BE ON THE LOOKOUT**

There's much more to a 3-D Animated Adventure Game than meets the eye. Try any action you can think of—even the unthinkable. No one ever got the death penalty from playing computer games (at least no one who will talk). If you do run into trouble, you can always use the RESTORE GAME function to return to a previously saved game.

**7. FEELING CORNERED? TRAPPED?**

If you've tried every possible trick in the book and still can't get anywhere, don't panic. Even the best cops around sometimes get caught dead in their tracks.

*Donald J. Colby**Jose Valencia*

**WARNING! THE FOLLOWING DOCUMENTATION IS FOR BEGINNING ADVENTURE GAME PLAYERS ONLY. THE CONTENTS INCLUDE ANSWERS TO SOME OF THE GAME'S PUZZLES AND HINTS THAT EXPERIENCED ADVENTURERS MAY NOT WISH TO SEE. CONTINUE READING ONLY IF YOU ARE HAVING DIFFICULTY GETTING STARTED WITH POLICE QUEST II.**

---

**POLICE QUEST II.  
WELCOME TO HOMICIDE...AN  
INTRODUCTORY WALK-THRU TO POLICE QUEST II**

Police Quest II begins with an introductory sequence which gives you a brief overview of the story. If you choose to bypass this initial scene, press the SPACEBAR or the ENTER key.

Your adventure begins as you arrive at the police station in your personal car. There are many places and things you will want to investigate and examine in this game. Press the ENTER key after you have typed in a command. Press the ENTER key after you have finished reading a text message. Type:

- ▶ LOOK AROUND
- ▶ OPEN THE GLOVE COMPARTMENT.
- ▶ TAKE THE BUSINESS CARD.
- ▶ READ THE BUSINESS CARD.
- ▶ TURN OVER THE BUSINESS CARD.
- ▶ TAKE THE REGISTRATION.
- ▶ CLOSE THE GLOVE COMPARTMENT.
- ▶ LOOK AT THE DASHBOARD.
- ▶ TAKE THE KEYS.
- ▶ GET OUT OF THE CAR. ( or press the function key listed in the pull-down menus).

Walk to the front door of the police station.

- ▶ OPEN THE DOOR.

You are now in the main hall of the Lytton Police Department.

- ▶ LOOK AROUND.

Walk to the pictures on the wall.

- ▶ LOOK AT THE PICTURES.
- ▶ LOOK AT THE EVIDENCE WINDOW.
- ▶ LOOK AT THE COUNTER.

Walk to the door on the lower left side of the screen. The door will open as you pass through it. You are now in a new room.

- ▶ LOOK AROUND.
-



---

Approach the detective sitting on the lower right side of the room.

▶ TALK TO THE DETECTIVE.

▶ YES.

Exit the room to the south.

Walk into the room on the upper left side of the hallway.

▶ LOOK AROUND.

Walk to the bulletin board on the north wall.

▶ LOOK AT THE BULLETIN BOARD.

Walk to the desk in the center of the room.

▶ LOOK AT THE DESK.

Walk over to your chair.

▶ SIT DOWN

▶ LOOK IN THE MESSAGE BASKET.

▶ OPEN THE DRAWER.

▶ UNLOCK THE DRAWER.

▶ LOOK IN THE DRAWER.

▶ TAKE THE LETTER.

▶ READ THE LETTER.

▶ TAKE THE WALLET.

▶ EXAMINE THE WALLET.

▶ CLOSE THE DRAWER.

▶ STAND UP.

Exit the room to the south. Enter the room to the left of the evidence window.

▶ LOOK AROUND.

It is now your job to find your locker, grab your gear, and get on with your adventure.

**GOOD LUCK DETECTIVE BONDS!**

---

**OTHER 3-D ANIMATED ADVENTURE GAMES BY SIERRA:**

**POLICE QUEST: PURSUIT OF THE DEATH ANGEL**

By Jim Walls

**KING'S QUEST I: QUEST FOR THE CROWN**

By Roberta Williams

**KING'S QUEST II: ROMANCING THE THRONE**

By Roberta Williams

**KING'S QUEST III: TO HEIR IS HUMAN**

By Roberta Williams

**KING'S QUEST IV: THE PERILS OF ROSELLA**

By Roberta Williams

**SPACE QUEST I: THE SARIEN ENCOUNTER**

By Mark Crowe and Scott Murphy

**SPACE QUEST II: VOHAUL'S REVENGE**

By Mark Crowe and Scott Murphy

**LEISURE SUIT LARRY IN THE LAND OF THE LOUNGE LIZARDS**

(Ages 18 and up)

By Al Lowe and Mark Crowe

**LEISURE SUIT LARRY GOES LOOKING FOR LOVE  
(IN SEVERAL WRONG PLACES)**

By Al Lowe

**MANHUNTER: NEW YORK**

By Dave Murry and Barry Murry

**MIXED-UP MOTHER GOOSE**

(Ages 4 and up)

By Roberta Williams

**THE BLACK CAULDRON**

By Walt Disney Personal Computer Software and Roberta Williams

---

**NOTES****Police Quest 2**

**NOTES** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1 9 9 1

"...reality role playing." -Computer Entertainer

# POLICE QUEST

THE  
KINDRED

**WARNING**

This game contains  
adult subject matter.  
Parental guidance is  
suggested.

 **SIERRA**

Police Quest 3



"Jim Walls' 'on the job' experiences add to the realism and danger that are evident throughout the game." -Computer Gaming World

# ALMOST TOO REAL

## THE KINDRED

Your wife's been viciously stabbed. You're at the breaking point, bent on revenge. Can you keep your temper and follow professional police procedure? Can you keep cool while you direct forensic and crime lab investigations? Do you have the guts to make it as a cop in the gritty world of crime, corruption and gore? Find out.



The **Police Quest** series is the most accurate simulation of police action you can get. It's so realistic it's used by police departments across the country as a training tool.

### OUR MOST TECHNICALLY ADVANCED GAME

- Video-captured human actors with life-like action sequences and realistic sound effects.
- A searing music-card compatible stereo soundtrack by Jan Hammer, of *Miami Vice* soundtrack fame.
- Hand-painted, digitized color scenes and graphics.
- Point-and-click, hands-on, no-typing interface.

While recuperating from injuries incurred in a real-life shootout, designer Jim Walls was asked by Ken Williams to translate his experiences as a police officer into a computer game. The result was the **Police Quest** series, praised by law enforcement officials for its realism and detail.



**REAL** scenarios. Exciting animation puts you in the driver's seat.



**REAL** drama. There's been a fatal freeway traffic accident and you've been called to investigate.



**REAL** law enforcement. Catch a drunk driver, test him thoroughly, then throw him in the slammer.



**REAL** cases. Follow a dangerous and puzzling trail of vicious and brutal cult killings.



**REAL** action. Hit the dirt! The criminals are ruthless and will try to gun you down.



**REAL** police procedures. You'll have to 'do it by the book' to keep a criminal behind bars.

Actual IBM VGA/Color Macintosh screens shown. Screens on other systems may vary.

 **SIERRA**

TM designates a trademark of Sierra On-Line, Inc. ® is a registered trademark of Sierra On-Line, Inc. © Sierra On-Line, Inc. 1991. All rights reserved. Printed in the U.S.A.

# POLICE QUEST 3

SIERRA

## Police Quest 3

### Real-Life Action and Real Live Actors

You may know that *Police Quest 3* is the latest installment in the story of Sonny Bonds, police officer and hero. But did you know that it's the most realistic, intense, and technologically advanced game Sierra has ever created?

In the early stages of production, we decided that an ultra-real game like *Police Quest 3* just wasn't suited to cartoon characters. That's why *Police Quest 3* has the most extensive use of digitized live actors ever seen. Every character you'll talk to and interact with is a real person.

First, the actors are captured on video or film by a process called rotoscoping. They are digitized into the computer, where they're artistically enhanced to make them fit into the look of the game. That's why the characters' actions are so realistic!

The computer-enhanced characters are placed on our hand-painted, digitized background graphics. Some of the props you'll see the actors using are real, and some are drawn into the scene. This is the most skillful blend of live actors, realistic animation, and top quality art ever put into in an adventure game.

Sonny's patrol car is a realistic driving simulation, not a silly, frustrating, arcade sequence. Pull over any car. The driver is a real person, but the characters are a bit wilder than real life!

*Police Quest 3* was designed to be a total cinematographic experience. That's why we commissioned Jan Hammer, of *Miami Vice* music fame, to compose the soundtrack. Supporting all major sound cards, the music is exciting and moody, adding depth and dimension to the game.

### The sound effects are super-real.

The feeling of being surrounded by sound and vision, prowling the streets of the city, is just incredible.

*Police Quest 3* utilizes Sierra's brand-new, no-typing, point-and-click interface. You'll still have to follow police procedure to get the bad guys, but this new system makes the action smoother and less frustrating.

This latest *Police Quest* is in production for Multimedia compact disk. All the human actors will have individual digitized human voices!

*Police Quest 3* is the closest you'll ever come to actually being a cop. As suspenseful and intense as this game is, it may be as close as you'll ever want to come!



Do you recall the time of the late alleged...  
What fun from past?

Is this the defense attorney  
from *Police Quest 3*?



Or is it Chris from  
Marketing?



Everyone you meet is a  
real person.



Even Jim... creates an  
appearance.

Jan Hammer is a world-renowned musician and composer. He is best known for his dramatic suspense themes in his music. One of his most outstanding credits was his work on the soundtrack for the TV show, *Miami Vice*. His music in *Police Quest 3* takes the action right off the screen and makes you feel like you are part of the scene. Jan Hammer's music creates a whole new dimension in adventure gaming.



Each frame is meticulously hand-painted and digitized to create realistic animated action. These scenes from

# LIGHTS! CAMERA!



## The Magic of Video Capture.

The Video Capture process in action, live from the set of Police Quest 3. The heroes and villains are Sierra employees. The Video Capture to Animation process is complicated and involved, and when you see the resulting animation - WOW!

INTERACTION Magazine





Police Quest 3 show how we incorporate actors into the action, drama and plot of each Sierra On-Line game.

# INTERACTION!

By Loylei Shannon

SIERRA'S VIDEO STUDIO IS located up the hill from Sierra, hidden in a little warren of offices. You'd never guess the people inside are making game magic.

From the shocking realism of *Police Quest 3* to the warped humor of *Space Quest IV*, Sierra is using the very latest technology in video-captured imaging to make the best games possible. Where the technology doesn't exist, they create it.

## HOW IT WORKS

First, the art director, producer, and designer decide what the character should look like. Then it's a matter of casting. With almost 400 employees to choose from, it's usually not hard.

The level of detail needed in the actor's costume depends on the type of game. For *Laura Bow II*, which will have a very realistic look, the actors wear authentic period costumes. *Police Quest 3* has very little artistic enhancement, so careful costuming is required.

For *Quest for Glory III*, the characters will be artistically enhanced to a higher degree, so an approximation of the costume is all that's needed.

The lighting must be carefully set, just like in a movie.

Frequently the taping takes place against a background of Ultraset blue, which doesn't show up on videotape and will make the actor appear isolated in space.

The director and art director of the game being taped are frequently present to guide the actor's movements.

When everything is ready the actor is videotaped, and at the

same time, digitized into the computer. The tape is kept as a backup and a piece of proprietary software created by Sierra called *Movie 256* turns the video feed into individual animation cels.

That means we could animate twice as fast, allowing us to produce more complex and realistic animation. Our technology is always improving.

Once the taping is done, the digitized images are turned over to the artists. The cels created by *Movie 256* are used as a template to enhance, colorize, or alter the image in whatever way is neces-

Where the technology doesn't exist...

...We create it!

same time, digitized into the computer. The tape is kept as a backup and a piece of proprietary software created by Sierra called *Movie 256* turns the video feed into individual animation cels.

*Movie 256* is capable of capturing 16 cels at a time, or five seconds of film time. That means many, many separate loops of action must be captured. Then the loops are strung together in the computer using a view editor. It's a lot of work, but if you've seen the games, you know it's worth it.

The video people hinted that *Movie 256* will soon be capable of capturing 32 frames at a time.

sary for it to fit the overall look of the game. Sometimes the characters look very much like the actors who played them, but sometimes their own mothers wouldn't recognize them. If you tour Sierra, look around. You just might see a familiar face.

When the video-captured actor has been turned into a walking, talking, fully developed Sierra character, he or she is placed against a background, and game graphics are born.

The video-capture process provides the highest quality character animation in computer adventure game interaction. It's also the most exciting...for you.

## Technical Terms

**Cel** A single frame of animation, either hand-painted or digitized.

**Digitization** The internal process that takes place in the computer, turning a video or scanned image into a computer image.

**Digitize** is a term that means every movement, prop and background is stripped out and the characters' movements are evaluated for usage in the game.

**Pixelation** Round features of video-captured images need to be pixelized. The artists manipulate each pixel to achieve realism.

**Video-capture** The process in which a live actor is videotaped, and the video information is digitized into the computer.

## SPECIAL FUN!

Check out the animation inside this magazine. Flip the pages from back to front and watch the characters come to life in the bottom left hand corner.

An interview with the creator of  
**Police Quest and Codename Iceman.**  
By Bridget McKenna

TRULY  
STORY

Then he came to an intersection and stood on the brakes. I was right behind him, but he was out of his car waving a .357 magnum before I could get out of my seatbelt. He blew my windshield out, then started running toward my car to finish me off. Just then his car started rolling, and that distracted him. He ran back to try to stop it, and that gave me time to get out of my car.

We exchanged gunfire, and I hit him, though I didn't know it at the time. He ran behind a fence and I heard another shot, which turned out to be him trying to shoot the lock off the fence. That was his last round, and since he wasn't successful in shooting the lock off, he went over the top. Later we found blood on top of the fence — that's how I knew I'd shot him. He ran a few blocks to a nearby shopping center, used his gun to commandeer another car and got away. The next day he checked into a hospital with a 'self-inflicted' gunshot wound.

From the time I called in the pursuit til backup arrived was only 40 seconds. It felt like a lifetime. Everything was in slow motion. I knew during those few seconds that I was going to die.

It happened at night — A guy was driving a stolen car. I tried to stop him, but he didn't want to stop. I chased him around town, and he got up to around 55 miles an hour in a downtown area.

# JIM WALLS Q & A

The only thing I worried about was, was I going to feel that bullet going through my brain?

After the shoot-out, I felt o.k. After any kind of incident like that, you

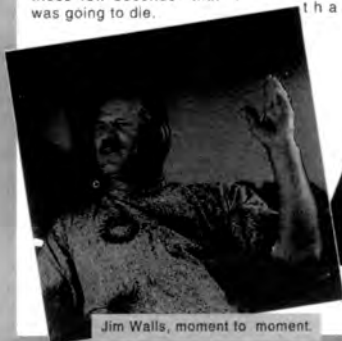
always have to see a psychologist, to see if you're all right to go back to work. The psychologist said I was fine, so I went back to work.

I was able to pick the suspect out of a 12 man

photo lineup I'll never forget his face, even now. While the suspect was awaiting his preliminary hearing, he escaped. They caught him right away the time. He was tried on felony counts, found guilty on all of them and sentenced to 23 years at Folsom Prison.

While he was awaiting transportation to Folsom, I told another prisoner that he was going to appeal all counts and if he got a retrial he was going to escape again and go after me. The guy got a retrial came back, and sure enough he escaped. For a while, I didn't go anywhere without my gun. He was gone two years before they caught him in Florida.

*Jim Walls has been designing hit games for Sierra since his groundbreaking **Police Quest** in 1987. His games have always been outstanding in terms of hard-edge realism in a market dominated by fantasy. We talked to Jim about his games and the real-life events that inspired them while he was working on his latest accomplishment, **Police Quest 3**, due to be released in late 1991.*



Jim Walls, moment to moment.





**A game based  
entirely on  
reality.**

**Q:** *We know you spent 15 years in law enforcement, but other than that, very little is known about you.*

**A:** That's the way I like it (laughs). I'm a private kind of a guy, I keep to myself pretty much — I guess I was born that way.

**Q:** *What else?*

**A:** I like all kinds of sports, outdoor activities like hunting and fishing and diving. I've got five children, 4 of whom are grown up, and one at home who's 17. I'd describe myself as a middle-of-the-road kind of guy. I'm the kind of person who likes to make up my own mind about things, instead of letting other people decide for me. That's gotten me in a lot of trouble. (laughs) It's true.

**Q:** *We know you worked in other professions before you went into police work. What was it about law enforcement that made you want to make that your career?*

**A:** I was an optician for 7 years before I joined the CHP (California Highway Patrol). Before that I had a lot of different kinds of jobs - sort of a jack-of-all-trades. While I was working as an optician, I met a guy who was going to the CHP Academy, and we

got to talking about it, and he was so enthusiastic that I got interested. I decided that was what I wanted to do with my life. I was the third oldest in my academy class. The academy was fun, but it was tough. The first seven weeks is tougher than any boot camp, but it pays off. The CHP is one of the best-trained law enforcement agencies in the world.

**Q:** *You wrote Police Quest 1 while you were recovering from the aftereffects of a very traumatic experience, — a shootout with an armed suspect. How did the shootout and the events that followed it change your life?*

**A:** Well, at first it didn't. After about a year, it started affecting me. I started having anxiety attacks — what they call a delayed traumatic response. It was making it difficult for me to do my job. Being that close to death can really shake you up. I went on leave of absence for a year, then retired.

**Q:** *While you were on leave, Ken Williams asked you if you could translate your experience into a game. Did it help, being able to get the experience outside yourself, so to speak?*

**A:** Being busy, working —

that was the biggest help. When I was on leave, all I could do was sit around and think about it, so keeping busy helped me a lot.

**Q:** *Do you feel you were able to do justice to the subject of modern police work in a computer game?*

**A:** I think so, in a limited way. In the first game you had to follow strict police procedure to get through the game. I put as much in there as I could, to make it really authentic, but the memory was fairly limited at that time. Of course that's gotten increasingly better with each game.

**Q:** *Police Quest was a big hit, even with police departments. Was it this authenticity that made it so popular?*

**A:** Well, Police Quest was the first of its kind — a game based entirely on reality. At that time, just about every game around was a fantasy of some sort. I think the authenticity and that feeling of reality had a lot to do with the game's success.

**Q:** *A couple of years ago, you took a vacation from police-based games, and did a high tech thriller. What made you decide to do a game like Codename: Iceman?*

**A:** Well, I'd already done

two games based on my experiences in law enforcement; police games were more or less right down my alley, so it's pretty easy for me to write a cop story. What I wanted was to see if I could do something completely different.

**Q:** *So looking back, what do you think about the experience?*

**A:** I liked the challenge, but that submarine was a killer. I'll never put a submarine in another game (laughs). I didn't know anything about submarines to begin with, so I had to do a lot of research. I used a couple of consultants who had actually served on nuclear subs, and the Navy was a lot of help — they gave me access to a lot of information I needed. The story itself was easy, but the research was hard.

**Q:** *What brought you back to the world of Sonny Bonds for Police Quest 3?*

**A:** Because there are things I can do now, with this game, that I couldn't do with the others. This is a much more complex game than the first two. Because the technology keeps advancing, each game you do is better, more involved. The limitations on space and memory

*Continued  
to page 12*



Continued  
from  
page 11

## JIM WALLS Q&A

are changing, so you can put more in each game. It makes the storytelling great. I think these games just keep getting better.

*Q: We've seen some of the art from Police Quest 3. It has an entirely different look and feel from the two previous games, doesn't it?*

*A: Oh yeah, completely different. The new parserless interface is one of the big differences. It means you have to find a different way of telling the story, rethink everything you used to know about designing a game. But this kind of interface puts you into the game the way a typed-in interface can't. It gives you a more real feeling if you don't have to worry about what you have to type. It's more intense.*

*Q: Speaking of 'intense', there's a lot of talk about Police Quest 3; that it's the most realistic — not to mention the most brutal — game of the series. Do you feel that's true?*

*A: Brutal? I guess there are brutal things in the game, but it's just pointing out how the world is. These things are actually happening — these kinds of people are actually running around out there, even if we don't want to think about it. It's not like we're coming out in favor of brutality — the game is very much against violence and crime, like the previous two games. The game is intense, its subject matter is realistic, and with the tools we have now, the high-resolution graphics, the moods that can be created with the music and sound — well, it just increases that realism, reinforces it. It's not a game for the faint-hearted, I guess.*

*Q: What does the future hold for Jim Walls and the Police Quest series? What will you do to follow your own act?*

*A: I tried to leave the storyline of Police Quest 3 open for another installment. In fact, I'm kind of putting the pieces of Police Quest 4 together in my head right now. As for following my own act, I guess that'll just happen if it happens. I'll come up with something (laughs).*

*Q: Such as, maybe, Iceman 2?*

*A: Well, you just never know.*

# LYTTON POLICE DEPARTMENT



## Procedure and Operations Manual

### Lytton Police Academy

CADET SONNY BONDS  
JUNE 1976

Police Quest 3

771

## Lytton Police Department



## Procedure and Operations Manual



## TABLE OF CONTENTS

<b>RADIO CODES</b>	57
<b>VEHICLE CODE</b>	58
<b>PENAL CODE</b>	58
<b>STANDARD OPERATING PROCEDURES</b>	59
Definitions	59
Military time	60
Traffic officer	61
Supervisor's responsibility	62
Booking prisoner	62
Booking evidence	62
Physical arrest procedure	62
Investigative procedure	63
Coroner	63
Taking of evidence	63
Evidence analysis	63
Criminal psychologist	64
Admonition of rights	64
Criteria for admonition of rights	64
Levels of force	65
Required equipment	65
<b>SPECIAL OPERATING PROCEDURES</b>	66
Computer	66
The breathalyser	66
Felony situations	66
Obtaining entry into private property	66
Forceful entry into dwellings	67
Courtroom procedure	67
<b>MAP</b>	68
<b>GUIDE FOR NEW CADETS</b>	70
<b>FIRST DAY BRIEFING (Walk Thru)</b>	71
<b>OPERATING YOUR DEPARTMENTAL VEHICLE</b>	72
<b>NOTES</b>	73

## **RADIO CODES**

10-1	Poor radio reception
10-2	Radio reception good
10-4	Received message
10-6	On the air — not available for call
10-7	Off the air — out of service
10-8	In service
10-9	Repeat message
10-10	End of shift — off duty
10-15	Prisoner in-custody
10-19	Return to office
10-20	Location
10-21	Telephone
10-23	Standby
10-27	Subject check
10-29	Check for wants
10-35	Backup requested
11-41	Ambulance
11-44	Fatality
11-48	Furnish transportation
11-79	Injury traffic collision with ambulance responding
11-80	Traffic collision with major injury
11-81	Traffic collision with minor injury
11-82	Traffic collision, property damage only
11-83	Traffic collision, no details
11-84	Traffic control
11-85	Tow truck
11-99	Emergency, officer needs assistance, respond code 3

## VEHICLE CODE

10851	Stolen vehicle
12951	Driver's license not in possession
14601	Driving with a suspended license
20002	Hit and run
21450	Failure to stop for a stop sign
21453	Failure to stop for a red light
21654	Driving too slow in the fast lane
21703	Following too close
22349	Exceeding the maximum speed limit
23103	Reckless driving
23152	Driving under the influence of intoxicants
28002	Evading arrest
05150	Not in full control of faculties

## PENAL CODE

148	Resisting arrest
187	Murder
664, 187	Attempted murder
207	Kidnapping
211	Armed robbery
242	Assault and battery
245(d)(1)	Assault and battery on a police officer
459	Burglary
11350	Possession of a controlled substance
11351	Possession of cocaine
12025	Possession of a concealed weapon

## STANDARD OPERATING PROCEDURES

### I DEFINITIONS

#### *Arrest*

1. Taking into custody or detaining in custody of a suspect by authority of law.

#### *Assault*

1. A violent physical or verbal attack.

#### *Circumstantial evidence*

1. Evidence which does not conclusively prove that an event occurred, but which supports a reasonable inference that the event occurred by proving that surrounding events occurred or related circumstances did exist.

#### *Crime*

1. An act or the commission of an act that is forbidden by a public law.
2. The omission of a duty that is commanded by a public law and that makes the offender liable to punishment by that law.

#### *Coroner*

1. A public officer whose principal duty it is to inquire by an inquest into the cause of any death which there is reason to believe was not due to natural causes.

#### *Detective*

1. One employed or engaged in detecting lawbreakers or in getting information that is not readily or publicly accessible.

#### *Evidence*

1. Something that furnishes proof. Something legally submitted to a tribunal to ascertain the truth of a matter.
2. One who bears witness.

#### *Fact*

1. A piece of information presented as having objective reality.

#### *Felony*

1. A crime for which the punishment in federal law may be death or imprisonment for more than one year.



  
***Infraction***

1. The act or instance of violating, infringement.

***Misdemeanor***

1. An offense of gravity less serious than a felony.

***Investigate***

1. To make a systematic examination.
2. To conduct an official inquiry.

***Modus Operandi (MO)***

1. Method of procedure or operation.
2. Repeating a particular pattern.

***Motive***

1. Something that causes a person to act.

***Suspect***

1. One suspected of a crime.

***Witness***

1. Attestation of a fact or event.
2. One that gives evidence.

## **II MILITARY TIME**

The proper way to designate the time of day on all official documents and radio communications is to use military time. Military time uses the 24-hour clock.

1:00 a.m. is "0100 hours"

2:00 a.m. is "0200 hours" and so on through 12 noon

12 noon is "1200 hours"

After 12 noon, the hours continue to add on to the clock until 12 midnight, when the 24-hour cycle is complete.

1:00 p.m. is "1300 hours"

2:00 p.m. is "1400 hours" and so on through 12 midnight

12 midnight is "2400 hours"

### III TRAFFIC OFFICER

1. Maintain high visibility while on routine traffic patrol. Clearly visible patrol cars are proven to reduce the instances of traffic collisions in their area of operation.
2. Pay special attention and take immediate action on the following accident-causing violations:
  - a. Excessive speed.
  - b. Driving under the influence.
  - c. Reckless driving.
  - d. Failure to stop for a red light.
  - e. Failure to stop for a stop sign.
  - f. Driving too slow in the fast lane.
3. For officer's safety, make right hand approaches on car stops.
4. Be professional. Remember that you are representing the department. Violators should be treated firmly but with courtesy.
5. Make sure that you have sufficient evidence for successful prosecution.
6. Search and handcuff all prisoners.
7. Collision scenes:
  - a. Maintain traffic control.
  - b. Preserve and protect scene with proper use of flare patterns.
  - c. Summon support units necessary to resume the normal flow of traffic.
8. Patrol the freeway at 55mph and pay attention to the flow of traffic.
9. Extreme caution must be used while operating "code 3" (red light and siren). Negligence can result in liability against the officer.
10. Use the radio sparingly.
11. Notice to appear (ticket writing). To successfully obtain and deliver a notice to appear you will need to:
  - a. Have the violator's driver's license.
  - b. Enter violation code into car computer.
  - c. Give the ticket to the violator, obtain signature, and return the driver's license.

12. Refusal to sign a citation:

- a. Advise the violator that his or her signature is not an admission of guilt, only a promise to appear.
- b. If the violator still refuses to sign, transport the violator to jail.
- c. The violator will be required to post bond before being released.
- d. EXCEPTION: Pregnant women and the elderly. Advise the violator as above. If the violator still refuses to sign the citation, call a supervisor to the scene.

#### **IV SUPERVISOR'S RESPONSIBILITY**

1. Investigate personnel complaints.
2. When making decisions, consider one that reflects most favorably on the department.
3. Deal with those officers working under you in a professional manner.
4. Set a good example.
5. Give briefings and assign beats to junior officers.

#### **V BOOKING PRISONER**

1. Never enter the booking facility with a weapon.
2. Remove all personal items from the prisoner's pockets and place them into the booking drawer.
3. Submit proper violation codes to booking officer.

#### **VI BOOKING EVIDENCE**

1. A case number is required for booking or viewing evidence.

#### **VII PHYSICAL ARREST PROCEDURE**

1. Handcuffing
  - a. All male suspects shall be cuffed with hands behind the back.
  - b. All female suspects shall be cuffed. Cuffing with hands in front or rear is left to the discretion of the officer. However, due to the increase of assaults, the department recommends hands to the rear.

## VIII INVESTIGATIVE PROCEDURE

### 1. Scene investigation.

#### a. Scene assessment:

- (1). Use extreme caution during initial approach.
- (2). Watch out for possible life-threatening situations.
- (3). Remain alert and prepared to take appropriate action.
- (4). Make good use of your notebook.

#### b. Interviewing the witnesses:

- (1). Identify yourself.
- (2). Listen attentively.
- (3). Follow up all possible leads.

## IX CORONER

1. The findings of the coroner are valuable to your investigation.
2. All personal property and effects belonging to any deceased victim will be the responsibility of the coroner, providing it is not needed for evidence.

## X TAKING OF EVIDENCE

1. Use caution in order not to contaminate or destroy vital evidence.
2. Use those tools available to you.
3. Be observant and use caution when walking around a crime scene.

**INADVERTENT DESTRUCTION OF EVIDENCE IS STILL  
DESTRUCTION OF EVIDENCE!**

## XI EVIDENCE ANALYSIS

1. Submit evidence to the Evidence Officer for processing.
2. All reports, files, or other relevant materials received from outside agencies that are pertinent to an ongoing investigation will be routed to the investigating officer assigned to the case.



## **XII CRIMINAL PSYCHOLOGIST**

1. The department's criminal psychologist will assist officers in the apprehension of suspects by providing psychological profiles of those subjects.
2. An officer seeking a psychological profile of a suspect must provide the criminal psychologist with sufficient information on which to base the profile. This information can include:
  - a. Criminal records.
  - b. Civil service or military records.
  - c. Family background and history.
  - d. Details of modus operandi.
  - e. The testimony of witnesses to the suspect's behavior patterns.
  - f. School records.
  - g. Photographs or photo-reference material.
  - h. Medical records, especially those relating to blood chemistry, family history, and mental or emotional problems.
  - i. Employment history and personnel files from employers.

### **XIII LEVELS OF FORCE**

1. Level One — passive (verbal) resistance
  - a. Usually occurs during the questioning of suspects and while on traffic stops.
  - b. Firm, professional conduct will, in most cases, prevent the situation from escalating.
2. Level Two — threats indicating imminent physical attack (no weapons used)
  - a. Call for backup if possible.
  - b. Use department-approved hand-to-hand combat.
  - c. Use PR-24.
3. Level Three — deadly force
  - a. The discharge of any firearm at any person will be done only in life-threatening situations.
  - b. Use in your own self-defense, when assaulted with a deadly weapon.
  - c. Use when in fear of your life, or the life of another.

### **XIV REQUIRED EQUIPMENT FOR THE POLICE OFFICER**

1. Suitable civilian attire (detectives only).
2. Departmental uniform maintained to reflect a clean, professional appearance.
3. Boot clip holster, belt clip holster, strap on shoulder holster or front-break high-rise holster.
4. Departmental issue “Peerless” double lock handcuffs.
5. Department-approved hand gun.
6. Investigative kit equipped with various tools used at crime scenes.
7. PR-24 (night stick).

## SPECIAL OPERATING PROCEDURES

### I COMPUTER

1. The computer is an invaluable investigative aid.
2. An access card is required to access police computers.
3. The computer directories are:
  - a. Homicide.
  - b. Personnel.
  - c. D.M.V.
  - d. Tools.

### II THE BREATHALYSER

1. The breathalyser is used to measure blood alcohol content.

### III FELONY SITUATIONS

1. Approach the situation with weapon loaded and drawn.
2. Your partner should be with you or in close proximity.
3. Call for additional support if the situation warrants it.
4. Avoid placing yourself in a vulnerable position.
5. Identify yourself as a police officer.
6. Verbally command the suspect.
7. Keep suspect's hands over head.
8. Handcuff and search the prisoner.

### IV OBTAINING ENTRY INTO PRIVATE PROPERTY

1. Private property includes any private dwelling, building, or any privately-owned vehicle.
2. Pursuit.

If an officer is in hot pursuit and suspect enters private property to avoid apprehension, the officer may enter that property to effect the arrest. However, because of officer safety, it is not advisable to do so. Call for assistance and maintain surveillance.

**3. Other situations.**

- a. **Requesting admission.** An officer may present himself/herself at a legitimate entrance to the private property and ask for admittance. The officer must identify himself and his purpose.
- b. **Admission refused.** If admission is refused the officer can only gain entry by obtaining a search warrant.

**V FORCEFUL ENTRY INTO DWELLINGS**

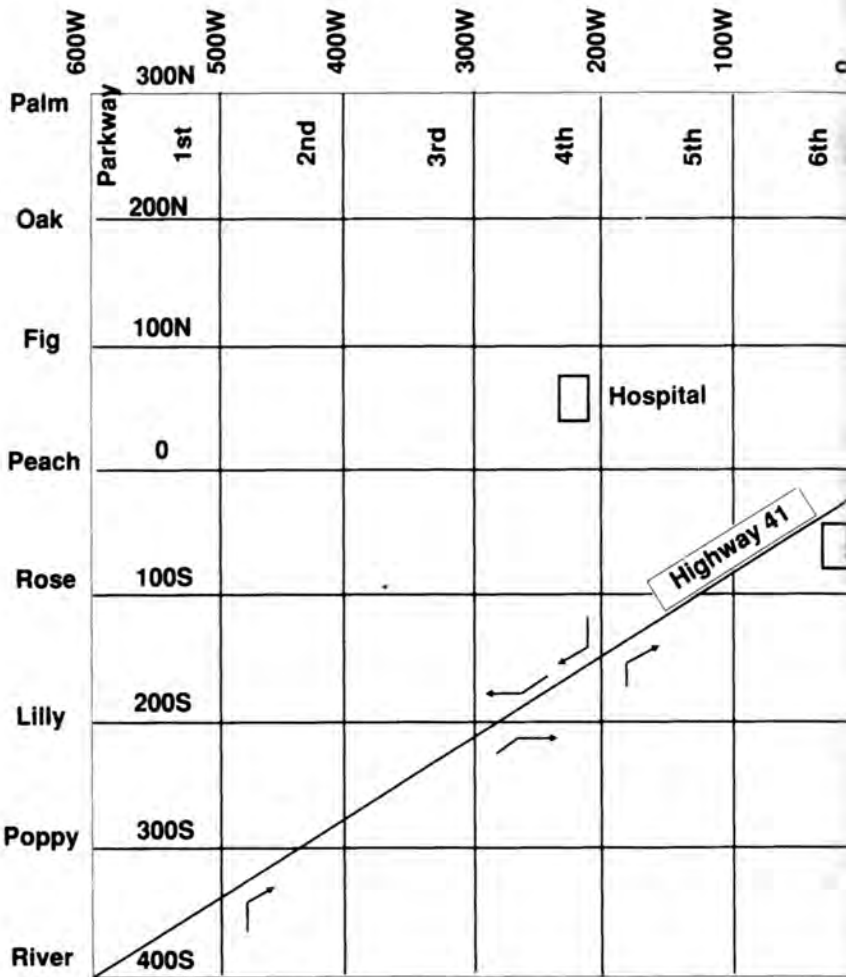
1. In the case of a locked or fortified building, specific departmental tools may be required to gain entry. Available tools include:
  - a. Hand-held power ram. Sufficient for most non-reinforced entrances.
  - b. Motorized converted military armored ram. Used to violate heavily-reinforced steel entrances.

**VI COURTROOM PROCEDURE**

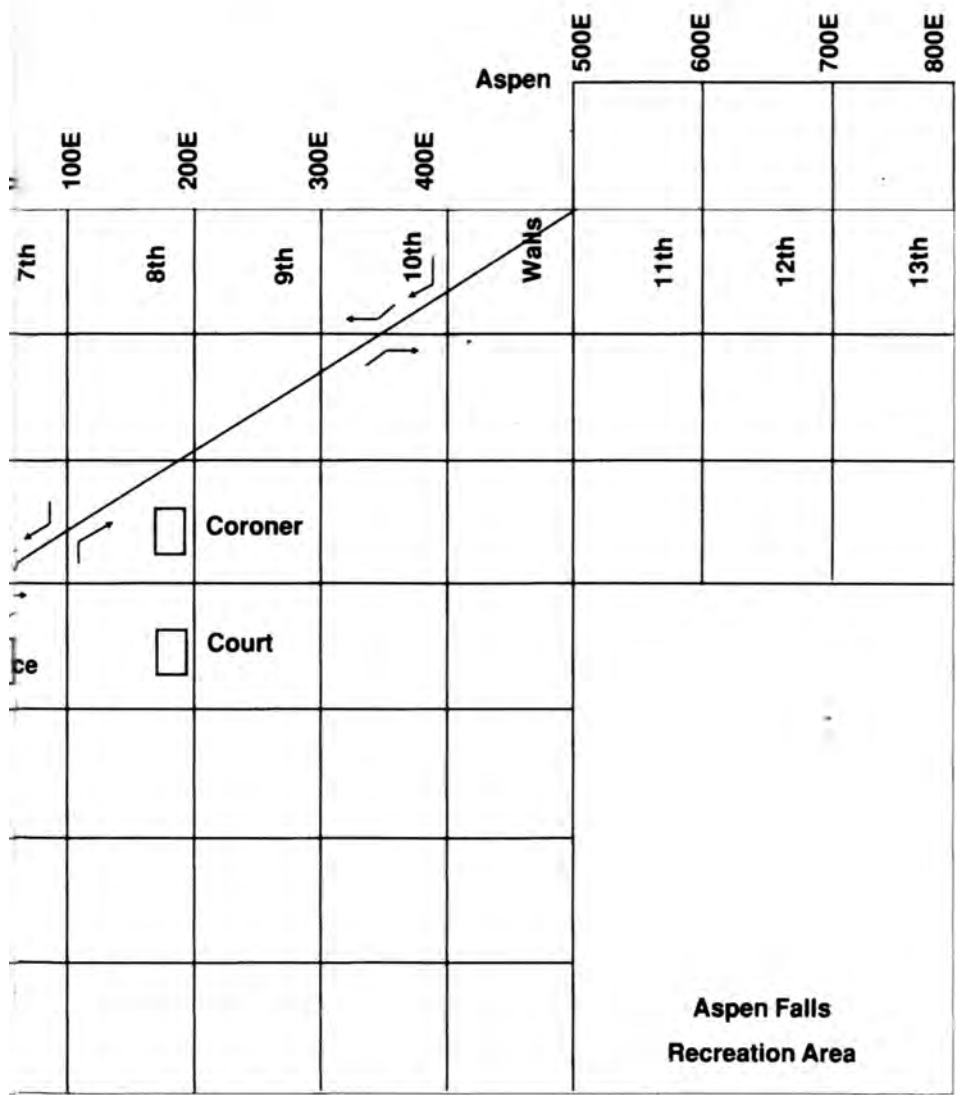
1. Be prompt.
2. Be prepared and have proper paperwork available.
3. Testify in a professional manner and cite only those facts surrounding the case.



# STREET C



# D OF LYTTON



Police Quest 3

## GUIDE FOR NEW CADETS

You're in a new uniform. You're excited. You're nervous. You're ready to take on the Sicilian crime world and the Latin American drug traffickers and come out unscathed.

You're a cop.

Before you start your first day on the job, there are some things you should know about the road you've chosen. Someone once said that being a cop is ninety-five percent boredom. Routine is the foundation of police work - routine that can include anything from sitting under a bridge with a radar gun in your hand for sixteen hours to making a midnight trip to the emergency room with half a kid in the back of your car. It may not seem glamorous to rookies like you, but men who have been in the force know that "a cop's gotta do what a cop's gotta do."

What's the other five percent of being a cop? Try plunging down the steepest roller-coaster you can imagine at about a hundred and fifty miles per hour. At night. Except, there's nobody at the controls down below. You've got the controls. There's a lot of screaming people on the ride behind you, and you're the one steering. Now, the brakes go....

I know what you're thinking. You're thinking that ninety-five and five sound like pretty good percentages. You're thinking that you could manage being lucky five percent of the time. Trouble is, that's an average. On certain days, for certain cops, things can get MUCH worse.

But, that's why you joined, isn't it? The force needs you. Lytton needs you. And you can steer real good.

So what are you waiting for? Go out and DO IT.

## WARNING

The next page is for "rookies" only. Experienced officers might want to avoid the first day briefing and strike out on their mission without undue assistance from headquarters.

## I FIRST DAY BRIEFING (Walk Thru)

Watch the opening cartoon at least once to learn the story background. To skip the cartoon, press the ESC key.

When the game opens, you'll be in the hallway at the Lytton Police Station.

- 1) Look at your surroundings. Click the "EYE" icon on:
  - The floor
  - The window
  - The elevator
  - The elevator button
  - The door on the left side of the hall
  - The door on the right side of the hall
- 2) Go into the Sergeant's office. Click the "HAND" icon on the door to the Sergeant's office.
- 3) Look around the office. Click the "EYE" icon on
  - The desk against the wall
  - The things on the desk
- 4) Check your in/out basket. Click the "HAND" icon on the in/out basket on your desk. You should get a message about a memo you just picked up.
- 5) Look at the memo in inventory. Click on the inventory icon on the icon bar. Click the "EYE" icon on the memo once the inventory screen is up.
- 6) Leave the Sergeant's office and "WALK" to the end of the hall, away from the elevator. In the next section of hallway is an open door on the left. Click the "EYE" on the door to find out what room it is. "WALK" to the door and go inside the room.
- 7) In the briefing room, look at the officers. Click the "EYE" icon on the officers.
- 8) Talk to Officer Morales. Click the "TALK" icon on Morales.
- 9) Take the clipboard from the podium. Click the "HAND" icon on the clipboard.
- 10) After the briefing, leave the room and go back to the Sergeant's office. Morales left the briefing room before you. She is in the room when you enter.





## **II OPERATING YOUR DEPARTMENTAL VEHICLE**

- 1) Click the mouse on the road in front of your car to accelerate.
- 2) Click the mouse on the road behind your car to decelerate.
- 3) To turn onto a cross-street: Move the mouse cursor to the left side of the road (left turn) or the right side of the road (right turn) to get a left or right arrow. Click the mouse button on the cross-street.
- 4) Stay off the radio unless you get an official call!
- 5) The red button near your steering wheel is for Code 3 (siren and lights).



## **II OPERATING YOUR DEPARTMENTAL VEHICLE**

- 1) Click the mouse on the road in front of your car to accelerate.
- 2) Click the mouse on the road behind your car to decelerate.
- 3) To turn onto a cross-street: Move the mouse cursor to the left side of the road (left turn) or the right side of the road (right turn) to get a left or right arrow. Click the mouse button on the cross-street.
- 4) Stay off the radio unless you get an official call!
- 5) The red button near your steering wheel is for Code 3 (siren and lights).

# NOTES

REBECCA SWARTZ WALD 555-2787

ARIEL SPENSER 555-2086

PAULINE JACKSON 555-0841

MARIE WILKINS (!) 555-4468



→ SUSPECT WARRALSON STAKE-OUT.

500 PALM 8 PM

→ MC ALBY TRAIL TESTIMONY. JUNE 25TH, 10 AM

→ BONUS. INFORMANT SAYS THIS GUY IS THE ONE  
WE'VE BEEN LOOKING FOR !!!

## NOTES

2/5/87 PROMOTED TO NARCOTICS DETECTIVE

6/30/88 PROMOTED TO HOMICIDE DETECTIVE

1/30/91 PROMOTED TO SERGEANT DETECTIVE

9/5/87 JESSIE BRINS ARRESTED

5/25/88 ~~BRINS~~ CONVICTION  
CAME THROUGH (MARR)

11/26/89 WEDDING ANNIVERSARY

★ ★ ★ ★  
★ 4/20 MARIE'S BIRTHDAY ★



Darling:

our house closed escrow  
this morning - can you  
believe it! all we need  
now is something (one!) to  
put into the extra bedroom.  
Well, we can work on  
that tonight! Love,  
Marie

→ PICK UP MORTGAGE LOAN APPLICATION TONIGHT AT BOFA

→ REVIEW BOARD RULED JUSTIFIABLE HOMICIDE 9/20/89.

JUDGE'S QUOTE, "THERE'S NO WAY OFFER BONDS  
COULD HAVE BROUGHT BRINS BACK ALIVE."

→ AA #2406 TO BUFFALO, 7:44 AM NIAGRA FALLS INN  
INN MGR WILL DELIVER A DOZEN ROSES  
TO SUITE FOR MARIE. <sup>LOW.</sup>



**NOTES**

## Lytton Police Department Performance Evaluation

Employee Name: Bonds, Sonny Date: June 12, 1988

the period covering: June 1, 1987 - June 1, 1988

Employee Title: Narcotics Detective

At the significant events on which evaluation is based: During this year, Officer Bonds diligently and expertly tracked down a major source of drugs in the Lytton area. As a result, Bonds was directly responsible for the arrest and conviction of Jessie Baines, a.k.a. the "Death Angel", organizer and leader of Lytton's worst drug cartel. Baines was responsible for the murder of at least five known drug dealers that would not join his cartel, and was responsible for the insemination of at least 100 kilograms of cocaine into the Lytton area. His removal from the streets was a significant triumph for local law enforcement.

Assess employee performance: Officer Bonds has continued to improve himself since his graduation from the Lytton Police Academy. He continues to educate himself on police and courtroom procedure as well as maintaining the familiarity with local industry and the community that is so vital to the investigation of local crime. His field experience is also exemplary and he has maintained maximum physical and weapon skills. With his superior performance in the Baines case this year, Officer Bonds has proven that he's one of the brightest, most capable young men working for the police force. The Baines case demonstrated Bonds' proficiency in investigative work, his ability to handle himself in highly dangerous situations, and his professionalism in dealing with the press and with the courtroom appearances that resulted from the case. The decision to promote him to Homicide Detective last year has proven to be a wise one.

Assess the employee's potential growth within this organization: I am recommending Officer Bonds be promoted to a Homicide Detective Grade 2 immediately. If his performance continues, he should be a candidate for a promotion to Sergeant sometime within

## NOTES

Lytton Daily News — September 3, 1989

### Death Angel's Reign of Terror Ends

#### Targeted Lovers Thwart Drug Lord's Revenge

Lytton. Police report today that escaped drug lord Jessie Bains, a.k.a. "The Death Angel," was killed while waging a war of terrorism on the two young lovers responsible for his

incarceration. Bains escaped from the Lytton County Jail nearly two weeks ago. He'd been transferred to the local facility from the high-security state prison to await retrial. Instead of fleeing after his escape, Bains went after two old enemies, L.P.D. Homicide Detective Sonny Bonds and Bonds' fiancée, Marie Wilkans.

The grudge was an old one. Bains was imprisoned in 1987 after his



Detective Sonny Bonds of the L.P.D. and Marie Wilkans outside the county jail upon their return from Steelton



# NOTES

Page 2

drug cartel was infiltrated by Wilkans, a police "plant". Detective Bonds was the man in charge of the '87 Bains investigation and was looking for a reliable informant to plant into the drug cartel when he came across Wilkans in the County Jail. Wilkans had been arrested for first-offense solicitation.

Bonds and Wilkans had been high-school sweethearts who had lost track of each other - Bonds' path leading him into law-enforcement and Wilkans' to hard times. Bonds immediately chose Wilkans for the job and the police offered to drop all charges in return for Wilkan's cooperation in the Bains surveillance. Bonds and Wilkans worked together to gather incriminating evidence against Bains. It was that evidence that insured Bains' incarceration following his capture in a raid on the Hotel Delphoria.

But, unfortunately for Wilkans and Bonds, the case didn't end there. Bains vowed revenge on the day he was sentenced, telling the press "Lytton isn't through with me yet, or me with Lytton. Those who put me here will pay." Upon learning of Bains' escape, Bonds rushed to

warn Wilkans, now employed as a waitress at Arnie's in downtown Lytton. He arrived to find that Bains had already been there and taken Wilkans hostage. Bains left a taunting message for Bonds, hoping to lure him into a trap and do away with both old foes.

The kidnapping led Bonds on an interstate chase. He tracked Bains to Steelton and discovered his hideout in the Steelton sewer control room. Bonds entered the room while Bains was out, found Wilkans, and freed her. According to Wilkans, Bains returned at that moment and a shoot-out between the two men ensued. Bains was fatally wounded and died instantly.

In the aftermath of the nightmare, Wilkans revealed something of her terror to reporters; "I was scared out of my mind - less for myself than for Sonny. I knew he would come for me and I knew Bains would be ready for him." A review board is currently conducting a routine investigation into the violent death of the man who had courted violence all his life - the man who called himself "The Death Angel".

# NOTES

## POLICE QUEST 3

Executive Producer  
Ken Williams

Creative Director  
Bill Davis

Director  
Mark Crowe

Producer  
Guruka Singh Khalsa

Game Designer  
Jim Walls

Art Designer  
Mark Crowe

Lead Programmer  
Doug Oldfield

Composer  
Jan Hammer

Animators  
Mark Crowe  
Jim Larsen  
Cindy Walker  
Jon Bock  
Willis Wong  
Suzi Livengood  
Jeff Crowe  
Daryle Smith  
Frank Ferrell  
Terrence Falls  
Richard Powell  
Phyllis Cucchiara

Background Artists  
Mark Crowe  
Jim Larsen  
Jon Bock  
Willis Wong  
Suzi Livengood  
Nathan Larsen

Programmers  
Kim Bowdish  
Mike Larsen  
Chris Hoyt  
Doug Oldfield

Music Director  
Mark Seibert

Development System  
Jeff Stephenson  
Robert E. Heitman  
Dan Foy  
Larry Scott  
J. Mark Hood  
Eric Hart  
Mark Wilden  
Chad Bye  
Chris Smith

Sound Effects and  
Additional Music  
Rob Atesalp

Additional Written Material  
Jane Jensen

Quality Assurance  
Dave Fleming

Documentation  
Jane Jensen  
Jim Walls

Documentation Design  
Gloria Garland



# NOTES



# NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

1 9 9 3

**“An unprecedented  
dimension of realism.”**

**— NY Times**

W/TN/DOS CD

**DARYL F. GATES**  
**POLICE QUEST**  
**OPEN SEASON®**



S I E R R A®

Police Quest 4

Someone's on a killing spree, and it's up to you to solve a string of seemingly random murders. Some clues may bring you closer to the killer. Some lead down blind alleys. You must find the killer before he strikes again. Play it by the book and you might just stay alive. Make a mistake and you could be the next victim.



The first body was found in an alley at 3 a.m., the naked torso tortured and mutilated. Just another body in another alley on another morning in the City of Angels... but this one is more than a statistic to you. He's your best friend.

**"A tense whodunnit."**

- *Business Week*

**"A tight package of a real-life investigator."**

- *Computer Gaming World*

**"Entertaining and challenging."**

- *Electronic Games*



Daryl Gates and  
Tammy Dargatzis  
designer/director

- Created by the nation's most experienced cop.** Retired Police Chief Daryl F. Gates' highly acclaimed police drama *Police Quest: Open Season* hits the streets in this awesome multimedia CD. This interactive drama lets you taste firsthand the life of a cop in America's toughest city. High-resolution photography, stereo sound, and thrilling arcade sequences make this the most intense adventure game ever created. Track a criminal through the streets of L.A. and pray you find him before he finds you.
- Designed especially for multimedia CD.** Filmed on location in Los Angeles and other urban areas, *Police Quest: Open Season* CD uses state-of-the-art digital photography to create an intense interactive crime drama.

**This Multimedia CD includes:**

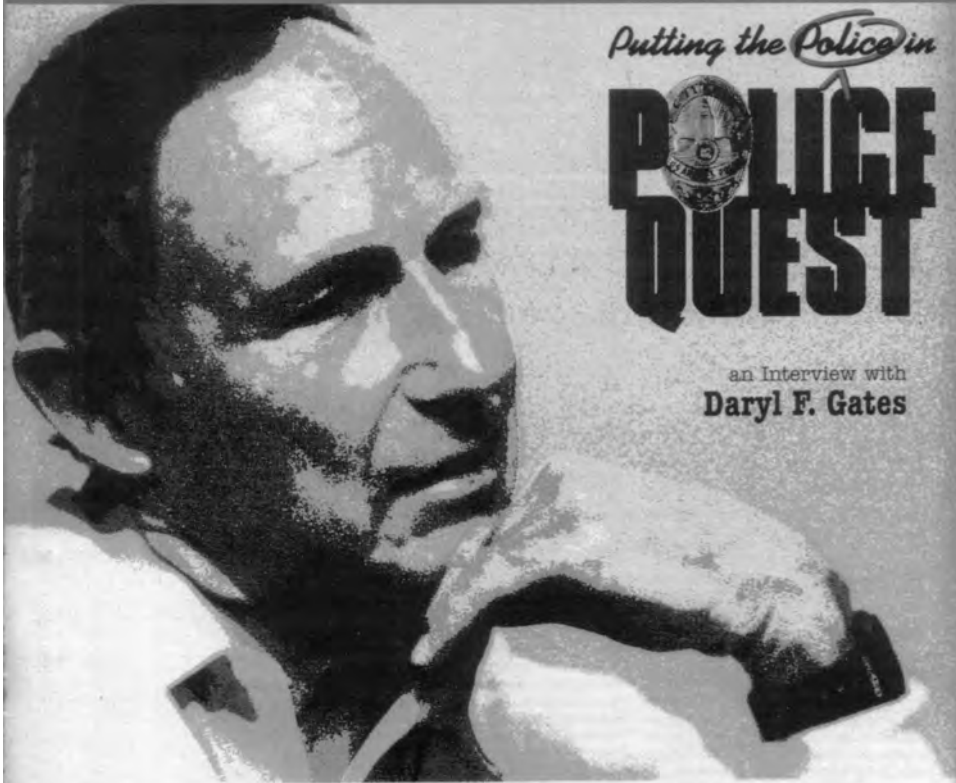
- State-of-the-art voice and music!
- Stunning high-resolution photography.
- Exciting arcade sequences.



SIERRA®

WARNING: This game contains adult subject matter. Parental guidance suggested.  
© 1995 Sierra On-Line, Inc. Bellevue, WA 98007. All rights reserved. ® and ™ designate trademarks of or licensed to Sierra On-Line, Inc. Windows is a registered trademark of Microsoft Corporation. Printed in U.S.A. 002543000





Putting the *Police* in

# POLICE QUEST

an interview with  
**Daryl F. Gates**

by Richard DeBaun

In the fourth game in the popular *Police Quest* series, you play a Los Angeles Police Department detective who must investigate a series of murders. To make sure the game accurately portrays the procedures, events, and emotions of such an investigation, Sierra On-Line has called upon a man who has worked on some of the most notorious serial murder cases of our time: former LAPD Chief, Daryl F. Gates. Gates's career spans forty-three years in law enforcement, from rookie to head of the most effective police department in the country. He is arguably the most knowledgeable authority on law enforcement alive. In a recent interview for *InterAction*, he also proved to be thoughtful, candid, and gracious.

**InterAction:** Chief Gates, how and why did you become involved with *Police Quest*?

**Gates:** I was asked by Sierra On-Line to consider working on it. After meeting the Sierra staff and talking with them about *Police Quest*, I was intrigued. It sounded like something that would be a lot of fun, something brand new for me, and an opportunity to maybe say something important about law enforcement.

**InterAction:** You've written the public has to adopt a more realistic view of the police. What are some of the misunderstandings people have you'd like to touch on in the game?

**Gates:** Three come to mind. First, there's a feeling the police are in some sense foreign to our way of life. A point I think we need to make is that the police are a part of the people. Our police aren't military occupation

INTERACTION Magazine



troops. They aren't some national force as in other countries. They're community-based organizations guided by the community, responsive to the community, existing for the specific purpose of protecting the community. However, since the police have the power to restrict or take away an individual's freedom to enforce the laws adopted by the community, people are understandably wary. It's a paradox people have to get beyond. Second, we can try to correct some of the false impressions created by movies and TV shows, to give a more accurate picture of what the police really can and cannot do. And third, we can try to give people a better appreciation for what officers face on the job and encourage a willingness to support them.

**InterAction:** What exactly is it about the job you'd like to convey?

**Gates:** It's a job that's really fun, it really is. It's a rewarding job. It's exciting. It has all the ingredients that make you want to go to work every day — but it has its downside, too. Stress is one of the downsides. There's hardly a day that doesn't go by without your gut tightening up and the adrenaline flowing because of the unknown. You have to make split-second, life-and-death decisions on your own and be responsible for them. It's a tremendous burden. Some officers can't handle it. They become ill. Sometimes they have to retire. It's a very, very difficult thing. Very difficult. Along with that is the difficult job of assessing the rightness and wrongness of the use of force. It's hard for people reviewing an officer's use of force to put themselves in his position at the time. Most of us have not seen much real violence, and people are really repulsed by it. In the Rodney King situation, for example, we've said officially that the officers had other alternatives. The sergeant should have used the swarm technique to take King into custody. I feel that my partner and I would've taken King on and probably never used a club. We would've wrestled him around and put the cuffs on him and that would've been all there was to it. But that kind of assessment, that Monday morning quarterbacking is difficult to do, even for professionals. For the public to do it, it's really difficult.

**InterAction:** The protagonist in *Police Quest 4* will be a detective rather than a patrolman. What are the most important qualities in a police detective?

**Gates:** The really skilled detective is someone who can use a "systems" approach to solve a crime. You have to look systematically at all the information you have before forming conclusions. And when one bit of information raises a question that calls for additional information, you have to seek out that additional information before you make any judgments. Once you've got all your ducks in a row, you ask yourself, "Now, what does that tell me about this murder,

the perpetrators, the suspects?" You have to put yourself into the head of the criminal. It's a very difficult thing, but most detectives can do it. Sometimes, though, detectives get sidetracked and go off on a tangent. They get an idea or an intuitive thing. They think they're right and go off on a wild goose chase.

**InterAction:** They try to prove their guess about what happened rather than trying to figure out what really happened?

**Gates:** That's right. They go forward without really coming back and looking at all the information. I was a stickler for laying the evidence out in a comprehensive way so you could look at it. You have to look for patterns that develop. In cases like the Hillside Strangler, where you don't have a suspect, it's the only way to go. You can do it very easily on a computer. I think it's part of the realism we can put into the game.

**InterAction:** What impact have computers had on police work?

**Gates:** Almost all information is computerized now and immediately available. Years ago crime report information was coded onto punch cards. When they looked for suspects, they'd run the cards through IBM sorters looking for a match to the modus operandi and other "trademark" information from the crime. You'd put in a request for an m.o. run and it would come back in a week. The advent of computers has made it much easier. You can expand the information, manipulate it to a much greater degree without the laborious process with the punch cards. Computers have also revolutionized the use of fingerprints. They've allowed us to take one, single fingerprint and run it through literally thousands and thousands and thousands of files and possibly locate a suspect. It was impossible to do that kind of search before we had computers. You wouldn't believe the number of crimes it's allowed us to clear. We've gone back and picked up fingerprints on murders we've had on file for years. That's how the Nightstalker was identified, on fingerprints run through a computerized fingerprint system.

**InterAction:** We've had police forces around the country tell us they use the *Police Quest* games as training tools. Has the LAPD used computerized training or experimented with computers in other ways?

**Gates:** I started a pilot program in Hollywood Division in which patrol officers were given laptop computers. The idea was to reduce the amount of paperwork they'd have to handle. Instead of handwriting and filling out a report, they simply put all their information into their laptops and sent it electronically. They didn't have to go into the station to do a report. The officers loved it. The problem was the rest of our system wasn't sophisticated enough to accept it.

That's what they're working on now. Ultimately, we'll have a paperless system. Being a police officer in the future will clearly include all kinds of similar things. There'll be a time when you have a suspect in the field, put his finger on an electronic pad, and a computer will tell you if the guy is who he says he is, whether or not he has a record, whether there are any warrants for him. Today, every police officer has to have a basic understanding of how computers work.

**InterAction:** Do you use a personal computer?

**Gates:** I don't and I'm embarrassed by it. I've always dealt with big mainframes for communications systems. I'm not familiar with the small computers at all—although recently I went out and bought a personal computer for a couple of neighbor kids. I've known them since they were born, and they've been almost like my own kids in many respects. They're really smart and have reached the age where they need a computer. So, I went out and bought them one for Christmas. I told them, "Look, the condition here is that you teach this old guy how to use this computer." They've shown me a little bit, but I have an awful lot more to learn.

**InterAction:** Maybe you can show them how to win at *Police Quest*?

**Gates:** Well, I'm hopeful they'll come away with the sense that you have to keep going back over all the information you have about the case, just as a detective does, using a very systematic approach. You need to continually go through the information you've collected and make sure your assumptions about the case are backed up by facts. That's a hard thing for detectives to do, and I think it's one of the things I'd like game players to understand better—that it's tough for the detectives and it'll be tough for them, too. ✎

## Next Issue:

More from  
Daryl F. Gates and a  
first look at the  
amazing new technology  
that's helping  
make *Police Quest 4*  
the grittiest, most  
realistic police  
adventure to date.

# Decisions Behind the Scenes of Police Quest: Open Season

*Decisions, decisions, decisions. Before most projects are complete, a myriad of decisions has been made, and Police Quest: Open Season is no exception. These decisions started when Ken Williams decided to approach Daryl Gates. Now why would he do that? And why did Daryl Gates agree to involve himself with a computer game? Since inquiring minds want to know, we thought that answers to these questions, and other tidbits of information, might be of interest.*



*How did America's most experienced—and controversial—cop wind up at Sierra?*

## Why Ask Daryl Gates?

When Ken Williams first thought of approaching Daryl Gates for *Police Quest: Open Season*, John Williams was a key player in the decision. John, who is also Ken's brother, gave us the following personal insight.

"The decision to use Gates wasn't an easy one. This was well over a year ago now, and the film clips of LA burning on CNN were still pretty fresh in everyone's memory. A lot of Sierra people come from the Los Angeles area so there were some pretty strong negative opinions against Gates early on. But the more Ken learned about the Chief, the more he got to like him, and really believed that he was the right man for the job.

"Ken continued to talk to Gates and a handful of other notable law enforcement professionals over the next few months, but despite conversations with less controversial men, the decision kept coming back to the Chief. When you figure that Gates was with the LA Police Force for 43 years, and you think about the ways that LA has changed in that time, you get a real feel for what he brings to the table. His involvement in the Hillside Strangler cases is pretty well known, and of course he had a bird's eye view of the LA Riots of 1992. But Gates was also part of the Manson Family murder investigations, and he headed field operations during the Watts Riots. His time in the streets stretched from the building of the first LA freeways to the first freeway shootings, and he's been everything from a patrol cop to the police chief. If we wanted perspective on things, we couldn't find a better man than Gates. He had the inside story on every investigation that Ken had read about in the Los Angeles newspapers. The decision quickly boiled down to a choice between Gates and a well-known author.

"The final decision to go with Gates came when Ken took a trip to Los Angeles to see the man personally. The press had sort of painted the guy as a real dictator, so Ken really didn't expect to like him, but the impression Ken came away with was very favorable. Gates' actions were those of a perfect gentleman, and he was a real personable family kind of guy. Ken didn't really agree with Gates on everything, but he has always liked people with strong opinions backed up with conviction.

"Ken also took note of the commercial appeal of Gates around this time. His radio show on LA's talk radio station was quickly becoming one of the most listened to, despite what the press had to say about the guy, and his book *Chief* was selling quite well. Ken is also a fan of Rush Limbaugh, and when the first caller to Gates' show started with the customary "Dittos" greeting that Rush usually receives, I think Ken was at the turning point.

"Perhaps the single funniest thing I can think of that helped sway Ken's opinion, though, was a magazine story on Daryl Gates with a picture of the Chief surfing off the California coast. Ken figured that any 60-plus year-old guy who took the time to go surfing each morning can't be all bad, so he made the mental decision to sign him.

"In the end, I think Ken sort of came to the opinion that Gates had been pinned as the fall guy for the whole LA Riot thing. The politics of it all made Ken that much more interested in Gates, and seemed just one more reason why Gates had the insight into how our law enforcement organizations really run. He decided the whole controversy over Gates would ultimately help the game sell better."



*Tammy Dargatzis, a former producer for America's Most Wanted, leads the project.*

INTERACTION Magazine

By Nancy Smith Grimsley



## Marketing the Game

While *Police Quest: Open Season* was still in development, the box design process began with these guidelines: "this fourth installment of the *Police Quest* series must be more realistic, more like real life, set in a real big city—and all this must be portrayed on the box." Writers and artists set to work and produced various elements that the designer combined into three finished samples. Feedback was solicited from the field sales team, from marketing gurus, from the product development team, and from top management. That's a lot of people, and they had a lot of opinions. Debate raged. Alterations were hammered out and incorporated. As a final step, the Brand Manager and Marketing Research Specialist took three versions to two different software stores and solicited opinions from customers and retail clerks. Comments from customers tilted the final choice.



Of the three boxes, which are pictured here, the file folder lost overwhelmingly. There was a split vote between the city scene and the bloody hand. Parents often had a side comment about the emphasis on blood, and we ended up leaning away from that presentation.



Daryl F. Gates investigated such cases as the Hillside Strangler and the Manson murders.

## Why Daryl Gates Agreed

Former LAPD Chief Daryl F. Gates, during a forty-three year career in law enforcement, started as a rookie and moved up through the ranks to become Chief of the Department. In the months after he agreed to work on *Police Quest: Open Season* for Sierra On-Line he identified several of his reasons for becoming involved.

### Increased understanding

He sees *Police Quest: Open Season* as an opportunity to help people get a more realistic view of the police. All too often people form their impressions from TV and movies, viewpoints that Chief Gates feels are false, and he believes that even law enforcement officers are going to be surprised at the realism of *Open Season*. Following proper police procedures gives the player a real taste of what it's like to be a detective gathering information, sorting through collected material, and securing proper evidence for a court of law. Chief Gates hopes that understanding will help overcome some of the wariness people often feel about the police and will offer a better appreciation of what officers face on the job.



Gates coached the actors on accurate police procedures and weapon handling.



Exacting investigation methods combine with a story ripped from today's headlines.

## Photorealism in the Game

Designer Tammy Dargan, who has been a producer for segments on TV's *America's Most Wanted*, talked about the decision to use real photography rather than more traditional painted backgrounds. She and teammate cameraman Rod Fung drew on their knowledge of state-of-the-art photo technology when asked to come up with photorealism. They knew about digital photography but weren't sure if it could be incorporated into a computer game. After much research, though, they found cameras and software to put to a very unique use. To their knowledge this is the first use of digital cameras in any computer game.

"When we say realism, we mean you walk the streets of LA

The result is they really created Los Angeles on screen. This is not just a rendition of LA in some way, but photography of the real city. Daryl Gates was involved to make sure the plot and procedures were real, and the new camera placed the action in the real city he knows. If you enter a small apartment, you'll be entering a real small apartment. Your computer at home—which will have to be at least a 386/25, but they suggest a 386/33—is going to give you a very real look and feel for police work in LA.



The first victim—your ex-partner—was found in an alley at 3 a.m., tortured and mutilated.



Practice on the police shooting range before you have to face off against street thugs.



## D.A.R.E. - Drug Abuse Resistance Education

Chief Gates is very strong in his support of the D.A.R.E. program. "One of the reasons I'm very anxious to do this particular game is that Sierra On-Line is giving a plug to D.A.R.E. Nine million kids every single day have the D.A.R.E. program in this country, and it's spread throughout the entire world."

Drug Abuse Resistance Education began in Los Angeles city schools back in 1983 as a program that put police officers in the classroom for a 17-lesson-course on how to say "no" to drugs. Chief Gates again: "A couple of things happen there. Not only do the kids learn how to say 'no' and how to resist peer pressure, but they develop an incredible relationship with that police officer. They find out that a police officer is a warm, friendly human being, and that's going to have a lasting impact on those kids. When they grow up they'll look at a police officer and remember that police officer in the classroom."





Abridged  
**MANUAL**  
of the  
LOS ANGELES  
POLICE DEPARTMENT





Abridged  
**MANUAL**  
of the  
LOS ANGELES  
POLICE DEPARTMENT

The Manual of the Los Angeles Department is dedicated to Chief Daryl F. Gates after 42 years of services to the Department and the City of Los Angeles.

## VOLUME I - POLICY



### OBJECTIVES

- 110. Motto of the Department
- 120. Primary Objective
- 130. Functional Objectives
- 140. Resource Objectives

### PERSONAL CONDUCT

- 210. Employee Conduct
- 230. When to Take Police Action
- 240. Employee-Public Contact
- 270. Employee Conflict of Interest
- 280. Sexual Harassment

### COMMUNITY RELATIONS

- 310. General Provisions
- 320. Individual Dignity
- 330. Role of the Individual Officer
- 340. Equality of Enforcement
- 350. Responsiveness to the Community
- 360. Openess of Operation
- 370. Interpersonal Communication
- 380. Training in Human and Community Relations

### COMMUNITY AFFAIRS

- 420. News Media Relations
- 440. Public Information
- 480. Liaison with Criminal Justice System

### LAW ENFORCEMENT OPERATIONS

- 504. The Nature of Task
- 508. Police Action Based on Legal Justification
- 520. Preliminary Investigation
- 522. Reporting Incidents Motivated by Hatred or Prejudice
- 528. Field Supervision

### LAW ENFORCEMENT OPERATIONS (CONTINUED)

- 536. Crime Scene Supervision
- 540. Follow-Up Investigation
- 544. Informants
- 546. Conduct of Undercover Officers
- 547. Undercover Officers Posing as Members of the News Media
- 548. Department Response to Impending Riot
- 556. Use of Firearms
- 564. Officers Surrendering Weapon
- 571. Use of Department Police Dogs
- 584. Vice Enforcement
- 588. Narcotic Enforcement

### VOLUME III— MANAGEMENT RULES AND PROCEDURES



### GENERAL MANAGEMENT PROCEDURES

- 258. Monthly Shooting Qualification

### RECORDS AND REPORTS

- 405. Confidential Nature of Department Records, Reports, and Information
- 406. Release of Police Record Information

### UNIFORMS AND PERSONAL EQUIPMENT



- 601. Possession of Uniforms and Personal Equipment
- 602. Maintenance of Uniforms and Equipment
- 605. Personal Appearance
- 606. Wearing of Uniform
- 610. Firearms
- 611. Ammunition
- 614. Basic Uniform—Police Officers Eligible for Unrestricted Field Duty



## UNIFORMS AND PERSONAL EQUIPMENT (CONTINUED)

- 615. Optional Uniform—Police Officers Eligible for Unrestricted Field Duty
- 616. Dress Uniform—Captains and Above
- 617. Air Support Division Uniform—Police Officers
- 618. Indoors Uniform—Police Officers
- 619. Jumpsuits—Police Officers
- 620. Fatigue Uniform—Police Officers
- 621. Field Equipment—Police Officers
- 622. Police Equipment Belt
- 624. Additional Clothing—Police Officers Eligible for Unrestricted Field Duty
- 626. Uniform Accessories—Police Officers Eligible for Unrestricted Field Duty
- 627. Plainclothes Equipment—Police Officers
- 637. Wearing of Department Decorations

## PERSONNEL MANAGEMENT

- 755. Employee Service Pins
- 756. Commendations
- 770. Physical Fitness and Physical Fitness Tests
- 776. Loyalty Oath
- 797. Deaths of Department Employees

## VOLUME IV—LINE PROCEDURES

### COMMUNICATIONS

- 105. Department Communications System
- 110. Radio Unit Designations
- 120. Radio Terminology, Codes, and Crime Broadcasts
- 130. Radio Message Priority



## FIELD ACTIVITIES

- 201. Notifications to Investigating Officers. General
- 202. Field Interrogation
- 203. Preliminary Field Investigation and Reports
- 212. Requesting Aid in the Field
- 216. Taking Persons into Custody
- 217. Custody of Unbooked Prisoners
- 220. Vehicle Reporting Procedure
- 221. Field Releasing Vehicles
- 222. Impounding Vehicles
- 238. Dead Bodies
- 245. Employee-Involved Use of Force Incidents
- 275. Pin Maps
- 279. Shotguns in Police Vehicles

## BOOKING, CUSTODY, AND DISPOSITION OF PROPERTY



- 505. Property Classifications
- 510. Booking Procedure
- 525. Preserving Property

## FOLLOW-UP INVESTIGATION

- 702. Detective's Case Envelope—Felony Arrestees
- 709. Deaths
- 710. Homicides
- 712. Missing/Found Persons
- 733. Informants
- 780. Vehicles—Investigation and Release

# VOLUME 1 - POLICY

## OBJECTIVES

### 110. MOTTO OF THE DEPARTMENT.

The motto, "To Protect and To Serve," states the essential purpose of the Los Angeles Police Department. The Department protects the right of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace. The Department serves the people of Los Angeles by performing the law enforcement function in a professional manner, and it is to these people that the Department is ultimately responsible.

### 120. PRIMARY OBJECTIVE.

A large urban society free from crime and disorder remains an unachieved ideal; nevertheless, consistent with the values of a free society, it is the primary objective of the Los Angeles Police Department to as closely as possible approach that ideal. In so doing, the Department's role is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional right of all persons. It is not the role of the Department to legislate, to render legal judgments, or to punish.

### 130. FUNCTIONAL OBJECTIVES.

#### 130.10 PREVENTION OF CRIME.

Peace in a free society depends on voluntary compliance with the law. The primary responsibility for upholding the law therefore lies not with the police, but with the people. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full-time professional police to prevent crime, to deter it, and when that fails, to apprehend those who violate the law.

Crime is a symptom of ills within society which are not the responsibility of the Department to cure. The Department is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Department to assist in the identification of problem areas and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that each Department employee may be instilled with a sense of concern for the crime problems and law enforcement needs in his assigned area of responsibility.

### **130.10 (CONTINUED)**

The prevention of crime remains as a basic obligation of society. When it becomes necessary to rely on police action to secure compliance with the law, society has failed in this responsibility.

### **130.20 DETERRENCE OF CRIME.**

While there are certain crimes that cannot be deterred, crimes committed against property and against innocent victims in public places are reduced by police patrol. Street crime is curbed by the potential criminal's fear of immediate apprehension or by the increased likelihood of his detection. The deterrence of crime requires the investigation of behavior which reasonably appears to be criminally directed.

In deploying patrol forces to deter crime and to inspire public confidence in its ability to ensure a peaceful environment, the Department must strike a balance between the desirable deterrent effect of visible patrol and any undesirable appearance of oppression. In the long run, however, it must be the people, not the Department, who determine the limitations on their freedom.

### **130.25 REVERENCE FOR HUMAN LIFE.**

Reverence for human life is the primary consideration in developing tactics and strategies in pursuit of our motto; "To Protect and To Serve." Whenever an operation designed to achieve an immediate goal such as the arrest of a felon or the gathering of evidence to complete a criminal investigation causes a victim, witness, or other innocent person to be subjected to potential injury or death, our primary objective must be to protect that person. No arrest, conviction, or piece of evidence can outweigh the value of human life.

### **130.30 APPREHENSION OF OFFENDERS.**

The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator, and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the Department to initiate the criminal justice process by identifying and arresting the perpetrator, to obtain necessary evidence, and to cooperate in the prosecution of the case.



**130.30 (CONTINUED)**

As the certainty of swift and sure punishment serves as an effective deterrent to crime, the Department must diligently strive to solve all crimes and to bring the perpetrators to justice.

**140. RESOURCE OBJECTIVES.****140.10 DEPARTMENT PERSONNEL.**

Police officers are frequently required to make decisions affecting human life and liberty in difficult situations where there is no opportunity to seek advice and little time for reflection. Law enforcement in a free and complex society requires an officer to have the stamina, intelligence, moral courage, and emotional stability necessary to fairly and impartially deal with human beings in the many complicated and potentially explosive situations which he encounters. To obtain the caliber of personnel necessary to provide the public with professional law enforcement, it is essential that the Department participate in the recruitment and selection of potential officers. Thereafter, the Department must provide training for all officers and promote the most qualified.

**140.20 UTILIZATION OF RESOURCES.**

Law enforcement is one of the most expensive and complex services provided by the City. The quality and extent of service provided are necessarily limited by available resources which are to a large extent dependent upon the revenue sources of the City. To ensure that the highest level of service is obtained from the resources at its disposal, the Department must make use of the most efficient management and budgeting techniques available.

**PERSONAL CONDUCT****210. EMPLOYEE CONDUCT.****210.10 LAW ENFORCEMENT CODE OF ETHICS.**

“As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of



### **210.10 (CONTINUED)**

danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.”

### **210.13 RESPECT FOR OTHERS.**

The cosmopolitan nature of the City is reflected in the diversity of Department employees. In such a diverse environment, biases or prejudices relating to factors such as race, ethnicity, sex, age, economic status, position in the community, or employee status with the Department must not be allowed to influence decision making or conduct involving other employees. While employees are entitled to their personal beliefs, they must not allow individual feelings or prejudices to enter into professional contacts. Employees must treat one another with respect and be constantly mindful that other people are individuals with emotions and needs as significant as their own.

Respect for individual dignity is an integral part of the Department’s management philosophy and must be practiced by everyone. Employees shall treat all persons with respect and courtesy, and conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and other members of the Department.

### **210.15 LOYALTY.**

In the performance of his duty to serve society, an officer is often called upon to make difficult decisions. He must exercise

**210.15 (CONTINUED)**

discretion in situations where his rights and liabilities and those of the Department hinge upon his conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice which may cause him hardship or discomfort. An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the Department, and in the discharge of his duty he must not allow personal motives to govern his decisions and conduct.

**210.20 INTEGRITY.**

The public demands that the integrity of its law enforcement officers be above reproach, and the dishonesty of a single officer may impair public confidence and cast suspicion upon the entire Department. Succumbing to even minor temptation can be the genesis of a malignancy which may ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. An officer must scrupulously avoid any conduct which might compromise the integrity of himself, his fellow officers, or the Department.

**210.25 ATTENTION TO DUTY.**

As most police work is necessarily performed without close supervision, the responsibility for the proper performance of an officer's duty lies primarily with the officer himself. An officer carries with him a responsibility for the safety of the community and his fellow officers. He discharges that responsibility by the faithful and diligent performance of his assigned duty. Anything less violates the trust placed in him by the people, and nothing less qualifies as professional conduct.

**210.30 COMPLIANCE WITH  
LAWFUL ORDERS.**

The Department is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

### **210.35 CONDUCT UNBECOMING AN OFFICER.**

A police officer is the most conspicuous representative of government, and to the majority of the people the officer is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized, and when the officer's actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life. Since the conduct of officers, on or off duty, may reflect directly upon the Department, officers must at all times conduct themselves in a manner which does not bring discredit to themselves, the Department, or the City.

### **210.47 POLICE OFFICERS' DUTY TO TESTIFY.**

Among the duties of police officers are those of preventing the commission of crime, of assisting in its detection, and of disclosing all information known to them which may lead to the apprehension and punishment of those who have transgressed the law. When police officers acquire knowledge of facts which will tend to incriminate any person, it is their duty to disclose such facts to their superiors and to testify freely concerning such facts

when called upon to do so, even at the risk of self-incrimination. It is a violation of duty for police officers to refuse to disclose pertinent facts within their knowledge, and such neglect of duty can result in disciplinary action up to and including termination.

### **210.50 USE OF INTOXICANTS.**

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a Department employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of an official assignment, the consumption of intoxicants is prohibited while an employee is on-duty. While on-duty, officers shall not be permitted to consume intoxicants to such a degree that it impairs their on-duty performance.

Department personnel shall not consume any intoxicants at any Department facility.



## **PERSONAL CONDUCT (CONTINUED)**

### **210.55 ALCOHOL AND STRESS RELATED PROBLEMS.**

The Department recognizes that alcoholism and stress-related problems are genuine medical problems which are deserving of the same concern and degree of understanding as the more traditional illnesses. Every employee should be aware of the symptoms of alcoholism and stress. Employees should not hesitate to seek professional assistance for themselves or offer to help fellow employees affected by these disorders. The personal obligation of individual employees regarding assistance to fellow employees includes the recognition of the symptoms of alcoholism and/or stress problems. There is also an accompanying moral obligation to encourage the affected employee to seek professional assistance.

Supervisory personnel becoming aware of behavioral patterns indicative of alcoholism or stress among Department employees should immediately meet with the concerned employee to determine if alcohol abuse or stress may be causing the problem behavior. Initially, the supervisor should encourage the concerned employee to

voluntarily seek assistance from qualified professionals if alcohol abuse or stress is the basis for an employee's problem. If necessary, the concerned employee may be mandatorily directed to the Department's Behavioral Science Services for assistance.

### **210.60 USE OF CHEWING TOBACCO AND SNUFF.**

Department employees are the most prominent representative of government and as such must present a professional image at all times. An employee's unwise or unsightly use of chewing tobacco and snuff is offensive to the public and coworkers, and detracts from the professional bearing of the employee. The use of chewing tobacco and snuff is prohibited while on-duty, or off-duty in uniform.

## **230. WHEN TO TAKE POLICE ACTION.**

### **230.05 RESPONSIBILITY OF ON-DUTY OFFICERS.**

On-Duty, Within City, Fully Responsible. On-duty officers within the City limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment to effect the enforcement of the penal provisions of the City, State, and Nation, and to protect life and property.



### **230.05 (CONTINUED)**

On-Duty, Outside of City, Fully responsible for City Matters. On-duty officers outside the City limits who become aware of a situation requiring police action must first consider the tactical situation, then take all steps reasonably necessary on police matters of direct concern to the City of Los Angeles.

### **230.10 RESPONSIBILITY OF OFF-DUTY OFFICERS.**

Under California law, both on- and off-duty officers have peace officer authority as to any public offense committed or which there is probable cause to believe has been committed in his presence and with respect to which there is immediate danger to person or property, or the escape of the perpetrator of such offense. However, on-duty officers outside the City limits who are not acting within the scope of their employment as Los Angeles Police officers on matters of direct concern to the City and off-duty officers both inside and outside of the City limits are to give first consideration to causing the appropriate action to be effected by the responsible law enforcement agency. Such officers should then act only after consideration of the tactical situation and of their possible liability and that of the City of Los Angeles.

### **240. EMPLOYEE - PUBLIC CONTACT.**

#### **240.05 RESPECT FOR CONSTITUTIONAL RIGHTS.**

No person has a constitutional right to violate the law; neither may any person be deprived of his constitutional rights merely because he is suspected of having committed a crime. The task of determining the constitutionality of a statute lies with an appellate court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal, state, or local statute which is valid on its face without fear of abrogating the constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of his authority does not deprive persons of their civil liberties. He may within the scope of his authority make reasonable inquiries, conduct investigations, and arrest on probable cause. However, when an officer exceeds his authority by unreasonable conduct, he violates the sanctity of the law which he is sworn to uphold.

#### **240.10 USE OF FORCE.**

In a complex urban society, officers are daily confronted with situations where control must be exercised to effect arrests and to protect the public safety. Control may be achieved through advice, warnings, and persuasion, or by the use of physical force. While the use of reasonable physical force may be necessary in situations which cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Officers are permitted to use whatever force that is reasonable and necessary to protect others or themselves from bodily harm.

#### **240.15 COURTESY.**

Effective law enforcement depends on a high degree of cooperation between the Department and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by Department employees. While the urgency of a situation might

preclude the ordinary social amenities, discourtesy under any circumstance is indefensible. The practice of courtesy by an officer is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

#### **270. EMPLOYEE CONFLICT OF INTEREST.**

##### **270.25 OFFICER CONTACTS WITH THE PUBLIC.**

In each of his contacts with the public, an officer must be aware that his actions, appearance, and statements are those of the Department. For that reason, and because of the inherent potential for conflict in many police contacts, an officer must develop a fair, impartial, and reasonable attitude and perform his task in a businesslike manner. His statements must be the result of considered judgment and be absent of personal opinion, bias, or editorial comment. Extended conversation which reflects the officer's personal opinions will normally be considered inappropriate.

##### **280. SEXUAL HARASSMENT.**

It is essential that the Department maintain a healthy working environment which will provide all

## 280. (CONTINUED)

employees the opportunity to perform their duties to their fullest potential. The working environment must be free of sexual harassment to assure fair and courteous treatment of all employees. Sexual harassment is a violation of Federal and State law and City and Department policy. It exposes the City, the Police Department, and the offending employee to serious liability and can lower morale, undermine the integrity of employee relationships, and interfere with the efficiency of Department operations. Sexual harassment is viewed by the Department as serious misconduct which can result in the offending employee being subject to disciplinary action up to and including termination. The Department will not tolerate sexual harassment.

**Employee Responsibility.** All employees are responsible for avoiding situations which involve actual or apparent sexual harassment. When employees observe behavior they believe to be sexual harassment they should confront the offender directly and make it clear that the offender's behavior is unacceptable and the behavior must stop. Employees who become aware of conduct they believe to be sexual harassment, whether or not the

conduct is directed at them, witnessed by them, or related to them by another employee, shall report the incident to a supervisor immediately. Employees who do not receive a satisfactory response to their complaint shall contact the next level of supervision, the Sexual Harassment Counselor/Women's Coordinator.

All employees may obtain support and guidance when dealing with situations involving sexual harassment. In addition to their supervisors, the Sexual Harassment Counselor/Women's Coordinator, employees may also contact the City Personnel Department's Sexual Harassment Counselor, Equal Employment Opportunities Division.

**Supervisory Responsibility.** Supervisory employees shall ensure that each workplace has a working atmosphere free from sexual harassment for all employees. The working environment shall be businesslike, assuring fair and courteous treatment for all employees and the public they serve. Supervisors shall take prompt and appropriate action whenever they



## **280. (CONTINUED)**

observe or are made aware of any action or conduct that may be interpreted as sexual harassment.

### **Command Responsibility.**

Commanding officers are responsible for ensuring that their commands are free of sexual harassment by providing appropriate training and inspection which ensures the existence of a working environment free of sexual harassment. Moreover, commanding officers shall ensure that supervisors assigned to their command strictly enforce the policy of the Department against sexual harassment promptly and appropriately.

## **COMMUNITY RELATIONS**

### **310. GENERAL PROVISIONS.**

Community relations is based upon the principle that in a democratic society the police are an integral and indivisible element of the public they serve. Community relations is manifested by positive interaction between the people and the police and represents their unity and common purpose.

A system of law and its enforcement is not superimposed upon an unwilling public in a free society; the

law is created by the people themselves to control the behavior of those who would seek to interfere with the community welfare and existence.

While the primary responsibility for the enforcement of the law lies with the people, the complexities of modern society and the inability of the people to personally cope with crime has required that they create the police service to assist in maintaining social order. The police represent only a portion of the total resources expended by the public to this end; however, this effort, frequently being restrictive of individual freedom, brings the police into contact with members of the public under circumstances which have a far-reaching impact upon the lives of the affected individuals. A citizen's encounter with the police can be a very frightening and emotionally painful experience, and under these circumstances, the risk of a misunderstanding is very great. The minimization of this risk is a challenge intrinsic to each public contact by the Department. The Department must strive for the establishment of a climate where an officer may perform his duties with the acceptance, understanding, and approval of the public. Additionally,



### **310. (CONTINUED)**

the willing and practiced participation of the people in enforcing the law is essential for the preservation of freedom.

### **320. INDIVIDUAL DIGNITY.**

A recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty which is as binding on the Department as any other.

An officer must treat a person with as much respect as that person will allow, and he must be constantly mindful that the people with whom he is dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities, it is inherent in them.

### **330. ROLE OF THE INDIVIDUAL OFFICER.**

Community relations is manifested in its most common form in the numerous daily encounters between individual officers and citizens. It is at this level that reality is given to the unity of the people and the police and where the greatest burden for strengthening community relations is laid.

In dealing with people each officer must attempt to make his contact one which inspires respect for himself as an individual and professional and one which generates the cooperation and approval of the public. While entitled to his personal beliefs, an officer cannot allow his individual feelings or prejudices to enter into public contacts. However, since an officer's prejudices may be subconsciously manifested, it is incumbent upon him to strive for the elimination of attitudes which might impair his impartiality and effectiveness.

### **340. EQUALITY OF ENFORCEMENT.**

As one of the world's largest cities, Los Angeles is composed of many different communities, each with its own life style and each with its own individual crime problems. The cosmopolitan nature of the City is manifested by the diverse ethnic and sociological background of its people. However, all persons in each area of the City have in common the need for the protection which is afforded by fair and impartial law enforcement.

Additionally, as a person moves throughout the City, he must be able to expect a similar police response to his behavior wherever it occurs.

#### **340. (CONTINUED)**

Where the law is not evenly enforced, there follows a reduction in respect for the law and a resistance to its enforcement.

In order to respond to varying law enforcement needs in the different parts of the City, the Department must have flexibility in deployment and methods of enforcement; however, enforcement policies should be formulated on a Citywide basis, and applied uniformly in all areas.

Implicit in uniform enforcement of law is the element of evenhandedness in its application. The amount of force used or the method employed to secure compliance with the law or to make arrests is governed by the particular situation. Similar circumstances require similar treatment in all areas of the City and for all groups and individuals.

To ensure equal treatment in similar circumstances, an officer must be alert to situations where, because of a language barrier or for some other reason, he may be called upon to display additional patience and understanding in dealing with what might otherwise appear to be a lack of response.

#### **350. RESPONSIVENESS TO THE COMMUNITY.**

The Department must be responsive to the needs and problems of the community. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the Department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the Department.

#### **360. OPENNESS OF OPERATION.**

Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and an openness in matters of public interest. Consistent with protection of the legal rights of involved individuals and with consideration of the necessity for maintaining the confidentiality of Department records and of other primary Department responsibilities, the Department is to disseminate accurate and factual accounts of occurrences of public interest. Additionally, the Department must strive to make known and accepted its objectives and policies.



### **370. INTERPERSONAL COMMUNICATION.**

To promote understanding and cooperation there must be interpersonal communication between members of the community and officers at all levels of the Department. Each employee must be aware of the law enforcement needs of the community and his particular assigned area of responsibility. Guided by policy, an officer must tailor his performance to attain the objectives of the Department and to solve the specific crime problems in the area he serves. The Department must provide for programs to encourage productive dialogue with the public at all levels and to ensure that the unity of the police and the people is preserved.

### **380. TRAINING IN HUMAN AND COMMUNITY RELATIONS.**

The selection process for police officers is designed to choose the most qualified and to eliminate those who are physically, emotionally, mentally, or socially unfit. Those selected, however, are representative of the community at large and as such are subject to having the same prejudices and biases found in much of society. Exposure to crime and its aftermath can tend to harden and render insensitive an officer whose sympathetic understanding is needed

to properly perform his duties. The Department must provide initial and continuing training in human and community relations to help officers avoid this hardening of attitude and to imbue in each officer an understanding of his total role in the community.

LA Police Department Manual community relations excerpt recognizes that alcoholism and stress-related problems are genuine medical problems which are deserving of the same concern and degree of understanding as the more traditional illnesses. Every employee should be aware of the symptoms of alcoholism and stress. Employees should not hesitate to seek professional assistance for themselves or offer to help fellow employees affected by these disorders. The personal obligation of individual employees regarding assistance to fellow employees includes the recognition of the symptoms of alcoholism and/or stress problems. There is also an accompanying moral obligation to encourage the affected employee to seek professional assistance.

Supervisory personnel becoming aware of behavioral patterns indicative of alcoholism or stress

### **380. (CONTINUED)**

among Department employees should immediately meet with the concerned employee to determine if alcohol abuse or stress may be causing the problem behavior. Initially, the supervisor should encourage the concerned employee to voluntarily seek assistance from qualified professionals if alcohol abuse or stress is the basis for an employee's problem. If necessary, the concerned employee may be mandatorily directed to the Department's Behavioral Science Services for assistance.

## **COMMUNITY AFFAIRS**

### **420. NEWS MEDIA RELATIONS.**

#### **420.10 ROLE OF THE NEWS MEDIA.**

A well-informed public is essential to the existence of a democratic nation. To effectively exercise his franchise, a citizen must be aware of current events and the state of government. A free press serves the public by supplying needed information, by stimulating thought, and by providing a medium for expression.

Crime, its results, and the efforts to combat it are all matters of continuing public concern. The

Department is regularly involved in events at which members of the news media are properly present and performing their task of gathering information.

#### **420.20 ROLE OF THE DEPARTMENT.**

The Department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner which does not hamper police operations. However, certain information must be withheld from the news media in order to protect the constitutional rights of an accused, to avoid interfering with a Department investigation, or because it is legally privileged.

#### **420.30 DEPARTMENT PRESS RELATIONS OFFICER.**

To foster cooperation and mutual respect between the news media and the Department, a member of the personal staff of the Chief of Police is designated as the Department Press Relations Officer. His personal services are made available to authorized representatives of the news media to assist in solving problems of mutual concern to the press and the Department. Additionally, the Press Relations Officer responds to serious police incidents to assist the news media in their function.



#### **420.40 RESPONSIBILITY FOR THE RELEASE OF INFORMATION.**

When an event being investigated is of such a spectacular or unusual nature as to stimulate general community interest, the news media will be notified.

#### **420.50 SCOPE AND CONTENT OF THE RELEASE OF INFORMATION.**

The scope and content of each release of information must be determined according to the facts of each situation. Generally, a description of the circumstances which is not legally privileged and which will not prejudice the rights of suspects or interfere with an investigation will be made.

#### **420.80 WHERE A NEWSMAN IS NOT AUTHORIZED.**

While a newsman may be permitted in the area of a crime scene or a serious police incident, he does not have the authority to be within a crime scene or area which has been secured to preserve evidence or at any location where his presence jeopardizes police operations.

#### **420.85 NEWS MEDIA NOT EXEMPT FROM LAWS.**

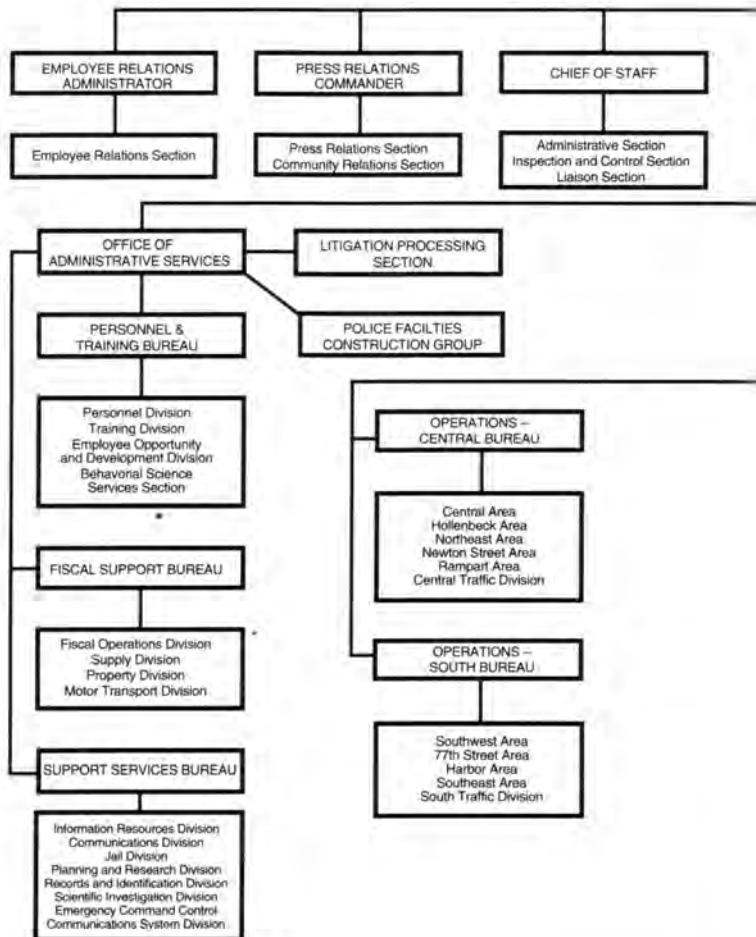
A newsman's primary responsibility is to report the news by obtaining information and photographs at news-worthy incidents. His opportunity to do so is infrequently momentary at an emergency scene. An officer sharing these circumstances with a newsman should not unnecessarily obstruct the newsman in the performance of his duty; however, members of the news media are neither impliedly nor expressly exempt from any municipal, state, or federal statute.

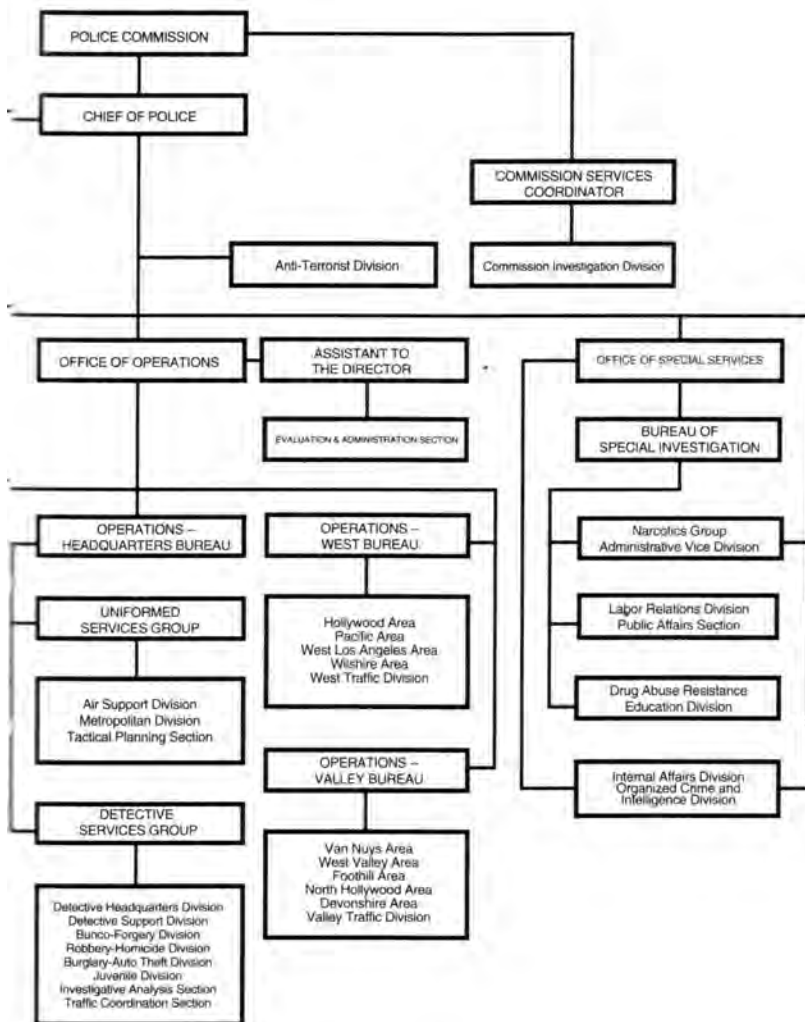
#### **440. PUBLIC INFORMATION.**

##### **440.10 REQUESTS FOR INFORMATION.**

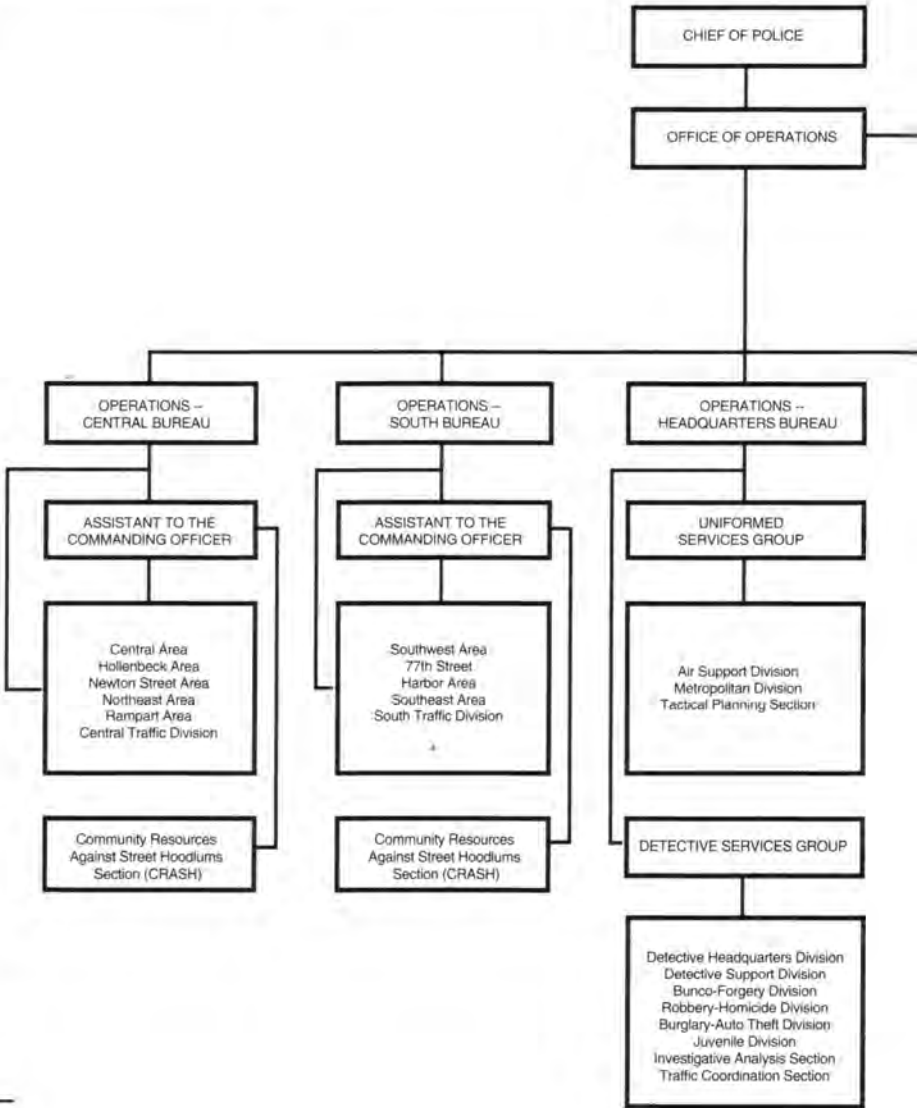
The public has an abiding interest in law enforcement and in the activities of the Department. The news media and members of the public frequently direct inquiries to the Department seeking information on a variety of subjects. While it is the aim of the Department to fulfill such requests, it is not always possible to do so. Whether to release information or to grant interviews will be determined according to the facts of each case.

# ORGANIZATION OF THE LOS ANGELES POLICE DEPARTMENT

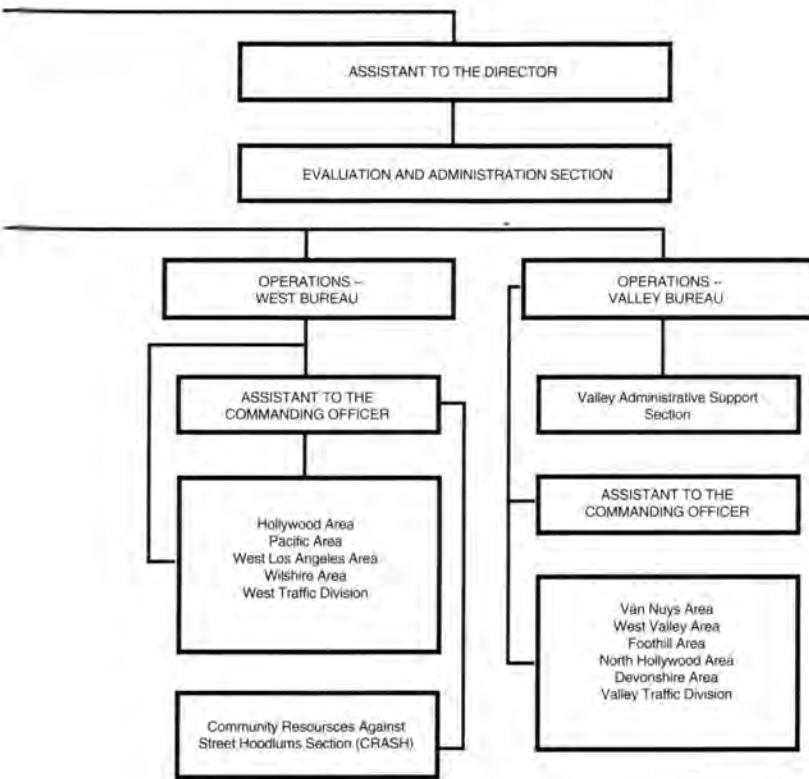




# ORGANIZATION OF THE OFFICE OF OPERATIONS







#### **440.40 RESPONSIBILITY OF OFFICERS TO SUPPLY INFORMATION.**

Frequently, due to public expectations and because of his accessibility, an officer is called upon to supply information both related and unrelated to the law enforcement function. An officer should appropriately answer questions put to him or refer the person to the proper individual or agency for such answers. When a request is made for information about a police matter, an officer should decide if he is in possession of sufficient facts and is qualified to respond, and whether the person making the request is a proper person to receive the information. Generally, an officer should be open in his dealings with the public and, unless there is reason to the contrary, he should supply requested information. He should, however, be cautious to avoid representing as fact that which is his opinion.

#### **480. LIAISON WITH CRIMINAL JUSTICE SYSTEM.**

##### **480.10 COOPERATION WITH OTHER LAW ENFORCEMENT AGENCIES.**

The Department maintains a close working relationship with other law enforcement agencies, and makes

available to them information concerning techniques and procedures developed or used by the Department.

##### **480.20 CRITICISM OF CRIMINAL JUSTICE SYSTEM.**

The Department shares responsibility with the Judiciary and other law enforcement and prosecution agencies in the criminal justice system. All elements of the system work toward common objectives and each element is functionally complementary. The cooperative and harmonious working relationships which are essential in attaining those objectives are impaired by unnecessary criticism of others engaged in the administration of criminal justice. For that reason officers should be aware of the effect upon law enforcement of any comments they make which might be interpreted as being critical of other law enforcement or prosecution agencies or individual members of the Judiciary. However, it is not intended that there be any infringement of an officer's right to express his personal views regarding the criminal justice system in general or any trends which seem destructive of its efficacy.

## **LAW ENFORCEMENT OPERATIONS**

### **504. THE NATURE OF THE TASK.**

Law enforcement operations consist of many diverse activities which are directed toward the attainment of Department objectives. Activities such as patrolling, conducting field interviews, and issuing traffic citations are not objectives in themselves; rather, they are methods of achieving the real objectives of preventing and deterring crime, arresting criminal offenders, and preventing traffic collisions.

Decisions in law enforcement operations frequently must be made in an instant, and the lives of officers and others may depend upon the quality of those decisions. An officer is confronted in stress situations with both criminal and noncriminal behavior, and he must be capable of making a reasonable response in both cases. An officer must base his conduct and action in each instance upon the facts of the situation as they reasonably appear, relying upon his experience, training, and judgment to guide him toward morally justified and lawful decisions and actions.

### **508. POLICE ACTION BASED ON LEGAL JUSTIFICATION.**

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected.

### **520. PRELIMINARY INVESTIGATION.**

#### **520.10 SCOPE OF PRELIMINARY INVESTIGATION.**

The scope of preliminary investigation by a uniformed officer may be very restricted or it may constitute the entire investigation of the crime. In a particular crime, the scope of the preliminary investigation may be limited by investigative policy, and in all cases it is limited by an officer's assignment workload. Consistent with his other responsibilities, an officer should continue a preliminary investigation to the point where the delay in investigation caused by the report being processed will not materially jeopardize the investigation.



### **520.20 FOLLOW-UP INVESTIGATION BY UNIFORMED OFFICERS.**

Uniformed officers may conduct a limited follow-up investigation upon supervisory approval when there is a reasonable chance of apprehending the suspect, when there is a need for obtaining additional information for the preliminary investigation report, or when there are other compelling circumstances.

### **520.30 COURTESY CRIME REPORTS.**

Generally, crime reports shall not be completed for occurrences outside the City. Department personnel should impress upon a citizen requesting a crime report the importance of an expeditious investigation and the fact that this can only occur if the crime is reported to the concerned agency. In those cases where exigent circumstances exist that would make it impractical for a person to report the crime to the concerned agency, a courtesy report may be completed, with prior supervisory approval.

### **522. REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.**

It is the policy of the Los Angeles Police Department to ensure that the rights of all people guaranteed by the

constitutions of the United States and the State of California are protected. When such rights are infringed upon by violence, threats, or other harassment, the Department will use every necessary resource to rapidly and decisively identify the suspects, arrest them, and bring them to justice.

Acts or threats of violence motivated by hatred or prejudice are serious. Such acts generate fear and concern among victims and the public and have the potential of recurring, escalating, and possibly causing counterviolence.

### **528. FIELD SUPERVISION.**

Since emergency situations occur without warning, and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene direction. In most police operations, however, supervision is available and necessary to provide guidance and training. Supervision gives coherence to the police task and directs the energies of the Department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.



## **528.10 SUPERVISION IN FIELD OPERATIONS.**

The Department is an organization with an assignment of responsibility and accountability throughout the rank structure. To the degree that a senior officer is responsible and accountable for the performance of his junior, he must be granted commensurate authority in order to properly discharge his supervisory responsibility. Field supervision begins with the senior policemen of the Department, and it is upon them that the primary burden of training and supervising less experienced officers is placed. A field sergeant is the first level of full-time supervision, and it is his primary responsibility to guide, train, direct, and motivate those over whom he has control. A field sergeant is not normally expected to engage in law enforcement operations except in a command or supervisory capacity.

## **536. CRIME SCENE SUPERVISION.**

The senior investigating officer present is in charge of a crime scene.

## **540. FOLLOW-UP INVESTIGATION.**

### **540.10 INVESTIGATION OF REPORTED CRIMES.**

Follow-up investigation consists of efforts to interview victims and witnesses; locate, identify, and preserve physical evidence; recover

stolen property; identify, locate, interview, and arrest suspects; present the case to the prosecutor; and cooperate in the prosecution of the defendant. Such investigations are conducted to produce evidence relating to the guilt or innocence of any suspect and to recover property.

## **540.20 ALLOCATION OF RESOURCES TO FOLLOW-UP INVESTIGATIONS.**

As it is not feasible to expend equal time and energy in the investigation of all reported crimes, priority of investigation and allocation of resources must be based upon the relative seriousness of each reported crime. However, reported crimes will be investigated to the fullest extent possible without regard to the status of the victims or the areas of the City in which the crimes occur.

## **544. INFORMANTS.**

### **544.10 USE OF INFORMANTS.**

Often, information from confidential sources is the investigative lead which solves a case and without which there could not be a prosecution.

**544.10 (CONTINUED)**

Information is received by the Department regarding criminal activities and suspects from persons in all walks of life. Many people who give information have been victims or witnesses of crimes, or they may have a strong desire to aid law enforcement. There are others motivated purely by selfish interests. However, regardless of their motivation, the use of informants is a basic weapon in the fight against crime, and they are a judicially recognized source of information. An informant's motivation should be carefully evaluated in determining the extent upon which the information will be relied.

**544.20 INFORMANT'S IMMUNITY FROM PROSECUTION.**

Informants will sometimes offer to exchange information for immunity or for their release. Such immunity may properly be granted by a judge in a judicial proceeding; however, neither the Department nor any of its members may grant any person immunity from prosecution.

**546. CONDUCT OF UNDERCOVER OFFICERS.**

In order to obtain information and evidence regarding criminal activities, it may be necessary that the

Department utilize undercover operators. Such operators shall not become "Agents Provocateurs" or engage in entrapment. The officers shall not commit any act or omit to perform any duty imposed by law which constitutes a crime.

**547. UNDERCOVER OFFICERS POSING AS MEMBERS OF THE NEWS MEDIA.**

The use of a news media cover by an officer to obtain intelligence information is not an acceptable form of undercover activity. Once a police officer is discovered in such a role, particularly in a crowd control situation, legitimate members of the media become suspect and could possibly be exposed to danger. In addition, such undercover activity does damage to the trust which should exist between members of a free society and the news media which serves them.

**548. DEPARTMENT RESPONSE TO IMPENDING RIOT.**

When the City is confronted with a situation which may escalate into a riot, the Department must establish control of the situation by reacting quickly and committing sufficient resources to control the situation. Control must be established in all parts of the involved area so that

## **548. (CONTINUED)**

there are no areas into which the Department cannot go. Law violators must be arrested and their prosecution sought. Finally, the Department must remain in the affected area with adequate personnel and equipment for a sufficient period of time after order is restored to convince all concerned that additional outbreaks will not be tolerated.

## **556. USE OF FIREARMS.**

### **556.10 PREAMBLE TO THE POLICY ON THE USE OF FIREARMS.**

The use of a firearm is in all probability the most serious act in which a law enforcement officer will engage. It has the most far-reaching consequences for all of the parties involved. It is, therefore, imperative not only that the officer act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices, but also that the officer be prepared by training, leadership, and direction to act wisely whenever using a firearm in the course of duty.

A reverence for the value of human life shall guide officers in considering the use of deadly force. While officers have an affirmative duty to use that degree of force

necessary to protect human life, the use of deadly force is not justified merely to protect property interests.

It is in the public interest that a police officer of this Department be guided by a policy which the people believe to be fair and appropriate and which creates public confidence in the Department and its individual officers.

This policy is not intended to create doubt in the mind of an officer at a moment when action is critical and there is little time for meditation or reflection. It provides basic guidelines governing the use of firearms so that officers can be confident in exercising judgment as to the use of deadly force. Such a policy must be viewed as an administrative guide for decision-making before the fact and as a standard for administrative judgment of the propriety of the action taken. It is not to be considered a standard for external judgment (civil or criminal litigation) of the propriety of an action taken. This is a matter of established law and also a process for courts and juries reviewing specific facts of a given incident.



**556.20 NECESSITY THAT OFFICERS BE ARMED.**

As long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly force, it will remain necessary for police officers to be properly armed for the protection of society and themselves.

**556.25 REASON FOR THE USE OF DEADLY FORCE.**

An officer is equipped with a firearm to protect himself or others against the immediate threat of death or serious bodily injury or to apprehend a fleeing felon who has committed a violent crime and whose escape presents a substantial risk of death or serious bodily injury to others.

**556.30 PROTECTION OF GENERAL PUBLIC.**

Regardless of the nature of the crime or the justification for firing at a suspect, officers must remember that their basic responsibility is to protect the public. Officers shall not fire under conditions that would subject bystanders or hostages to death or possible injury, except to preserve life or prevent serious bodily injury. Firing under such conditions is not justified unless the failure to do so at the time would create a substantial immediate threat of death or serious bodily injury.

**556.35 MINIMIZING THE RISK OF DEATH.**

An officer does not shoot with the intent to kill; he shoots when it is necessary to prevent the individual from completing what he is attempting. In the extreme stress of a shooting situation, an officer may not have the opportunity or ability to direct his shot to a nonfatal area. To require him to do so, in every instance, could increase the risk of harm to himself or others. However, in keeping with the philosophy that the minimum force that is necessary should be used, officers should be aware that, even in the rare cases where the use of firearms reasonably appears necessary, the risk of death to any person should be minimized.

**556.40 THE USE OF DEADLY FORCE.**

An officer is authorized the use of deadly force when it reasonably appears necessary:

- \* To protect himself or others from an immediate threat of death or serious bodily injury, or
- \* To prevent a crime where the suspect's actions place persons in jeopardy of death or serious bodily injury, or
- \* To apprehend a fleeing felon for a crime involving serious bodily injury



#### **556.40 (CONTINUED)**

or the use of deadly force where there is a substantial risk that the person whose arrest is sought will cause death or serious bodily injury to others if apprehension is delayed. Officers shall not use deadly force to protect themselves from assaults which are not likely to have serious results.

Firing at or from moving vehicles is generally prohibited. Experience shows such action is rarely effective and is extremely hazardous to innocent persons.

Deadly force shall only be exercised when all reasonable alternatives have been exhausted or appear impracticable.

#### **556.50 JUSTIFICATION LIMITED TO FACTS KNOWN TO OFFICER.**

Justification for the use of deadly force must be limited to what reasonably appear to be the facts known or perceived by an officer at the time he decides to shoot. Facts unknown to an officer, no matter how compelling, cannot be considered at a later date to justify a shooting.

#### **556.55 SUSPECTED FELONY OFFENDERS.**

An officer shall not fire at a person who is called upon to halt on mere suspicion and who simply runs away to avoid arrest. Nor should an officer fire at a 'fleeing felon' if the officer has any doubt whether the person fired at is in fact the person against whom the use of deadly force is permitted under this policy.

#### **556.60 YOUTHFUL FELONY SUSPECTS.**

This Department has always utilized extreme caution with respect to the use of deadly force against youthful offenders. Nothing in this policy is intended to reduce the degree of care required in such cases.

#### **556.70 SHOOTING AT FLEEING MISDEMEANANTS.**

Officers shall not use deadly force to effect the arrest or prevent the escape of a person whose only offense is classified solely as a misdemeanor under the Penal Code.

#### **556.75 FIRING WARNING SHOTS.**

Generally, warning shots should not be fired.

### **556.80 DRAWING OR EXHIBITING FIREARMS.**

Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm. Officers shall not draw or exhibit a firearm unless the circumstances surrounding the incident create a reasonable belief that it may be necessary to use the firearm in conformance with this policy on the use of firearms.

Note: During a special meeting on September 29, 1977, the Board of Police Commissioners adopted the following as a valid interpretation of this Section:

“Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm. An officer's decision to draw or exhibit a firearm should be based on the tactical situation and the officer's reasonable belief there is a substantial risk that the situation may escalate to the point where deadly

force may be justified. When an officer has determined that the use of deadly force is not necessary, the officer shall, as soon as practicable, secure or holster the firearm.”

### **564. OFFICERS SURRENDERING WEAPON.**

An officer or his partner may be at the mercy of an armed suspect who has the advantage, but experience has shown that the danger to an officer is not reduced by his giving up his gun upon demand. Surrendering his weapon might mean giving away his only chance for survival; therefore, an officer should use every tactical tool at his disposal to avoid surrendering his weapon.

### **571. USE OF DEPARTMENT POLICE DOGS.**

Police dogs are a multi-functional asset of the Los Angeles Police Department. Police dogs may be used in appropriate circumstances to assist officers in the search for criminal suspects; the detection and location of narcotics and/or explosives; and the location of missing adults or juveniles.

Supervisors or officers at the scene of a police incident may request the assistance of a police dog and shall be responsible for determining if the dog is to be used. When a police dog

### **571. (CONTINUED)**

is deployed, the dog handler shall be solely responsible for the control and direction of the dog.

Police dogs may be used:

- \* In the detection, control, and apprehension of a suspect when there is a reasonable suspicion of the suspect's involvement in criminal activity;
- \* In the search of buildings and large areas for suspects;
- \* In the investigation of a crime or possible crime;
- \* In searches for narcotics and/or narcotic paraphernalia;
- \* In searches for explosives and/or explosive devices;
- \* In criminal and non-criminal incidents to assist in the search for missing juveniles or adults.

Police dogs are employed to assist officers in the performance of their duties. In appropriate circumstances, police dogs may be used to defend peace officers and others from imminent danger at the hands of an assailant, and may defend themselves from annoying, harassing, or provoking acts.

### **584. VICE ENFORCEMENT.**

The people through their elected representatives have decided that criminal sanctions should be imposed against certain behavior which has been traditionally labeled as "vice."

The Department is charged with the enforcement of all criminal statutes including those defining vice offenses. Where vice conditions are allowed to continue, they are soon exploited by organized crime and the money thus obtained is often used to finance other criminal ventures or attempts to corrupt public officials.

To prevent the spread of vice conditions, the Department will take aggressive enforcement action against all commercialized vice activities, against those vice activities which have been complained of, and against conspicuous vice conditions which appear on the streets and in the public places of the City.

### **588. NARCOTIC ENFORCEMENT.**

It is the objective of the Department to enforce all local, State, and federal statutes which prohibit the possession, use, or traffic in narcotics, non-prescription dangerous drugs, and other restricted or prohibited substances. Through a combination of aggressive enforcement and public



**588. (CONTINUED)**

education, the Department seeks to prevent and deter the use and possession of, and traffic in, all such substances within the City. In so doing, the Department may also conduct investigations outside the City in cooperation with appropriate law enforcement agencies to prevent the flow of such illegal substances into the City.

To prevent the spreading use of narcotics and other dangerous substances, the Department engages in public education programs to inform people about the effects and hazards of drug abuse. Additionally, the Department provides the public with factual information with which to make decisions regarding the use of drugs and to assist members of the public in recognizing symptoms and indications of drug use in others. An understanding and appreciation of the full effect and extent of drug abuse is essential for success in overcoming its threat. By working with and through the community, the Department seeks to engage the people in a cooperative attack on this critical problem.

# **VOLUME III- MANAGEMENT RULES AND PROCEDURES**

## **GENERAL MANAGEMENT PROCEDURES**

### **258. MONTHLY SHOOTING QUALIFICATION.**

All officers, line reserve officers, and security officers shall qualify in the prescribed manner as required in 3/258.02. This qualification shall take place at a range under the supervision of the Los Angeles Police Department.

**Ear Protectors.** All Department personnel who are on the firing line of any Department range when live firing is taking place shall wear ear protectors provided by the Department, or personal ear protectors of a type approved by the Department Armorer.

### **258.01 FAILURE TO MEET QUALIFICATION REQUIREMENT.**

When notified that an officer, reserve officer, or security officer under his command fails to meet the qualification requirement and the officer does not have a valid



### **258.01 (CONTINUED)**

exemption (3/258.02), the concerned commanding officer shall initiate a Personnel Complaint, Form 1.81. Commanding officers shall be responsible for the administration of disciplinary action resulting from failures to qualify and multiple use of City ammunition.

### **258.02 EXEMPTIONS TO REQUIREMENT TO QUALIFY.**

**Medical Exemptions.** An officer or security officer who is unable to fire the qualification course because of an injury or physical defect shall be examined by a physician. The officer or security officer shall obtain a statement from the physician describing the nature of the injury or physical defect and an estimate of the length of time for which the officer or security officer should be exempted from qualification requirements. The statement shall be reviewed and signed by the concerned commanding officer. After signing the request, the concerned commanding officer shall forward a copy of the statement to the Medical Liaison Section and file the original in the officer's Division Employee Folder, Form 1.1.

Note: An officer or security officer who is off duty for a period of time comprising the last seven calendar

days of a qualification period due to illness or injury shall be exempt from the qualification requirements for that qualification period.

A line reserve officer who is unable to fire the qualification course because of an injury or illness shall submit an Employee's Report, Form 15.7, in duplicate to his commanding officer. The Form 15.7 shall include a description of the injury and the estimated length of the period of incapacity.

**Vacation Exemptions.** When the shooting qualification requirement would present an undue hardship to an officer, line reserve officer, or security officer while on vacation, the employee may submit an Employee's Report, Form 15.7, to his commanding officer at least one week prior to his vacation requesting the qualification requirement be waived. The employee's commanding officer shall consider each request and recommend approval if the request is justified. When it appears that the employee will have an opportunity to fulfill the shooting qualification requirement without undue hardship, the Form 15.7 shall be returned to the employee and the request denied. Approved requests shall be retained in the officer's Division Employee Folder, Form 1.1.

## **258.02 (CONTINUED)**

**Thirty Year Exemptions.** Officers who have completed thirty or more years of service shall be required to meet the firearms qualifications only once each calendar year at their convenience. Exempt officers are encouraged to qualify on a factory ammunition qualification month.

Note: Exempt officers shall replace their Department issued factory ammunition every six months.

## **258.14 FIREARMS AND EQUIPMENT USED FOR QUALIFYING.**

The firearm and equipment used by an officer or reserve officer to fulfill his qualification shooting requirements shall be the same firearm and equipment items he carries on-duty in his current assignment.

Security officers shall use the firearms provided for their use at the range at which they qualify.

Exception: An on-duty officer, when practicable, shall use a shotgun assigned to his division when qualifying on the shotgun range.

## **258.18 AMMUNITION USED FOR QUALIFYING.**

Ammunition used in qualification and bonus qualification shooting shall be either full factory load service ammunition or reload practice ammunition with ball or wadcutter lead bullet. Explosive, incendiary, Hi-Way Master, dum-dum, foreign-made, or any bullet developing a velocity exceeding one thousand feet per second shall not be permitted. No allowance will be made for misfires when reload ammunition is used in a bonus qualification shoot.

Exception: Officers, reserve officers, and security officers shall qualify twice yearly with factory ammunition which is due to be replaced in compliance with Section 3/611.20.

## **258.20 CITY-PAID AMMUNITION.**

City paid ammunition may be used by an officer for either the scheduled qualification shoot during any period or the bonus qualification shoot during those periods when he is scheduled to shoot the target course. An officer, reserve officer, or security officer desiring to use City-paid ammunition for qualification shall present his identification card to the range officer and shall sign his name and serial number on a Qualification/Bonus Shoot Record, Form 13.5.0 (green).



### **258.20 (CONTINUED)**

Each officer, and each security officer who has been employed as such for one year or longer, shall be entitled to thirty rounds of City-paid ammunition per period for qualification. An officer, or security officer who has been employed for one year or longer, failing to qualify with City-paid ammunition shall purchase the additional ammunition necessary and shall sign his name and serial number on a Qualification/Bonus Shoot Record, Form 13.5.1 (buff) each time he makes additional attempts to qualify. An officer, or a security officer who has been employed for one year or longer, may submit only one green card in any qualification period. He may submit as many plain cards as are necessary for him to qualify.

Security officers in their first year of employment, and reserve officers, will be permitted to use City-paid ammunition for each attempt to qualify until the qualification requirements have been fulfilled. Reserve officers, and security officers in their first year of employment, shall sign their names and serial numbers on a Qualification/Bonus Shoot Record, Form 13.5.0 (green) each time ammunition is issued for qualification. However, a reserve

officer, or a security officer in his first year of employment, may be required to undergo remedial firearms training when he fails to qualify after several attempts.

Exception: City-paid ammunition shall not be furnished for the initial attempt to qualify during those periods when factory ammunition must be used for qualification. Officers failing to qualify with factory ammunition shall be required to purchase the ammunition needed for subsequent attempts to qualify. Reload ammunition may be used for subsequent attempts to qualify.

### **258.24 MULTIPLE USE OF CITY AMMUNITION.**

When a commanding officer is notified that an officer under his command has used city-paid ammunition more than once in any qualification period without authorization, he shall direct the officer to report to the Accounting Section, Fiscal Operations Division, within fourteen (14) days for payment of the appropriate fees. The officer shall report to Parker Center, on any weekday, between the hours of 0830 and 1700, and shall pay a fee equal to the purchase price of the extra ammunition used. The officer shall obtain a receipt from the Police

## **258.24 (CONTINUED)**

Accountant, which he shall present to his commanding officer as evidence of compliance.

## **RECORDS AND REPORTS**

### **405. CONFIDENTIAL NATURE OF DEPARTMENT RECORDS, REPORTS, AND INFORMATION.**

All official files, documents, records, reports, and information held by the Department or in the custody or control of an employee of the Department shall be regarded as confidential. Employees shall not disclose or permit the disclosure or use of such files, documents, reports, records, or information except as required in the performance of their official duties. The unauthorized use of information obtained through employment with the Los Angeles Police Department can subject the employee to possible disciplinary action and/or criminal prosecution. This includes information obtained from manually stored records, as well as information obtained from automated records.

Concerned supervisors in units having access to terminal points for City-controlled computers containing confidential information shall

complete an Operator Security Statement, Form 1.58, for each employee having access to such terminals.

Note: The home address, telephone number, and other personal information concerning Department employees may be released to person both within and outside the Department only with the approval of the concerned watch commander or officer-in-charge.

### **406. RELEASE OF POLICE RECORD INFORMATION.**

#### **406.10 GUIDELINES AND RESTRICTIONS FOR THE RELEASE OF POLICE RECORD INFORMATION.**

Employees shall be guided by Manual Section 1/440.40 when releasing any information to the public. The following guidelines shall apply to all releases of police record information.

**Guidelines.** Information regarding the commission of a crime and the resulting investigation may be made available to the public prior to the making of an arrest, the issuance of an arrest warrant, or the filing of formal charges. The following guidelines shall apply to all releases of information to the public.



#### **406.10 (CONTINUED)**

\* Department personnel should not release information if it is believed that it would jeopardize the investigation; jeopardize the successful prosecution of a criminal case; affect the outcome of a civil case involving the City of Los Angeles; or infringe upon the person's right to privacy.

Note: Facts concerning the crime which could only be known by the perpetrator, or which could be utilized as polygraph keys should not be released.

\* The home address of the victim of a crime shall not be released to the public unless the home address is also the location of the crime. The name and home address of a witness to a crime shall not be released to the public.

Exception: The above information may be released if given permission to do so by the respective victim or witness, or if the investigating officer believes that its release would assist in the investigation of the crime.

\* The name and address of a confidential informant shall not be released.

## **UNIFORMS AND PERSONAL EQUIPMENT**

### **601. POSSESSION OF UNIFORMS AND PERSONAL EQUIPMENT.**

#### **601.10 REQUIREMENTS.**

All officers shall possess at all times a serviceable uniform and the necessary equipment to perform uniformed field duty. Officers assigned to duty wherein a special uniform is required shall also possess the uniform required by their special assignment. All uniforms and equipment referred to in this Chapter shall meet the specifications outlined in the Department Uniform and Personal Equipment Specifications.

Exception: Exemptions from this Section may be granted by the Chief of Police.

### **602. MAINTENANCE OF UNIFORMS AND EQUIPMENT.**

#### **602.10 AVAILABILITY FOR USE.**

All uniforms and equipment shall be maintained in a clean serviceable condition and shall be ready at all times for immediate use.

## **602.20 LEATHER EQUIPMENT MAINTENANCE.**

Leather equipment shall be kept dyed and shined, and shall be replaced when it is cracked or worn out.

## **605. PERSONAL APPEARANCE.**

### **605.10 PERSONAL APPEARANCE—GENERAL.**

An employee shall be neat and clean at all times while on-duty, unless the nature of his assignment require otherwise.

### **605.20 HAIR STANDARDS—GENERAL.**

While on-duty, all employees shall keep their hair neat, clean, and well-groomed.

Exception: Authorization to deviate from this requirement may be granted by commanding officers of employees in low visibility positions.

### **605.22 HAIR STANDARDS—UNIFORMED.**

**Male Employees.** On-duty uniformed male employees shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar nor cover any portion of the ear, and shall not interfere with the proper wearing of the uniform hat.

**Female Employees.** On-duty uniformed female employees assigned to field duty shall arrange their hair so that it does not extend below the bottom edge of the collar, nor interfere with the proper wearing of the uniform hat. Hair shall be arranged so as not to interfere with vision in any way.

On-duty uniformed female employees assigned to field duty shall not arrange their hair in a ponytail hairstyle.

Uniformed females who are not field certified shall maintain their hair so as to present a neat appearance consistent with the type of duty performed.

### **605.24 HAIR STANDARDS—SWORN NON-UNIFORMED**

**Male employees.** On-duty sworn non-uniform male employees shall keep their hair properly trimmed at all times. The hair shall be moderately tapered and shall not extend below the top of the shirt collar nor cover any portion of the ear.

**Female Employees.** On-duty sworn non-uniform female employees shall maintain their hair so as to present a neat appearance consistent with their job assignment.

### **605.24 (CONTINUED)**

Exception: Employees in low visibility assignments may deviate from these standards with the approval of their commanding officer.

### **605.70 ORNAMENTATION.**

Uniformed employees shall not wear any unauthorized ornamentation such as earrings; necklaces; bracelets; or large, conspicuous rings.

### **606. WEARING OF UNIFORM.**

#### **606.10 WHO SHALL WEAR UNIFORM.**

All employees regardless of rank shall wear the prescribed uniform and personal equipment during their tours of duty.

#### **606.20 EXEMPTIONS TO WEARING UNIFORMS.**

The following officers are exempted from wearing the prescribed uniform (3/606.10):

- \* Chief of Police.
- \* Directors.
- \* Bureau commanding officers.
- \* Inspection staff.
- \* Plainclothes investigation officers.

Special Exemptions. When the wearing of a uniform is not practical because of work conditions, and

when prior exemption has been granted by the Chief of Police, certain officers may be exempted from wearing the prescribed uniform.

### **610. FIREARMS.**

#### **610.10 POSSESSION REQUIRED.**

Every officer shall possess an authorized firearm.

#### **610.12 PRIMARY WEAPON.**

A primary weapon is the Department approved firearm which officers are required to carry on-duty. Primary weapons shall be approved by the Department Armorer.

#### **610.13 COMPACT SEMIAUTOMATIC PISTOLS USED AS A PRIMARY WEAPON.**

Officers that are assigned to non-uniformed assignments, such as detectives, staff personnel, specialized unit members, etc., may carry as their primary weapon a Department approved compact semiautomatic pistol while assigned to a temporary uniformed assignment. The concerned officers shall carry the appropriate ammunition, magazines, magazine pouch, and holster for uniformed officers.



**610.14 ADDITIONAL WEAPONS/BACKUP WEAPONS.**

Additional weapons/backup weapons shall be approved by the Department Armorer and carried concealed (3/610.20).

**610.15 CITY-OWNED REVOLVERS.**

Officers who have been furnished a City-owned revolver may carry that revolver while on-duty as their primary weapon.

Note: Officers who possess a City-owned six-inch revolver may, at their own expense, have the barrel cut to four inches by the Department Armorer. The Department Armorer shall maintain sole responsibility for any mechanical repair or alteration of City-owned firearms, including removal of the side plates or modification of the original finish.

**610.17 PRIVATELY-OWNED REVOLVERS.**

On-duty officers may carry, as their primary weapon, a privately-owned revolver that has been approved by the Department Armorer and that meets Department specifications for a primary weapon.

**610.25 MANUALLY COCKING AND FIRING THE DOUBLE-ACTION SEMIAUTOMATIC PISTOL.**

Because of the potential for an accidental discharge when the hammer of a double-action semiautomatic pistol is manually cocked to the rear of the slide, the manual cocking of such a pistol is prohibited. The first round shall be fired in the double-action mode.

Note: Generally, the pistol should be returned to double-action mode when the involved officer has determined that the immediate necessity to fire no longer exists (e.g., prior to a foot pursuit or climbing a wall). Accuracy and fire control are the officer's goals when confronted by the need to stop a life-threatening attack.

**610.40 MAINTENANCE OF FIREARMS.**

Firearms carried on-duty shall be maintained in a clean, serviceable condition.

**610.50 UNIFORMED OFFICERS—REQUIRED FIREARMS.**

Personnel on-duty, in uniform, shall carry a four or six inch primary weapon in the uniform holster attached to the equipment belt.



### **610.50 (CONTINUED)**

Exception: Uniformed personnel in an assignment that does not involve physical contact with the public may carry a revolver that meets the specifications of an additional weapon, as their primary weapon, with prior approval of the concerned bureau commanding officer.

### **610.60 DETECTIVES—REQUIRED FIREARMS.**

Personnel classified as case carrying detectives shall carry, while on-duty, an authorized four or six inch primary weapon, concealed and in a holster.

Exception: Revolvers with two inch barrels and steel frames which were purchased and approved by the Department prior to November 21, 1967, may be carried by plainclothes field officers as a primary weapon.

### **610.67 SPECIAL DUTY ASSIGNMENTS—FIREARMS.**

Officers assigned "Special Duties" may carry firearms other than those described as primary or additional weapons as long as the firearms are consistent with their particular assignment and prior written approval is obtained from their commanding officer. Bureau commanding officers shall have audit responsibilities to ensure compliance.

Note: Special duties may include, but are not limited to, SWAT, Detective Support Division, vice, and narcotics.

### **610.70 ADDITIONAL FIREARMS CARRIED ON-DUTY.**

An officer carrying an additional firearm while on-duty shall ensure that it is concealed and contained in such a manner that the firearm will not fall out or become accessible to unauthorized persons, and that it conforms to the specifications set forth in section 1-113.2 of the Uniform and Personal Equipment Specifications Manual.

### **610.90 PROPER HOLSTERING OF CONCEALED FIREARMS CARRIED BY ON AND OFF-DUTY PERSONNEL.**

Every officer carrying a concealed firearm shall carry the firearm in a holster specifically designed for the firearm being carried. The holster must be constructed so the firearm may be drawn and reholstered without difficulty. When the firearm is carried on the person, the holster used shall be designed to secure the firearm in the holster and prevent the firearm from being cocked. The holstered firearm shall be securely attached to the officer or may be carried concealed in a container under the officer's immediate control.

**610.90 (CONTINUED)**

Such a container may include, but is not limited to, purses and briefcases. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons. The container shall allow the officer immediate access to the firearm.

Exception: The concerned commanding officer may grant permission for noncompliance when the nature of a particular duty assignment with tactical considerations requires that a firearm be carried in a container including, but not limited to, purses, briefcases, or workout bags under the officer's immediate control. The container must be capable of being secured in such a manner that the holstered firearm will not fall out or become accessible to unauthorized persons.

**611. AMMUNITION.****611.10 POSSESSION OF AMMUNITION.**

On-duty officers shall not possess in their weapon, on their person, in privately owned vehicles parked on divisional parking lots, or elsewhere in any Department facility, any ammunition other than that which has been approved by the Department as authorized ammunition.

Exception: Officers may possess other than Department approved ammunition while firing at the Police Academy range for recreational purposes. Reload ammunition may be used for qualification at Department ranges.

Off-duty officers who carry a concealed weapon pursuant to their authorization to do so by virtue of their employment as Los Angeles police officers shall carry only authorized ammunition in their weapons.

**611.20 REPLACEMENT OF AMMUNITION.** All ammunition required by this Chapter shall be replaced with new ammunition every six months.

**611.30 REQUIRED AMMUNITION FOR PRIMARY WEAPON—UNIFORMED OFFICERS.**

**Revolver.** The service revolver shall be carried fully loaded by uniformed officers assigned to field duty. In addition, uniformed officers in field assignments shall carry a minimum of 12 rounds in the cartridge case.

**Semiautomatic Pistol.** Uniformed officers shall carry their primary semiautomatic pistol (and magazine)

### **611.30 (CONTINUED)**

fully loaded at all times when assigned to field duty. In addition, uniformed officers in field assignments shall carry as a minimum for their primary semiautomatic pistol two fully loaded reserve magazines in the magazine pouch.

Exception: Uniformed personnel who carry a primary semiautomatic pistol or an authorized additional semiautomatic pistol as a primary weapon in an assignment that does not involve physical contact with the public or does not require the wearing of the Police Equipment Belt shall carry as a minimum one fully loaded magazine in a magazine pouch worn on the belt or shoulder holster strap.

### **611.40 REQUIRED AMMUNITION FOR PRIMARY WEAPON—PLAINCLOTHES- OFFICERS.**

**Revolver.** Plainclothes officers shall carry their revolver fully loaded at all times. In addition, they shall carry a minimum of six rounds of ammunition in a cartridge carrier worn on the belt or shoulder holster strap.

**Semiautomatic Pistol.** Plainclothes officers shall carry their primary semiautomatic pistol (and magazine) fully loaded at all times. In addition, they shall carry as a minimum for their primary semiautomatic pistol one fully loaded magazine in a magazine pouch worn on the belt or shoulder holster strap.

Exception: At the discretion of their commanding officer, undercover officers and "Special Duties" officers may be exempted from Department Manual provisions pertaining to handguns, ammunition, and related equipment (3/610.67).

### **611.50 ADDITIONAL AMMUNITION.**

In addition to the required ammunition carried on the person, uniformed and plainclothes officers shall be encouraged by their supervisors to carry extra ammunition. When worn on the Police Equipment Belt, the supplemental ammunition pouch/case shall be worn immediately behind the holster; when worn with an additional handcuff case, the supplemental ammunition pouch/case shall be worn centered between the handcuff cases. Additional fully-loaded magazines or cartridge cases may also be carried concealed upon



### **611.50 (CONTINUED)**

the officer. Officers are urged to carry extra ammunition on their persons when off-duty. All Department-issued ammunition not carried on the person shall be maintained in a personal locker or other readily accessible location.

### **614. BASIC UNIFORM—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.**

#### **614.20 CAP (HAT).**

Patrol officers, while on-duty, shall ensure that their uniform hat is serviceable and available either at their division of assignment or in their assigned vehicle.

Exception: Officers assigned to traffic divisions shall ensure that their uniform hat is available in the passenger compartment of their assigned vehicle and shall wear their hats when directing traffic.

The wearing of the uniform hat is mandatory for all officers:

\* When an officer is working an assigned footbeat.

\* When an officer is working an assignment in which the primary function is crowd control (e.g., parades, Coliseum events, etc.).

\* At inspections, ceremonies, funerals and other appropriate formal events.

\* As determined by the officer in charge in those situations in which immediate recognition is necessary for officer safety.

\* As determined by commanding officers when circumstances are such that the wearing of the hat is appropriate.

Note: Officers shall wear the Department-issued motorcycle officer's helmet when operating a two- or three-wheel motorcycle.

#### **614.40 TIE.**

The tie worn with the uniform shirt shall be a double windsor "redited" knot with a bendover metal clip allowing a "breakaway" feature when worn.

Note: The office-in-charge of a detail where a civil disturbance is in progress, or where it may be reasonably expected that one may ensue, may instruct officers under his command to remove their neckties; however, their shirts shall remain buttoned.



### **614.50 TROUSERS.**

Note: Officers assigned to two-wheeled motorcycle duty shall wear the prescribed breeches in lieu of trousers.

### **614.60 POLICE EQUIPMENT BELT.**

The Police Equipment Belt shall be worn complete with the equipment specified in 3/622.

### **614.70 BADGE.**

When in uniform, all officers shall wear the official badge currently issued to them. The badge shall be attached to the badge holder provided on the outermost garment and shall be clearly visible at all times.

### **614.80 IDENTIFICATION CARDS.**

When in uniform, all officers shall have in their possession the identification card currently issued to them.

### **614.90 SHOES.**

Note: Officers assigned to two-wheeled motorcycle duty shall wear the prescribed boots in lieu of shoes.

### **615. OPTIONAL UNIFORM—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.**

#### **615.10 OPTIONAL UNIFORM REQUIREMENTS.**

The optional uniform shall consist of the basic uniform with short sleeves, an open convertible collar, and the tie removed.

If an undershirt is worn under the optional uniform shirt, the undershirt shall be white and shall have a round crew neck or V-neck collar.

Officers not wearing the optional uniform shall wear the basic uniform with long sleeves and a tie.

Although the optional uniform is authorized, officers shall wear the basic uniform, with long sleeves and a tie, when the division commanding officer deems it appropriate.

Note: When the wearing of an optional uniform is authorized, officers may wear a uniform manufactured from the optional summer-weight material.



## **616. DRESS UNIFORM— CAPTAINS AND ABOVE.**

### **616.10 DRESS UNIFORM REQUIREMENTS.**

The dress uniform shall consist of the following items:

- \* Cap.
- \* Shirt.
- \* Tie.
- \* Trousers.
- \* Coat.
- \* Shoes.
- \* Socks.
- \* Badge.

### **616.20 POSSESSION OF DRESS UNIFORM.**

Officers of the rank of Captain and above shall possess a dress uniform as specified in this section.

### **616.30 WEARING OF DRESS UNIFORM.**

Unless otherwise directed by the Chief of Police, officers of the rank of Captain and above, when appearing in uniform, shall wear the dress uniform as specified in this section or the basic uniform as specified in 3/614.

## **617. AIR SUPPORT DIVISION UNIFORM — POLICE OFFICERS.**

### **617.10 AIR SUPPORT DIVISION UNIFORM REQUIREMENTS.**

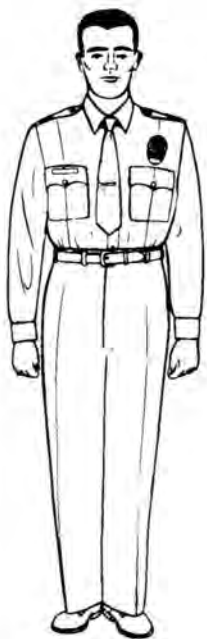
The flying uniform for officers assigned to Air Support Division shall consist of:

- \* The khaki uniform, as described in Sections 1D3 and 1D4 of the Uniform and Personal Equipment Specifications Manual, with Air Support Division emblems, as described in Section 1D5. Officers of the ranks of sergeant and above shall wear the prescribed rank insignia.
- \* Cap or, when airborne, helicopter helmet.
- \* Regulation shoes.

### **617.10 (CONTINUED)**

Officers shall wear the flying uniform only when engaged in flying duties, or when performing related duties at the airport.

Exception: When directed by the Commanding Officer, Air Support Division, the basic uniform (3/614.) with Air Support Division emblems shall be worn. The key chain (3/626.20) and the tie clasp (3/626.30) shall be worn on these occasions.



### **618. INDOORS UNIFORM— POLICE OFFICERS**

### **618.10 OFFICE WEAR.**

Officers engaged in uniformed work indoors may be exempted by their commanding officer from the provisions of all or part of the requirements of 3/614 and 3/621. However, officers on such indoors duty shall have the required equipment available for immediate use. Uniformed officers detailed to station or office duty wherein the Police Equipment Belt is not worn shall wear the prescribed trousers belt.

### **619. JUMPSUITS—POLICE OFFICERS.**

#### **619.10 JUMPSUIT REQUIREMENTS.**

The approved jumpsuit is a navy blue, two-piece field uniform, consisting of a jacket and matching pants. Specifications for the jumpsuit are described in Section 1-131 of the Uniform and Personal Equipment Specifications Manual.

#### **619.20 JUMPSUITS— AUTHORIZED USE.**

Jumpsuits are authorized for use by on-duty personnel assigned to the following details:

## **619.20 (CONTINUED)**

- \* B-Wagon
- \* Search Dog Detail
- \* Bomb Squad
- \* Diving Team
- \* Tactical Planning Section personnel when engaged in a hazardous material response or Mobile Command Fleet operation
- \* Off-road Vehicle Enforcement Team

All other sworn personnel may purchase jumpsuits as optional equipment, but may wear them only under the following conditions:

- \* During an unusual occurrence, with the approval of the field commander; or
- \* During a search or vehicle inspection, which may result in soiled or damaged uniforms or clothing, with the approval of a supervisor.

Note: Jumpsuits shall be removed and employees shall return to the standard uniform or working attire immediately upon the termination of the unusual occurrence or incident that required the jumpsuit.

## **620. FATIGUE UNIFORM— POLICE OFFICERS.**

### **620.10 FATIGUE UNIFORM REQUIREMENTS.**

The items named in this section shall constitute the fatigue uniform. It shall be worn, at the direction of the commanding officer, when approved by the concerned bureau commanding officer, by those officers whose principal duties make the wearing of the service uniform impracticable.

Note: Specific exemptions from wearing the official cap, shoes, and socks may be made by the division commanding officers.

## **621. FIELD EQUIPMENT— POLICE OFFICERS.**

### **621.10 REQUIRED EQUIPMENT—UNIFORMED OFFICERS.**

In addition to the basic uniform (3/614), officers engaged in uniformed field duty shall carry the following equipment:

**Baton.** Officers using motorized equipment while on-duty shall carry their batons in a manner authorized by their commanding officer. The carrying of the baton by officers



### 621.10 (CONTINUED)

assigned to intersection traffic control shall be at the option of their commanding officer.

**Cord-cuff Restrainer.** With the exception of motorcycle officers, the cord-cuff restrainer shall be carried on the key ring holder of the officer's police equipment belt (Sam Browne or Velcro type) or in the left sap pocket of the uniform trouser, at the officer's option. Motorcycle officers shall carry the cord-cuff restrainer in a uniform pants pocket.

**General Duty Helmets.** Uniformed officers while assigned in vehicles shall keep their general duty helmets in their helmet bags and stored in the vehicle's trunk. All other uniformed officers shall keep their helmets at locations convenient to their assignment. Officers shall store their helmets in their station lockers when off duty or on plainclothes assignments.

**Traffic Citation Books.** Both personal service and absentee citation books shall be carried.

**Flashlight.** A flashlight shall be carried during the hours of darkness.

Officer's Field Notebook.  
Pencil.  
Street Guide Book.

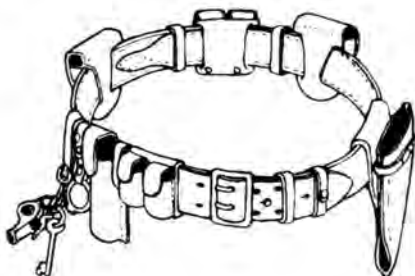
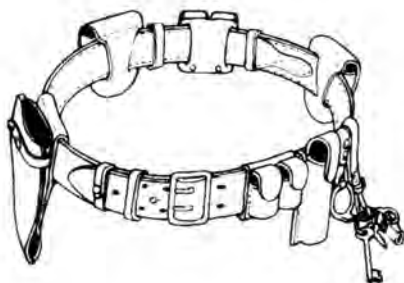
Call-box key.  
Handcuff key.  
Whistle.

### 621.20 OPTIONAL EQUIPMENT—UNIFORMED OFFICERS.

In addition to the equipment required (3/614 and 3/621.10) the following items may be carried as the individual officer may desire:

- \* Disposable plastic handcuffs.
- \* Kubaton (sworn and civilian jail personnel only).
- \* Leather billy (sap).

### 622. POLICE EQUIPMENT BELT.



**622.05 AUTHORIZED POLICE EQUIPMENT BELT.**

**Police Equipment Belt—Velcro Type.** The Velcro type police equipment belt shall remain the authorized equipment belt of the Department and shall be issued to new sworn personnel.

**Police Equipment Belt—Sam Browne (With Buckle) Type.** The use of the Sam Browne equipment belt, of the type formerly authorized by the Department, is optional and may be worn in lieu of the Velcro type equipment belt.

**622.10 REQUIRED EQUIPMENT—POLICE EQUIPMENT BELT.**

The items named in this section shall be worn with the Police Equipment Belt.

**622.20 HOLSTER.**

The holster shall be worn on the side for which it was designed. The official firearm shall be carried in the holster.

**622.30 CARTRIDGE CASE.**

The cartridge case shall be worn on the side opposite the holster and shall be centered on the belt between the belt buckle and the baton holder. Reserve ammunition (3/611.30) shall be carried in the cartridge case.

**622.40 BATON HOLDER.**

The baton holder shall be worn on the belt in front of, and directly adjacent to, the key holder. The baton is carried in the baton holder ring.

**622.45 SIDE HANDLE BATON.**

Uniformed officers shall carry the 24-inch side handle baton.

**622.50 KEY HOLDER AND KEY RING.**

The key holder is worn on the side opposite the holster approximately equidistant between the handcuff and cartridge cases. A key ring shall be carried on the key holder. A whistle, call-box key, and handcuff key shall be carried on the ring. In addition, no more than two other keys may be carried on the key holder at the option of the individual officer.

Exception: Officers required to wear a key chain (3/626.20) may carry the whistle on the key chain.

**622.55 CHEMICAL IRRITANT CONTROL DEVICE.**

Uniformed field personnel shall carry the device in its holster on the equipment belt between the ammunition case and the baton holder.



**Required Equipment - Uniformed Officers (621.10)**



**Traffic Officer**



**Motor Officer**

#### **622.60 HANDCUFF CASE.**

The handcuff case shall be worn centered over the hip pocket on the side opposite the holster. Regulation handcuffs shall be carried in the handcuff case.

#### **622.70 ADDITIONAL HANDCUFF CASE.**

An additional handcuff case may be worn by uniformed officers and shall be worn centered over the hip pocket on the same side as the holster.

#### **622.80 TROUSERS BELT.**

The prescribed trousers belt shall be worn under the Police Equipment Belt. It shall be adjusted so that no part other than the top edge is visible.

#### **624. ADDITIONAL CLOTHING—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.**

##### **624.10 JACKET.**

The nylon waist-length field jacket, as described in Section 1A2 of the Uniform and Personal Equipment Specifications Manual shall be worn by uniformed officers when seasonal conditions require. No other jacket may be worn.

When officers choose to wear the field jacket, it shall be worn with either the long-sleeve shirt or optional short-sleeve shirt and tie.

Note: Officers wearing the optional short-sleeve shirt with the field jacket shall wear the tie with the uniform field jacket.

Exception: Officers assigned to two-wheel motorcycle duty are authorized to wear the:

\* Leather field jacket.

##### **624.20 MOUNTED HORSE DETAIL UNIFORM.**

The mounted horse detail uniform has been approved for officers assigned to the Mounted Unit, Metropolitan Division. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.

##### **624.30 DEPARTMENT BEACH DETAIL/BICYCLE PATROL UNIFORM.**

The Beach Detail/Bicycle Patrol uniform has been approved for officers assigned to the Beach Detail or to Bicycle Patrol. The uniform shall meet the specifications as prescribed in the Department Uniform and Personal Equipment Specifications Manual.



**626. UNIFORM ACCESSORIES—POLICE OFFICERS ELIGIBLE FOR UNRESTRICTED FIELD DUTY.**

**626.10 SCARF.**

A scarf may be worn only with the field jacket or the Air Support Division flying uniform.

**626.20 KEY CHAIN.**

Uniformed officers whose primary duties are traffic related shall wear the prescribed key chain suspended from the right shoulder strap. Other officers assigned to uniformed duty shall not wear the key chain.

**626.30 TIE BAR.**

All uniformed officers shall wear the prescribed tie bar. The tie bar shall be worn horizontally and level with the bottom points of the shirt pocket flaps.

Note: The Safe Riding Tie Bar may be worn by authorized officers assigned to two-wheel motorcycle duty.

**627. PLAINCLOTHES EQUIPMENT—POLICE OFFICERS.**

**627.10 REQUIRED EQUIPMENT—PLAINCLOTHES DUTY.**

Officers, while on plainclothes duty, shall carry the following equipment:

- \* Ammunition.
- \* Department badge.
- \* Department identification card.
- \* Handcuffs and key.
- \* Memorandum book.
- \* Pencil.
- \* Revolver.

Exception: Officers detailed to undercover duty wherein it is necessary to conceal their identity as officers may be excused by their commanding officers from the provisions of all or part of this section.

**637. WEARING OF DEPARTMENT DECORATIONS.**

**637.10 WEARING DECORATIONS.**

**General.** Employees shall be encouraged to wear authorized medals or ribbons on the uniform shirt, dress coat, or uniform coat (female employees).

Note: Medals or ribbons shall not be worn on the nylon waist-length field jacket.

### 637.20 AUTHORIZED MEDALS.

Medals authorized for wear with the Department uniform in descending order of precedence are:

- \* Medal of Valor.
- \* Police Distinguished Service Medal.
- \* Police Commission Unit Citation.
- \* Police Medal.
- \* Police Meritorious Service Medal.
- \* Police Meritorious Unit Citation.
- \* Police Star.
- \* Police Commission Distinguished Service Medal.
- \* Human relations Medal.
- \* Revolver Qualification Medal.

### 637.30 MEDALS—WHERE WORN.

**Single.** If only one medal is to be worn, it shall be worn on the extreme right of the top seam of the left breast pocket flap.

#### **Multiple.**

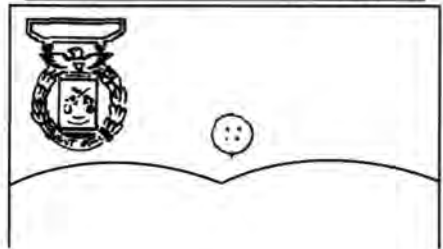
\* **Uniform Shirt.** If two or more medals are to be worn, they shall be worn on the top seam of the left breast pocket flap beginning at the extreme right of the flap and extending to the left in descending order of precedence.

\* **Coat.** Authorized medals may be worn on the dress coat or the uniform coat (female employees). When worn, they shall be affixed in a horizontal line beneath the badge in the same relative position as when worn on the uniform shirt.

Exception: The Medal of Valor shall be suspended by the neck sash.



U. S. ARMED FORCES	FOREIGN GOVT.
STATE OF CALIF.	OTHER STATES
L. A. P. D.	OTHER CITY DEPT.



### 637.40 DEPARTMENT RIBBONS.

Ribbons representing authorized Department medals may be worn on the uniform in lieu of the respective medals.

### **637.40 (CONTINUED)**

They shall be centered above the left breast pocket below the badge extending toward the wearer's left in descending order of precedence with the bottom row on the seam. (Ribbons worn on the dress coat and uniform coat shall be worn directly below the badge.)

Three ribbons shall constitute a complete row. Precedence of rows shall be top to bottom. Additional rows shall also extend toward the wearer's left in descending order of precedence. An incomplete row shall be the top row with its ribbons centered on the complete row(s) beneath.

When an employee receives the same award more than once, the second and subsequent awards shall be indicated by a bronze oakleaf cluster worn on the original ribbon. A silver oakleaf cluster will be worn in lieu of five bronze clusters.

Note: When Departmental ribbons are worn in conjunction with military ribbons and/or ribbons awarded by outside governmental agencies, the order of precedence is:

- \* United States Government awards.
- \* Foreign Government awards.
- \* State Government awards.
- \* Department awards.
- \* Other City Department awards.

Ribbons must also be worn in the correct order of precedence established by the awarding agency.

If necessary to provide sufficient space for ribbons, the badge may be adjusted upwards a maximum distance equal to the width of two rows of ribbons.

### **637.50 MEDAL OF VALOR BUTTON.**

Medal of Valor recipients may wear the Medal of Valor button in lieu of the medal or ribbon.

## **PERSONNEL MANAGEMENT**

### **755. EMPLOYEE SERVICE PINS.**

Service Pin Awards shall be presented to employees who have completed prescribed increments of service. The Service Pin Awards shall be presented as follows:

Years of Service	Presented By
10 Years	Employee's commanding officer.
15 Years	Bureau commanding officer.
20 Years	Assistant Chief.
25 Years	Chief of Police.
30 Years	A representative of the Board of Police Commissioners

When a representative of the Board of Police Commissioners or the Chief of Police presents a Service Pin Award, the concerned commanding officer, the assistant



**TRAFFIC ASSIGNMENT  
SHOULDER EMBLEM**



BLUE LETTERING. SILVER CROSS ON GREEN FIELD, BLUE PIPING - POLICEMEN, SILVER PIPING - SERGEANT AND ABOVE.

**AIR SUPPORT  
ASSIGNMENT EMBLEMS**



BLUE LETTERING AND SYMBOL ON SILVER FIELD, BLUE PIPING.

**TRAFFIC ASSIGNMENT EMBLEMS**



**A.I.**

**T.E.**



(1/4 INCH BELOW SHOULDER EMBLEM).  
SILVER



PILOT'S EMBLEM WORN ON EXTREME RIGHT OF TOP SEAM OF LEFT BREAST POCKET FLAP. WORN TO THE LEFT OF OTHER MEDALS.



OBSERVER'S EMBLEM WORN ON EXTREME RIGHT OF TOP SEAM OF LEFT BREAST POCKET FLAP, WORN TO THE LEFT OF OTHER MEDALS.

**EXPLOSIVES ORDNANCE AND  
DEMOLITIONS DIVISION, INSIGNIA**



THE INSIGNIA SHALL BE WORN ON THE EXTREME RIGHT OF THE TOP SEAM OF THE LEFT BREAST POCKET FLAP AND TO THE LEFT OF OTHER MEDALS.



### **755. (CONTINUED)**

bureau commanding officer, and bureau commanding officer, or their designees, shall attend the presentation.

### **756. COMMENDATIONS.**

The Department will award appropriate commendations to employees and on-duty reserve officers who perform service or acts deserving official recognition. A commendation may be awarded posthumously.

**Minor Commendations.** A minor commendatory act (e.g., an employee's superior handling of a difficult situation, or alertness resulting in the apprehension of a suspect) may be recognized through the completion of an Incident Report, Form 1.27, or an Employee's Report, Form 15.7.

**Bureau Commendation.** The Bureau commendation may be conferred upon employees or organizational units which perform outstanding service or valor similar to, but to a lesser degree than required for either a Police Star, Police Meritorious Service Medal, or Police Meritorious Unit Citation. The Bureau Commendation consists of a Commendation Report, Form 1.18, signed by the concerned bureau commanding officer. It is awarded

by the employee's bureau commanding officer in the name of the Department at an appropriate presentation.

### **Major Commendations.**

Outstanding performance of duty or an act involving commendatory bravery shall be recognized through a major commendation, which includes the conferring of a Departmental medal or unit citation.

### **756.05 INDIVIDUAL AWARDS FOR BRAVERY.**

The conferring of an award for bravery shall be in recognition of a single action performed by a Department employee. Several commendatory incidents of bravery, each being worthy of an award, will not qualify the employee for a higher award.

**Medal of Valor.** The Medal of Valor is the Department's highest award and may be awarded to officers who distinguish themselves by conspicuous bravery or heroism above and beyond the normal demands of police service.

To be awarded the Medal of Valor, an officer shall have performed an act displaying extreme courage while consciously facing imminent peril.

### **756.05 (CONTINUED)**

It is awarded by the Board of Police Commissioners and is presented by the Chief of Police in the name of the Department at the annual Medal of Valor awards ceremony. The award consists of a medal, ribbon, and citation.

**Police Medal.** The Police Medal may be awarded to employees who distinguish themselves by bravery or heroism above and beyond the normal demands of duty, but to a lesser degree than required for the Medal of Valor.

It is awarded by the Chief of Police in the name of the Department and presented by the Chief, or the Chief's designee, at an appropriate ceremony. The award consists of a medal and ribbon.

**Police Star.** The Police Star may be awarded to:

\* Employees who distinguish themselves by bravery or heroism above and beyond the normal demands of duty, but to a lesser degree than required for the Police Medal.

\* Employees who distinguish themselves by performing in stressful situations with exceptional tactics and/or judgment.

It is awarded by the Commendations Board in the name of the Department and presented by an Assistant Chief at an appropriate ceremony. The award consists of a medal and ribbon.

### **756.10 INDIVIDUAL AWARDS FOR SERVICE.**

Individual awards for service are based on exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of a major project or field operation. Long and faithful service is not considered for purposes of such an award.

**Police Distinguished Service Medal.** The Police Distinguished Service Medal is the Department's highest award for service and may be awarded to employees who distinguish themselves by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement.

The Police Distinguished Service Medal is awarded by the Board of Police Commissioners in the name of the Department and presented by the President of the Board, or the President's designee, at an appropriate ceremony. The award consists of a medal, ribbon, and citation.

## **756.10 (CONTINUED)**

### **Police Meritorious Service Medal.**

The Police Meritorious Service Medal may be awarded to employees who perform meritorious service similar to, but to a lesser degree than required for, the Police Distinguished Service Medal.

It is awarded by the Chief of Police in the name of the Department and presented by the Chief, or the Chief's designee, at an appropriate ceremony. The award consists of a medal and ribbon.

### **Police Commission Distinguished Service Medal.**

The Police commission Distinguished Service Medal may be awarded to citizens and employees of other City departments who distinguish themselves by performing exceptional service to this Department or by performing in a stressful emergency situation with good judgment and bravery. Department employees who distinguish themselves by performing exceptional service to this Department may be awarded this medal.

The Commission Distinguished Service Award is awarded by the Board of Police Commissioners in the name of the Department and represented by the President of the

Board, or the President's designee, at an appropriate ceremony. The award consists of a medal, ribbon, and citation.

Note: This award is not to be awarded to Department employees for acts of valor or bravery since there are existing medals and awards which apply to these circumstances.

**Human Relations Medal.** The Human Relations Medal was established to appropriately recognize and award Department employees who have in their day-to-day activities shown great compassion and have gone above and beyond the call of duty in their response to fellow human beings. The award is presented by the Chief of Police and is primarily intended for on-duty actions.

## **756.25 SPECIAL CATEGORY— THE LIBERTY AWARD.**

The Liberty Award is awarded to a police service dog (K9) that has been killed or seriously injured while engaged in police duties.

The incident shall be recorded on a Commendation Report, Form 1.18, with the canine's name and serial number placed in the "name" box. At the bottom of the Commendation



### **756.25 (CONTINUED)**

Report, the words "request for Liberty Award" shall be printed or typed. The report shall be submitted according to established procedures for individual awards.

The award, consisting of a medal mounted in a "shadow box," shall be displayed at the canine's division of assignment.

## **770. PHYSICAL FITNESS AND PHYSICAL FITNESS TESTS.**

### **770.05 PHYSICAL FITNESS TESTS.**

The following tests are designed to measure the ability of the body to respond to work and stress by measuring cardiovascular tolerance, muscular strength, endurance, and flexibility. The subject shall be advised not to smoke, eat, drink, or engage in strenuous physical activity for one hour prior to taking the test. During the tests, the subject should do his best without overextending himself.

**Kasch Pulse Recovery Test.** This test is designed to broadly determine, through the application of cardiovascular stress, an individual's exercise tolerance. The test consists of stepping up and down on a 12-inch step bench at the rate of 24 cycles per minute for three

minutes. The pulse rate shall be recorded immediately before and after administration of the test. The post-exercise pulse rate reflects the individual's exercise tolerance.

Note: This test shall be the first administered, as its satisfactory completion is a prerequisite to taking the other tests.

**Muscular Strength and Endurance Tests.** These tests are designed to measure abdominal and upper-body strength. They consist of doing as many bent-knee sit-ups, with hands clasped behind the head, as possible in two minutes, and as many uninterrupted push-ups as possible.

**Flexibility Tests.** These tests are designed to measure the body's forward and backward flexibility. The trunk extension consists of lying face down with hands clasped behind the head, and raising the upper torso as high as possible for 20 repetitions. The toe touch consists of standing straight, slowly bending over at the waist, and extending the fingers toward the toes one time.

### **776. LOYALTY OATH.**

Every employee of the Department shall take the Loyalty Oath required by State law and municipal



**776. (CONTINUED)**

ordinance. No compensation may be paid to any employee who does not conform with the provisions of the Loyalty Oath Law.

**776.20 RESPONSIBILITY FOR ADMINISTERING LOYALTY OATH.**

The Commanding Officer, Personnel Division, shall administer, or cause to be administered, to all personnel employed by the Department subsequent to October 3, 1950, the Loyalty Oath required by State law. If necessary to assist in discharging this responsibility, the Commanding Officer, Personnel Division, may direct certain other employees of the Department to appear before the City Clerk for deputization in connection with the administration of the Loyalty Oath. Employees so deputized may be directed by the Commanding Officer, Personnel Division, to administer the Loyalty Oath.

**776.30 DEPUTIZATION—LOYALTY OATH.**

The Commanding Officer, Personnel Division, and other employees designated by him to administer the Loyalty Oath, shall appear before the City Clerk of Los Angeles for the purpose of deputization to administer the Loyalty Oath. The deputization

shall be in effect until the termination of the employee or until the Chief of Police informs the City Clerk that the employee is no longer to administer such oath.

**776.40 PROCEDURE FOR ADMINISTERING LOYALTY OATH.**

The Loyalty Oath shall be taken, executed, and signed before a person authorized by law to administer oaths. The actual procedure is at the discretion of the person administering the oath. He may administer the oath to an individual employee or to a group of employees in a formal manner.

The employee shall affix his signature to the oath in the presence of the person administering the oath, and the date that the employee takes and subscribes to the oath shall then be entered on the oath.

**797. DEATHS OF DEPARTMENT EMPLOYEES.**

**797.30 RELEASE OF IDENTIFICATION OF A DEAD OR CRITICALLY INJURED OFFICER.**

When an officer is killed or critically injured as a result of his official duties, his identification shall not be

### **797.30 (CONTINUED)**

released to any person outside of the Department. All inquiries from the news media or other interested parties shall be referred to the officer's commanding officer. The concerned commanding officer shall be responsible for determining, subsequent to notification of the officer's next of kin, when the officer's identification shall be released.

### **797.40 DEATH OF DEPARTMENT EMPLOYEE—NOTIFICATION TO NEXT OF KIN.**

Notification to the next of kin or other concerned person if a Department employee dies on-duty shall be made as follows:

**Responsibility of Notification.** The commanding officer of the deceased employee shall cause the necessary notification to the next of kin.

**Notification to be Made in Person.** A death notification by an employee of the Department shall be made in person unless physical conditions make it impracticable. Within Other Area. If necessary, death notification information may be transmitted by telephone or teletype to the uniformed division in the Area nearest the residence of the person to

be notified; a supervisor of that division shall then arrange for personal notification to be made.

### **797.60 ANNOUNCEMENT OF DEATH OF EMPLOYEE TO DEPARTMENT.**

A teletype broadcast concerning the death of a Department employee shall be made except when there has been a considerable lapse of time between the death and the notification to the Department. The teletype shall be prepared by the Officer-in-Charge, Medical Liaison Section, Personnel Division. During the hours that the Medical Liaison Section is closed, the Commanding Officer, Detective Headquarters Division, shall prepare the teletype. The teletype shall contain such information as the commanding officer believes to be appropriate.

**Death of Officer in Line of Duty.** When an officer is killed in the line of duty, or dies as the direct result of injuries incurred while in the performance of his official duties, the teletype broadcasts shall notify concerned personnel that the National Flag and all other flags flown at Department facilities shall be flown at half-staff.

# VOLUME IV-

## LINE PROCEDURES

### COMMUNICATIONS

#### 105. DEPARTMENT COMMUNICATIONS SYSTEM.

##### 105.20 MONITORING DEPARTMENT RADIO FREQUENCIES.

Communications Division shall monitor Department radio frequencies and shall publish a quarterly report on radio frequency abuse. Specific violations shall be brought to the attention of concerned commanding officers.

Note: Headquarters Section, Detective Headquarters Division, shall also monitor tactical frequencies and shall report any frequency abuse to the commanding Officer, Communications Division.

#### 110. RADIO UNIT DESIGNATIONS.

##### 110.20 NON-GEOGRAPHIC DIVISION UNIT DESIGNATIONS.

Division commanding officer units shall be identified by the word "Commander" followed by the number and/or letter(s) of the respective division:

**\*Office of the Chief of Police**  
61: Anti-Terrorist Division

#### **\*Office of Administrative Services**

1H: Jail Division  
2H: Scientific Investigation Division  
3H: Information Resources Division  
4H: Motor Transport Division  
5H: Personnel Division  
6H: Planning and Research Division  
7H: Employee Opportunity and Development Division  
8H: Fiscal Operations Division  
9H: Property Division  
10H: Communications Division  
11H: Police Facilities Construction Group  
12H: Records and Identification Division  
13H: Supply Division  
14H: Training Division  
15H: Behavioral Services  
16H: Litigation Processing Section  
17H: Emergency Command Control Communications System Division

#### **\*Office of Special Services**

2Y: Internal Affairs Division  
4Y: Organized Crime Intelligence Division  
6Y: Administrative Vice Division  
7Y: Narcotics Group  
8Y: Narcotics Group  
9Y: Narcotics Group  
10Y: Labor Relations Division  
12Y: Drug Abuse Resistance Education Division



## 110.20 (CONTINUED)

### \*Office of Operations

#### \*Assistant to the Director

- 1D: Traffic Coordination Section
- 1P: Evaluation and Administration Section

#### \*Headquarters Bureau, Detective Services Group

- 1K: Detective Headquarters Division
- 2K: Burglary-Auto Theft Division
- 3K: Bunco-Forgery Division
- 4K: Robbery-Homicide Division
- 5K: Detective Support Division
- 8K: Juvenile Division

#### \*Headquarters Bureau, Uniformed Services Group

- 2D: Air Support Division
- 3D: Tactical Planning Section
- R: Metropolitan Division

#### \*Police Commission

- 1N: Commission Investigation Division

## 110.30 GEOGRAPHIC COMMANDING OFFICER DESIGNATIONS.

Area commanding officers shall be identified by the word "Commander" followed by the number of the respective area.

Example: Commander 13 (Newton Street).

## Divisions Within Geographic Areas.

Commanding Officers of divisions within geographic Areas shall be identified by the word "Commander" followed by the number of the Area and the letter "A" or "B." "A" shall indicate Patrol Division Commanding Officer, and "B" shall indicate the Detective Division Commanding Officer.

**Traffic Divisions.** Line traffic division commanding officer units shall be identified by the word "Commander" followed by the number and/or letters of their respective division of assignment:

- \* 24T: Central Traffic Division
- \* 25T: South Traffic Division
- \* 34T: West Traffic Division
- \* 35T: Valley Traffic Division

## 110.40 FIELD UNIT DESIGNATIONS.

Unit designations shall be stated by all units at the beginning of each transmission:

\* Patrol Unit Designations. Patrol units shall be identified by the number of the geographic area of assignment, the applicable service letter (4/110.50), and a unit number corresponding to one of the numbered reporting districts in their assigned areas.



#### **110.40 (CONTINUED)**

\* **Traffic Unit Designations.** Traffic units shall be identified by the number of the geographic area of assignment, the applicable service letter (4/110.50), and unit numbers assigned in consecutive order beginning with the number "1."

\* **Non-geographic Division Unit Designations.** Non-geographic division units shall be identified by the number and/or letter of the division (4/110.20) and the unit numbers assigned in consecutive order beginning with the number "1."

\* **Watch Commanders.** Watch commanders shall be assigned the unit number "10."

\* **Community Relations Officer.** The Area community relations officer shall be assigned the unit number "80."

\* **Air Support Unit Designations.** Regular air flights shall be designated by the word "Air," followed by the corresponding area number to which the flight is primarily committed (e.g., Air 3 would be assigned to an air flight with primary commitment in Southwest Area).

Special air flights will be designated "Air 20" through "Air 100" by the Commanding Officer, Air Support Division.

Note: The Air Support Division station wagon, when assigned to a command post, shall be designated "2D100."

\* **Metropolitan Division Units.** Metropolitan Division units shall be identified by the letter "R" and unit numbers assigned in consecutive order beginning with the number "1."

\* **Base Stations.** Base stations shall be identified by the number of the division or Area, the applicable service letter (4/110.50), a team number, if applicable, and the unit number "90."

Exception: Pacific Area's airport substation shall be known as "Airport Base."

\* **Portable Radio Unit Designations.** Officers using portable radio equipment shall use a designation consistent with their division of assignment unless other designations are authorized by the commanding officer.

\* **Supervisors.** Supervisors, other than those assigned to a geographic Area, shall be assigned a unit number ending in "zero" exclusive of the numbers "10" and "90."

### 110.40 (CONTINUED)

\* **Watch Supervisor.** Watch supervisory units shall be identified by the number of the respective Area, the letter "L," and a two digit number ending in "zero." The number "10" shall designate the Watch Commander.

\* **Detective Units.** Detective units shall be identified by the number of the Area/division, the letter "W," and the unit's numerical designation. Detective Division supervisory units shall be assigned numbers ending in "zero."

### 110.50 SERVICE IDENTIFICATION LETTERS.

The following letters indicate the type of service to which mobile radio units are assigned:

- \*A: Basic Car Plan unit.
- \*Air: Air patrol unit.
- \*B: Two-Man patrol wagon.
- \*CRASH: Unit assigned to a bureau Community Resources Against Street Hoodlums Section.
- \*D: Unit assigned within Headquarters Uniformed Services Group (except Metropolitan Division).
- \*E: Traffic enforcement automobile unit.
- \*F: Special unit.
- \*FB: Uniformed foot-beat patrol.
- \*H: Unit assigned to a division in the Office of Administrative Services.
- \*J: Juvenile unit.

\*JW: Juvenile female police officer unit.

\*K: Unit assigned to a division in Headquarters Detective Services Group or Valley Forgery Section, Operations—Valley Bureau.

\*L: One-man unit. ("X" or "T" units shall use the letter "L" following the regular service letter when applicable.) Also used as geographic field services division base station designation.

\*M: Traffic enforcement motorcycle unit.

\*N: Unit assigned to Commission Investigation Division.

\*OP: Observation post assignment during special event or unusual occurrence.

\*Q: Special event or unusual occurrence unit.

Note: The activation of the designation and the coordination of assigning specific identification numbers shall be through Communications Division.

\*R: Metropolitan Division unit.

\*RA: Fire Department rescue ambulance unit.

\*S: Three-wheel motorcycle unit.

\*T: Accident investigation unit.

\*U: Report-taking unit.

\*V: Area vice unit.

\*W: Geographic detective unit.

\*X: Additional patrol unit in an assignment district.

\*Y: A unit assigned to a division in the Office of Special Services.

\*Z: Geographic uniformed unit assigned to a special detail.

### **110.60 MOBILE COMMAND FLEET UNIT DESIGNATIONS.**

The mobile command fleet shall be identified as follows:

Mobile One: Command post truck.

Mobile Two: Logistics vehicle.

Mobile Three: Communications unit.

Mobile Four: Personnel and field transportation office.

Mobile Five: Has generator for electrical power and a trailer to serve as the command point at the field command-post location.

Mobile Seven: Tactical operations center.

Sound One: Truck with high-volume public address system.

Sound Two: Same as Sound 1.

Light One: High-intensity illumination truck.

Light Two: Same as Light 1.

Mobile Canteen: Used to prepare and serve food to officers at the command post.

### **110.70 COMMAND POST DESIGNATIONS.**

#### **Emergency Control Center Division.**

The Emergency Control Center Division, or any other location or facility activated for overall Department control during an emergency, shall be identified as Department Command.

**Field Command Post.** A field command post shall be identified as "Command Post." If more than one post is needed, the numerical designations shall be established by "Department Command."

### **120. RADIO TERMINOLOGY, CODES, AND CRIME BROADCASTS.**

#### **120.20 USE OF RADIO CALL LETTERS.**

**By All Radio Operators.** Radio operators shall not call either a fixed station or a mobile unit by its call letters. The unit designation shall be used when addressing a fixed station.

**By Controls.** All controls shall broadcast the station call letters once each fifteen minutes. They need not do so at the end of each transmission.

**By Mobile Units.** At the conclusion of each complete exchange of transmission between a control and a mobile unit, the entire station identification, "KJC-625," shall be announced by a mobile unit.



### 120.30 APCO CODE WORD LIST.

The following code words shall be used, when applicable, in local radio transmissions:

A Adam	H Henry
O Ocean	V Victor
B Boy	I Ida
P Paul	W William
C Charles	J John
Q Queen	X X-ray
D David	K King
R Robert	Y Young
E Edward	L Lincoln
S Sam	Z Zebra
F Frank	M Mary
T Tom	G George
N Nora	U Union

### 120.40 RADIO CODES AND PROCEDURES.

The following codes and phrases shall be used, when applicable, in local radio transmissions:

\* Officer Needs Help. This emergency call shall be broadcast when immediate aid is required by an officer. The officer requesting shall include the location followed, if possible, by the unit identification and all other pertinent information.

A specific unit shall be dispatched "Code Three" and other available units in the vicinity shall respond "Code Two." An "Officer Needs Help" call shall not be broadcast when "assistance" only is needed. The Department will provide assistance and respond to "Officer Needs Help" calls within the City when requested by the CHP. The senior officer of the agency requesting emergency assistance shall be in charge of the incident unless the incident involves a situation which is the responsibility of the other agency, in which case the senior officer of the responsible agency will be in charge.

\* Officer Needs Assistance. This call shall be broadcast when additional aid is required by an officer. The officer requesting shall include the location, followed by the unit identification and all other pertinent information, including the reason for request. A specific unit shall be dispatched "Code Two" and other available units in the vicinity shall respond when practicable.

\* Fireman Needs Help. This emergency call shall be broadcast when immediate police assistance is required because firemen are being attacked, attack is imminent, or other emergency exists. A specific unit



#### **120.40 (CONTINUED)**

shall be dispatched "Code Three" and other available units in the vicinity shall respond "Code Two."

\* **Fireman Needs Assistance.** This call shall be broadcast when police assistance is required due to hostile crowd action or other incident. A specific unit shall be dispatched "Code Two" and other available units in the vicinity shall respond when practicable.

\* **Back-up Unit Request.** This call shall be broadcast when an additional unit is required by an officer. The officer requesting shall include the location, followed by the unit identification and all other pertinent information. Only the specific unit dispatched shall respond. The request shall be canceled when, prior to the arrival of the assigned back-up unit, it is determined that an additional unit will not be needed.

\* **"Pursuit" Procedure.** A unit announcing a "Pursuit" shall begin the message by stating that the unit is in "Pursuit" and giving the location followed, if possible, by the unit identification, description of pursued vehicle, and/or suspects, direction taken, and reason for pursuit. The pursuing unit shall give frequent and comprehensive progress reports as conditions permit. Any unit having information regarding the "Pursuit" may transmit. Communications

Division will broadcast advisory information concerning pursuits by the CHP within the City. Department personnel shall not become involved in CHP pursuits on the freeways unless for serious felonies committed within the City of Los Angeles.

\* **Code One.** When the control operator fails to receive an acknowledgment of a communication, a "Code One" shall be given. The unit to which a "Code One" is directed shall acknowledge immediately upon hearing a "Code One."

\* **Code Two.** A radio call accompanied by a "Code Two" designation is an urgent call and shall be answered immediately. The red light and siren shall not be used, and all traffic laws shall be observed. Officers responding to a "Code Two" radio call shall only be interrupted to perform police work of major importance or to respond to a higher priority radio call when so directed by a Communications Division operator or Department supervisor.

Note: The determination to interrupt an officer's response to a Code Two call should be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident. (1/516.20)

**120.40 (CONTINUED)**

Officers shall notify and request the Communications Division operator to immediately reassign their Code Two call when circumstances cause them to be interrupted from responding to the call.

\* Code Three. A radio call accompanied by a "Code Three" designation is an emergency call. It shall be answered immediately, but in a manner which will enable the unit to reach the scene as quickly as possible with safety. The red light and siren shall be used whenever it is necessary to disregard provisions of Division 11 of the Vehicle Code, "Rules of the Road."

Any call may justify a "Code Three" if any of the following elements are present:

- \* A serious public hazard.
- \* The preservation of life.
- \* A crime of violence in progress.
- \* The prevention of a crime of violence.
- \* An immediate pursuit.
- \* A unit at the scene requests another unit "Code Three."

The final decision for the use of "Code Three," other than in response to a directed radio call, shall be made by the vehicle operator.

An officer shall immediately broadcast his intention to proceed "Code Three" when the decision is based on other than a directed police radio call. The "Code Three" broadcast shall include the nature and location of the activity and, when known, the starting point, route of travel, and destination.

When the "Code Three" has been terminated, the officer shall notify Communications Division as soon as practicable.

When more than one unit is "Code Three" in the same general area, they shall be notified by Communications Division that other units are "Code Three" in the vicinity.

\* Code Four. When additional assistance is not needed at the scene of an "All Units" call, a "Code Four," followed by the location of the call, shall be broadcast. Radio units which are not assigned to the call and which are not at the scene shall return to their assigned patrol area when a "Code Four" is broadcast.

\* Code Four Adam. When additional assistance is not needed at the scene of an "All Units" call but the suspect is still in the vicinity, a "code Four Adam," followed by the location of the call, shall be broadcast. This should then be followed by a

#### 120.40 (CONTINUED)

description of the suspect. Radio units which are not assigned to the call but which are on the way to the scene shall, when a "Code Four Adam" is broadcast, patrol or post themselves at strategic locations near the scene.

\* Code Five. A unit intending to "Stakeout" shall notify the control of the location and request a "Code Five." The control operator, upon receipt of the message, shall immediately broadcast that there is a "Code Five" at the particular location. All units shall avoid the vicinity except in an emergency or in response to a call.\* Clearing Code Five. When the need for a "Code Five" no longer exists, the originating unit, or the last unit to leave the scene, shall request the control to clear the "Code Five" at the particular location.

\* Code Six. When a unit is conducting a field investigation and no assistance is anticipated, a "Code Six," followed by the location, shall be broadcast. A unit shall not go "Code Six" until it arrives at the scene of a call. Units on "Code Six" status shall remain available for reassignment to priority calls by monitoring their radio frequencies. A unit on "Code Six" status may indicate to the dispatcher additional circumstances which will make the

unit unavailable for assignment to a priority call. These circumstances may include:

- \* Suspect in custody.
- \* Primary unit at a crime scene.
- \* Required at a back-up, assistance, or help location.

Note: The unit shall notify the dispatcher as soon as it is again available for radio calls.

\* Code Six Adam. When an officer may need assistance in conducting an investigation, he should broadcast "Code Six Adam" with his location. Other radio units in the vicinity should then patrol in the general direction of the given location. Officers should not ordinarily leave their assigned districts, but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six Adam" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.

\* Code Six Charles. When a one-officer unit receives a "Code Six Charles" in answer to a request for information on a suspect, the officer shall place himself or herself in a position of advantage over the suspect while awaiting arrival of assistance. When control is obtained,



**120.40 (CONTINUED)**

the one-officer unit may request and receive the want/warrant information from the Radio Telephone Operator.

When a "Code Six Charles" is received by a two-officer unit, the officers shall immediately place themselves in positions of advantage over the suspect. When control is obtained, the unit shall request the want/warrant information from the Communications operator.

\* Code Six George. When an officer may need assistance in conducting an investigation concerning possible gang activity, the officer should broadcast "Code Six George" and the location. An available "CRASH" or gang unit should respond, while other radio units in the vicinity should then patrol in the general direction of the location given. Officers should not ordinarily leave their assigned districts, but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six George" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.

\* Code Six Mary. When an officer may need assistance in conducting an investigation concerning possible militant activity, he should broadcast

"Code Six Mary" with his location. Other radio units in the vicinity should then patrol in the general direction of the given location. Officers should not ordinarily leave their assigned districts, but should deploy to an advantageous position in the event that assistance is later requested. When a unit broadcasts "Code Six Mary" and later finds that assistance will not be needed, a "Code Four" and the location shall be given without delay.

\* Code Seven. When a unit desires to go out of service for free time, a request for "Code Seven," accompanied by the location his assigned vehicle will be parked, shall be transmitted to the control. The control operator shall instruct the unit to "Stand By" until it can be determined whether the request can be immediately granted. If the request cannot be granted, the control operator shall instruct the unit to "Continue Patrol." If the request is granted, the control operator shall inform the unit "OK for Seven."

\* Code Eight. This call is broadcast for general information when a fire has been reported at a specific location where there is a high fire hazard or a threat of personal danger to firemen from hostile groups. Units in the vicinity should respond to the call but remain on the air available



#### **120.40 (CONTINUED)**

for calls unless it is necessary to assist or investigate. "Code Six" shall be used when it is necessary to go off the air.

\* Code Eight Adam. This call is broadcast when Communications Division has received notification from the Fire Department confirming an active, verified fire at a specific location and the senior officer at the scene has requested additional fire units. A specific police unit shall be assigned the call to assist with traffic or crowd control.

\* Code Ten. This call is broadcast when a clear frequency is required to check a suspect for wants and/or warrants. When an officer desires a clear frequency to check a suspect for wants and/or warrants, he shall:

- \* Determine that the frequency is not in use.

- \* Identify himself with his unit number.

- \* Request "Code Ten," and state number of suspects to be checked.

- \* Indicate whether suspects are juveniles.

Note: A "Code Ten" designation shall not be used to request a clear frequency for crime information broadcasts or any other information, except as specified above.

\* Code Twelve. An officer who responds to a "Code Thirty," "Code Thirty Adam," "Code Thirty-Ringer," or a 211 silent and determines that there is no evidence of a burglary or robbery, and it appears that the false alarm was caused by equipment malfunction or subscriber error, shall broadcast "Code Twelve," the address, and firm name, if any.

Note: A "Code Twelve" shall be broadcast, in addition to any crime information, when a 211 silent alarm is used to summon the police for reasons other than a robbery.

\* Code Twenty. When a traffic collision or other event being investigated is of such a spectacular nature or is sufficiently unusual that accounts of it would stimulate general public interest, the phrase "Code Twenty," accompanied by the location of the accident or event, shall be transmitted to the control.

\* Code Thirty. This call is broadcast for general information when a silent burglar alarm has been reported by an alarm company or by an automatic tape message. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation.

**120.40 (CONTINUED)**

\* Code Thirty Adam. This call is broadcast when a silent burglar alarm has been reported by an alarm company and the location is being monitored audibly. Units in the vicinity should respond to the call but remain available for calls unless it is necessary to go "Code Six" for the purpose of assistance or investigation. Note: If the location appears to be secure, officers shall ascertain, via Communications, whether the alarm company is monitoring any activity within the location.

\* Code Thirty-Ringer. This call is broadcast when a Communications dispatcher receives information that a ringing burglar alarm has been activated. Units in the vicinity should respond to the call but remain available for calls unless it necessary to go "Code Six" for the purpose of assistance or investigation.

\* Code Thirty-Seven. Communications Division Radio Telephone Operators running want/warrant information for field personnel shall broadcast a "Code Thirty-Seven" when stolen vehicle information is returned on vehicle license numbers. Field personnel shall employ appropriate defensive tactics and/or report pertinent information such as location, direction of travel, vehicle description, until control is assured.

When the suspect(s) are under the complete control of SWORN PERSONNEL or additional assistance is not required, field employees shall broadcast a "Code Four" in response to a "Code Thirty-Seven."

Note: Communications Division shall continue to broadcast "Code Six Charles" in cases of vehicle license numbers connected with high risk suspects or vehicles, such as armed and dangerous, felony want or warrant. For example, if a vehicle license number is associated with a stolen vehicle used in connection with an armed robbery, a "Code Six Charles" will be broadcast, NOT "Code Thirty-Seven."

\* Code Tom. When an employee needs a TASER, the employee shall broadcast the unit designation, location and "Code Tom."

\* Code 100. This code shall be broadcast by a field unit to notify other units that a possible escape route of a suspect from a crime scene is under temporary surveillance. The term "Code 100" shall be broadcast in the following sequence: Unit identification, "Code 100," and the location.

- \* AC: Aircraft crash.
- \* FB: Fallen Balloon.
- \* QT: Secrecy required regarding location.

## 120.40 (CONTINUED)

- \* 211: Robbery.
- \* 311: Indecent exposure.
- \* 390: Drunk male.
- \* 390W: Drunk female.
- \* 415: Disturbance.
- \* 459: Burglary.
- \* 484: Theft.
- \* 484PS: Purse Snatching
- \* 502: Under-the-influence driver.
  
- \* 507: Minor disturbance.
- \* 507FC: Firecrackers.
- \* 586: Illegal parking.
- \* 586E: Car parked in driveway.
- \* Roger: Message received; will comply.
  
- \* Come In: You are being called.
- \* Stand By: Wait until a suitable answer is determined—or do not transmit.
  
- \* Go Ahead: Proceed with your message.
  
- \* Repeat: Repeat your message.
- \* Out: Out of service; not available for call (used when no other specific code applies and shall be followed by the reason).
  
- \* Clear: No call outstanding against unit; available for call.

Note: When reporting on-duty, units equipped with two-way radios and engaged in either uniformed or plainclothes patrol shall report "Clear" and indicate the watch to which they are assigned.

- \*Want: Determine whether a vehicle is wanted or is to be held.
  
- \*No Want: No want or hold on subject or vehicle of inquiry.
  
- \*Warrant: Vehicle warrant information.
  
- \*DMV: Information regarding vehicle registration.
  
- \*JuvenileCheck: Determine whether there is want, hold, or criminal record for juvenile subject.
  
- \*End of Watch: Unit has completed tour of duty.

Note: When a unit goes off-duty, the control shall be notified of the location and that the unit is "End of Watch." When a unit has worked beyond the normal tour of duty, the watch to which the unit is assigned shall also be reported.

## 120.41 INITIAL BROADCASTS OF CRIME DESCRIPTION.

The first officers to arrive at the scene of a crime shall conduct a brief interview with the victim or witnesses. Information, when applicable, shall be transmitted in the following sequence to the communications operator, without delay:



### 120.41 (CONTINUED)

- \* Type Crime
- \* Occurred \_\_\_\_\_ Minutes Ago
- \* Location
- \* Vehicle Used (or left on foot)
- \* Direction Taken
- \* Number, Sex, Descent of Suspects
- \* Outstanding Features
- \* Weapon
- \* General Type Property

### 120.42 SUPPLEMENTAL BROADCAST OF CRIME DESCRIPTION.

As soon as practicable after the initial brief information concerning the occurrence of a crime has been relayed to a communications operator for broadcast (4/120.41), supplemental information, including a detailed description of the suspect, shall be relayed to the operator. These suspects' descriptions shall follow the sequence as outlined in the related crime report.

### 130. RADIO MESSAGE PRIORITY.

**Emergency Radio Messages.** This classification has priority over all other messages and consists of requests for "Help," information regarding "Pursuits," and messages necessary for the preservation of life.

**Special Radio Messages.** This classification has priority over "Routine" radio messages and consists of:

- \* Immediate field broadcasts of descriptions of suspects and/or vehicles involved in crimes when the time element is important.
- \* Reporting fires.
- \* Requesting ambulances.
- \* Any other message requiring immediate attention.

A unit with a "Special" message shall begin transmission by notifying the control operator that the unit has a "Special" message. The unit may precede the message with a request for a clear frequency for a "Special" message. When the concerned frequency is on "Stand By" for a "Special" message, only broadcasts regarding the "Special" message shall be transmitted, except an "Emergency" message or another "Special" message.

Note: Upon receiving a special message, the control operator shall immediately place the concerned frequencies on "Stand By," when necessary, and handle the messages in the order of their priority. The control operator shall immediately clear concerned frequencies when the special message is completed.



### **130. (CONTINUED)**

**“Routine” Message Procedures.** A unit with a “Routine” message may broadcast only when the concerned frequency is clear. This classification consists of normal radio messages and has no priority.

#### **130.30 CLEAR FREQUENCY PROCEDURE.**

Before transmitting a lengthy message, such as a report of a major crime, a unit shall contact the control, request a clear frequency, and state the reason for the request.

Exception: When an officer desires a clear frequency to check a suspect for wants and/or warrants, he shall request “Code Ten.”

The control operator, upon receipt of the request, shall advise all other units on the same frequency to “Stand By” and instruct the concerned unit to “Go Ahead.” Upon completion of the message, the control operator shall announce to all units that the frequency is clear. Units advised to “Stand By” shall not attempt to transmit unless their message is of higher priority than the message being transmitted (4/130).

Note: A clear frequency shall not be requested in order to obtain a “Want” or a “DMV” on a vehicle.

### **FIELD ACTIVITIES**

#### **201. NOTIFICATIONS TO INVESTIGATING OFFICERS, GENERAL.**

##### **201.20 NOTIFICATION TO INVESTIGATING OFFICERS.**

**Officer’s Responsibilities.** The senior officer at the scene shall immediately notify the watch commander of the Area of occurrence of the following:

- \* A homicide or suspected homicide;
  - \* A crime of violence where the victim is likely to die;
  - \* An extortion or extortion threat;
  - \* A kidnapping;
  - \* Any crime which has the potential for attracting major press coverage;
  - \* Any crime where the facts indicate a connection to a Citywide problem;
- or,
- \* Any information regarding a crime, wanted person, or arrest which requires an immediate follow-up investigation.

Note: If possible, these notifications shall be made either by telephone or mobile digital terminal.

**201.20 (CONTINUED)****Watch Commander's Responsibilities.**

When notified of any of the above, the watch commander shall assess the information and immediately make the appropriate notifications as follows:

- \* The commanding officer, RHD, when there is a kidnapping with the potential for serious bodily injury or death;
- \* The commanding officer of the concerned geographic detective division;
- \* The commanding officer of the division responsible for investigating the crime; or,
- \* Detective Headquarters Division when the concerned investigating division is closed.

**Detective Division Command Officer's Responsibilities.** The geographic detective division commanding officer, after consulting with the Area commanding officer, shall be responsible for contacting the appropriate specialized detective division commanding officer to discuss responsibility for the investigation of a crime when:

- \* The investigation may exceed the personnel resources or expertise available within the division;

\* The crime may attract major press coverage; or,

\* The circumstances indicate a connection to a major Citywide problem.

**202. FIELD INTERROGATION.****202.05 FIELD INTERVIEWS.**

When an officer questions a person in the field, he may record the details of that interview on a Field Interview Report, Form 15.43. Specific facts which tend to indicate criminal activity shall be indicated on the report.

A Field Interview Report shall be completed for all arrested persons.

Exception: When persons are arrested for plain drunk, begging, or a misdemeanor traffic warrant, a Field Interview Report need not be completed, unless there are indications of possible involvement in other criminal activities.

Note: Detailed birthplace information (to include city, county, state, and country) shall be recorded on the Form 15.43 Prior to booking all arrestees.

## **203. PRELIMINARY FIELD INVESTIGATION AND REPORTS.**

### **203.05 CRIME SCENE LOG.**

This form is used to record information regarding all persons entering or assigned to a major crime scene. The form will be initiated by the first unit at the scene and continued by the unit handling the call.

Upon completion, the form shall be given to the concerned investigating officer.

### **203.25 REPORTING INCIDENTS MOTIVATED BY HATRED OR PREJUDICE.**

**Incidents Motivated by Hatred or Prejudice—Defined.** An incident motivated by hatred or prejudice is any malicious or offensive act directed against an individual or group based upon their race, religion, culture, disability, ethnic background, lifestyle, sexual orientation, and similar incidents against other groups that may be singled out for acts of hatred or prejudice. Incidents of this nature include criminal and non-criminal acts. Non-criminal acts include, but are not limited to, activity which would cause an individual, or members of such groups, to feel threatened or intimidated.

**Investigation by Field Units.** Field units assigned to calls or discovering incidents motivated by hatred or prejudice shall:

- \* Investigate the incident and take appropriate action;
- \* Telephonically notify the Administrative Information Unit, Detective Headquarters Division, of the incident; and,
- \* Complete a Preliminary Investigation Report (PIR) and/or Arrest Report on all incidents motivated by hatred or prejudice and write "Motivated by Hatred or Prejudice" in the MO portion of the report.

If the circumstances of an incident do not provide the corpus delicti of a specific crime, a short form PIR shall be completed and titled "Hatred Incident." In cases where there is no specific crime, do not list persons possibly responsible for the incident as suspects; such person shall be listed in the "Involved Persons" section of the PIR.

Note: A PIR shall be completed whenever an officer becomes aware of any incident, whether criminal or non-criminal, which meets the criteria of an incident motivated by hatred or prejudice.



**203.25 (CONTINUED)**

The unwillingness of the victim of an incident motivated by hatred or prejudice to sign a report, or the absence of a victim to the incident, does not exempt officers from the requirement to complete a PIR of the incident.

**Geographic Detective Division**

**Responsibilities.** Upon receipt of a crime report involving an incident motivated by hatred or prejudice, the assigned detective shall complete a Follow-Up Investigation, Form 3.14, within ten working days of the date assigned reporting the results of the investigation. If the investigation reveals that the incident was not in fact motivated by hatred or prejudice, the assigned investigator shall complete a Form 3.14 and enter "NOT MOTIVATED BY HATRED OR PREJUDICE" on the first line in the narrative portion of the report.

Note: A Form 3.14 shall be completed on non-criminal incidents at the discretion of the Area commanding officer.

The detective supervisor approving the completed Form 3.14 shall ensure a copy is forwarded to the Area commanding officer and Criminal Conspiracy Section.

**Area Commanding Officer's Responsibilities.**

All reports involving incidents motivated by hatred or prejudice within an Area shall be reviewed by the concerned Area commanding officer. The Area commanding officer shall:

- \* Evaluate the social impact on the community from each incident;
- \* Ensure that the appropriate follow-up investigations have been initiated and completed in a timely manner;
- \* Provide assurance to victims of incidents motivated by hatred or prejudice that the Department is actively pursuing the necessary investigation to remedy the situation; and,
- \* Review all follow-up investigations involving incidents motivated by hatred or prejudice.

**212. REQUESTING AIDE IN THE FIELD****212.15 ASSISTANCE BY SCIENTIFIC INVESTIGATION DIVISION.**

The officers investigating the scene of a crime shall determine whether a specialist from Scientific Investigation Division shall be summoned to the scene (4/212.44).



### **212.15 (CONTINUED)**

If a crime is such that latent or microscopic evidence, hazardous chemicals or dangerous explosives may be present, the assistance of the concerned specialist from Scientific Investigation Division shall be requested. Officers requesting a field investigation by a unit of Scientific Investigation Division shall make the request by telephone whenever possible. When necessary, and a telephone is not available, the request may be made by radio. In accordance with Section 4/201.30, when a telephonic notification should be made to an investigative unit and the unit is not available, the notification shall be made to Detective Headquarters Division.

Note: In all incidents requiring the handling of explosives, Administrative Information Unit, Detective Headquarters Division, shall be notified.

### **212.20 RADIO REQUESTS FOR SCIENTIFIC INVESTIGATION DIVISION UNITS.**

When a radio request for Scientific Investigation Division units is made (4/212.15), it shall be made by obtaining a clear frequency and supplying the following applicable items of information:

- \* Unit making the request.
- \* Unit requested.

\* Type of crime or incident to be investigated.

\* Type of assistance required (lifting fingerprints, obtaining plaster casts, examining explosives, taking photographs, etc.).

\* Location where service is requested.

\* All other pertinent information.

The request shall be made by radio only when the situation demands immediate scientific investigation and a telephone is not available.

### **212.40 RESPONSIBILITY FOR PROTECTING EVIDENCE.**

Officers requesting the assistance of a specialist from Scientific Investigation Division shall be responsible for the protection of evidence until relieved by the specialist.

### **212.48 INVESTIGATIONS INVOLVING POISONS.**

When it is suspected that a major crime involves the use of poison, the Laboratory Section, Scientific Investigation Division, shall be notified immediately (4/201.30).

### **212.54 PHOTOGRAPHS.**

Requests for photographic services, other than traffic, training, public relations activity, or fingerprints, shall be directed to the Photographic Section, Scientific Investigation Division (4/201.30).

## 216. TAKING PERSONS INTO CUSTODY.

### 216.52 WEARING OF BODY ARMOR DURING TACTICAL OPERATIONS AND WARRANT SERVICE.

The officer in charge of any police operation listed below shall ensure that all officers involved in the actual field operation wear body armor:

- \* Any pre-planned tactical operation at a location where officers have reason to believe an individual(s) may use a firearm to resist.
- \* Serving a search warrant at a location where officers have reason to believe a felony suspect(s) may be present.
- \* Serving a felony arrest warrant on a suspect not in custody.

Based on tactical considerations, the officer in charge shall specify which officers shall wear concealable body armor and which officers, if any, shall wear external bulletproof vests (4/212.51).

## 217. CUSTODY OF UNBOOKED PRISONERS.

### 217.05 SEARCHES OF SUSPECTS AND ARRESTEES.

**Cursory Searches.** When an immediate cursory search for weapons is necessary, it may be conducted by an officer of either sex.

### Searches of Arrestees.

- \* When the rules of search and seizure permit, an arrestee shall be thoroughly searched as soon as practicable. Such searches shall be conducted by an employee of the arrestee's sex. However, an immediate search may be conducted in the field by an officer of either sex when necessitated by specific circumstances, such as a reasonable belief that:
  - \*The arrestee is armed with a weapon.
  - \*A delay could result in the destruction or loss of evidence.
  - \* Personal property shall not be taken from arrestees in the field.

Exceptions: Evidence, items which could be used as weapons, and items which could contain weapons shall be taken from the arrestee.

### 217.20 NON-PROHIBITED DRUGS RECOVERED FROM ARRESTEES.

An officer who recovers non-prohibited drugs from an arrestee's possession shall:

- \* Deliver the drugs to the booking clerk separate from the arrestee's property.
- \* Inform the booking clerk that the drugs have been verified as non-prohibited.

### **217.20 (CONTINUED)**

Note: When an arrestee is booked at Sybil Brand Institute, non-prohibited drugs shall be placed in an envelope and returned to the arrestee's personal property. The envelope shall be signed by the officer and shall include a description of the contents.

### **217.30 USE OF HANDCUFFS.**

The primary purpose in handcuffing an arrestee is to maintain control of the arrestee and to minimize the possibility of escalating the situation to a point that would necessitate more drastic means of restraint.

Felon arrestees shall normally be handcuffed; however, there may be circumstances which would make the handcuffing of an arrestee inappropriate. Such circumstances can best be perceived by the involved officer. Therefore, any decision to not handcuff an arrestee must be based on available facts. Factors involved in making this decision include, but are not limited to:

- \* The possibility of the arrestee's escaping.
- \* The possibility of escalating the incident.
- \* Potential threat to officers and other persons.
- \* Knowledge of the arrestee's previous encounters with law enforcement.

An officer shall constantly monitor the actions of an unhandcuffed arrestee. If the officer believes it is necessary, he may, at any time, handcuff the arrestee.

### **217.32 HANDCUFFING OF MISDEMEANOR PRISONERS.**

Handcuffing of misdemeanor prisoners is discretionary.

Exception: (4/217.34).

### **217.34 HANDCUFFING OF BELLIGERENT ARRESTEES.**

If an arrestee gives any indication that he might become belligerent, his hands shall be handcuffed behind him.

## **220. VEHICLE REPORTING PROCEDURES.**

### **220.10 VEHICLE INVESTIGATION DETERMINATION.**

A Vehicle Investigation, Form 3.7, shall be completed to report the following when stolen, lost, recovered, found, or impounded:

- \* Motor vehicles (all types).
- \* Motorcycles, motor-driven cycles, mopeds, mini-bikes, go-carts, and motor scooters.



**220.10 (CONTINUED)**

- \* Off-highway vehicles, including construction equipment, dune buggies, and racing vehicles.
- \* Trailers (all types).
- \* Separate vehicle motors.
- \* Separate vehicle transmissions.
- \* Campers.
- \* Aircraft (all types).
- \* Boats.
- \* Separate boat engines.
- \* Separate boat transmissions.

In addition a Vehicle Investigation shall be used as an order to release a vehicle impounded with a hold, and as a Garage Report of Release or Sale of an impounded vehicle.

**220.15 LOST OR STOLEN VEHICLE—LICENSE OR IDENTIFICATION NUMBER UNKNOWN.**

When the license or identification number of a stolen or lost vehicle is unknown, the reporting officer shall complete the report, except for the missing numbers; obtain the reporting person's signature; notify the Vehicle Processing Unit (VPU), Records and Identification Division; and obtain a DR number.

**Vehicles Registered in California.**

The Vehicle Processing Unit shall send a teletype to DMV, Sacramento, requesting the missing numbers and

directing that the reply be sent to the Vehicle Processing Unit and the concerned division record unit.

The concerned division record unit shall complete and distribute the report when the missing information is received from DMV.

**Vehicle Registered Outside California.** When the stolen or lost vehicle is registered outside California, the reporting person shall be requested to obtain the unknown numbers and forward that information to the concerned investigating officers. Also, the Area record unit processing the report shall send a teletype inquiry to the DMV in the registering state requesting registration information. Upon receipt of the return teletype, the information shall be forwarded to the concerned investigating officers and VPU (5/3.7-22).

**220.25 REPORT OF SINGLE LOST OR STOLEN LICENSE PLATES.**

When a single lost or stolen license plate is reported missing, the reporting person shall be advised to immediately remove the remaining license plate from the vehicle, and to surrender it to the Department of Motor Vehicles when replacement plates are obtained.



### **220.25 (CONTINUED)**

Note: The reporting employee shall enter the name of the person advised to remove the plate from the vehicle in the narrative of the report.

### **220.26 ADVISING PERSON AS TO METHOD OF REPLACEMENT REGARDING LOST OR STOLEN LICENSE PLATES.**

Person making reports of lost license plates and inquiring as to the method of replacing them shall be referred to the Department of Motor Vehicles (for release of found license plates, see 4/555.70).

### **220.43 VEHICLE INVESTIGATION—NOTIFICATION REQUIRED.**

An officer conducting a preliminary investigation of a stolen or recovered truck of five-ton capacity or larger, a commercial trailer, a tractor cab, or a bulldozer shall immediately telephone all available information to Burglary-Auto Theft Division (BAD). When BAD personnel are not available, such notification shall be given to Detective Headquarters Division.

### **220.50 VEHICLE TAKEN IN A CRIME.**

Whenever a vehicle is taken in the commission of a crime a Vehicle "Stolen" Investigation, Form 3.7, shall be completed in addition to the appropriate crime report.

Exception: When an officer conducting a preliminary investigation determines that a vehicle has been obtained by use of a worthless document, he shall:

- \* Complete only a Worthless Document Report, Form 3.6, and include all pertinent vehicle information in the body of the report.
- \* Obtain a DR number for the Worthless Document Report.

Note: The vehicle information shall not be entered into the Stolen Vehicle System by the officer conducting the preliminary investigation.

The concerned investigating officer shall determine whether a Vehicle Investigation, Form 3.7, is appropriate. If so, he shall:

- \* Complete a Vehicle Investigation, using the worthless document DR number.
- \* Notify the Vehicle Information Processing Unit, Records and Identification Division.

### **220.55 STOLEN VEHICLE USED IN THE COMMISSION OF A CRIME.**

When it is determined that a stolen vehicle used in a crime has not been reported as stolen, a Vehicle "Stolen" Investigation, Form 3.7, shall be completed in addition to the appropriate crime report.

### **220.85 PLACING HOLD ON IMPOUNDED VEHICLE.**

When circumstances require that a vehicle be held for investigation, the impounding employee shall:

- \* Caution the tow truck operator if there is danger of destroying evidence.
- \* Place a hold for the appropriate investigative unit by entering information in the proper space on the Vehicle Investigation, Form 3.7.

Note: Do not hold for Burglary Auto-Theft Division unless specifically requested. Hold for Area detectives.

- \* In the "Not Available for Release" space of the Vehicle Impound Notice, Form 15.23, indicate the responsible investigative unit, and the anticipated date of release. (Normally two business days.)
- \* If practicable, telephonically notify the responsible investigative unit of the hold. If telephonic notification

cannot be made at the time of impound, that fact shall be recorded on the Vehicle Investigation, and the Area Vehicle Control Clerk shall make such notification during the next business day.

- \* If a vehicle wanted for investigation cannot be impounded under authority of the Vehicle Code, contact the investigating officer of the concerned unit for advice.

### **221. FIELD RELEASING VEHICLES.**

#### **221.10 RELEASING RECOVERED STOLEN VEHICLES.**

When feasible, a recovered stolen vehicle which does not require a hold shall be released to the owner (or the owner's agent) without impounding.

**Determining Feasibility.** Officers who recover a vehicle which appears to be available for field release shall immediately contact a supervisor. The supervisor shall determine the feasibility of making a field release based on the following factors:

- \* The practicability of immediately contacting the owner (e.g., availability of owner's telephone number; local dialing area), AND
- \* The time required for the owner to arrive at the recovery location, AND

### **221.10 (CONTINUED)**

\* The owner's willingness to receive the vehicle, AND

\* The current unit call load and need for police service.

#### **Signature on Recovery Report.**

After verification of identity, the employee shall obtain the signature of the person receiving the vehicle in the "Person Reporting" box on the Recovery Report.

**Victim's Report Memo.** The person receiving the vehicle shall be given a completed Victim's Report Memo, Form 3.17, and shall be advised of the necessity for caution if stopped by a police unit.

**Recovered Vehicle Broadcast.** The employee shall immediately notify Communications Division of the release of the vehicle. The operator shall, without delay, broadcast a cancellation of the want on the vehicle.

**Notification to Vehicle Processing Unit.** The employee shall telephonically notify the Vehicle Processing Unit of the recovery as soon as practicable.

**Latent Prints.** When there is information or evidence regarding a possible suspect, consideration must

be given to the desirability of attempting to lift fingerprints prior to releasing the vehicle.

**Special Instruction.** Recovering employee shall not leave the vehicle unattended except under unusual or emergency conditions. To preclude removal of the vehicle during the employee's unanticipated absence, upon initial contact the owner shall be instructed not to remove the vehicle if the employee is not at the scene.

### **222. IMPOUNDING VEHICLES.**

#### **222.10 RESPONSIBILITY FOR ARRESTEE'S VEHICLE.**

Arresting officers shall be responsible for the reasonable care of a vehicle in the immediate physical possession of the arrestee.

Note: Outside agency officers shall care for the arrestee's vehicle when they are responsible for completing the investigation.

#### **222.35 ABANDONED VEHICLES.**

All requests for the removal of abandoned vehicles shall be forwarded to the Department of Transportation.



## **222.50 NOTIFICATION TO OWNER OF IMPOUNDED VEHICLE.**

**Obtaining Information.** Owner information is available through SVS, Department records, or records in the vehicle. If complete owner information is unavailable from these sources, the impounding employee shall cause a teletype request to be sent to the Department of Motor Vehicles, Sacramento, or, for a vehicle registered out of state, a teletype request through the National Law Enforcement Telecommunications System.

Upon receipt of the return teletype, the supervisor approving the Vehicle Investigation shall ensure that the information is entered and that any appropriate notices are mailed. If the return teletype is not received by the end of the business day following the impound, the report shall be forwarded to the Area Vehicle Control Clerk who shall obtain the information, complete the report processing, and make appropriate notifications.

**Notification by Mail.** Notification by mail shall be accomplished as follows:

\* Abandoned Vehicles—\$200 or Less. If an abandoned vehicle is appraised at two hundred dollars or less, the impounding employee shall cause a Notice of Stored Impounded Vehicle, Form 15.23, and all required notifications related to post-storage vehicle impound hearings (4/226.15) to be mailed to the present, legal, and registered owners.\* Other Impounded Vehicles. The impounding employee shall cause a Notice of Impounded Vehicle, Form 15.23, and all required notifications related to post-storage vehicle impound hearings (4/226.15) to be sent to the present, registered, and legal owners and, if the vehicle was reported stolen, the person reporting.

Note: When a vehicle is impounded as a result of the driver's arrest, "22651 (h) V.C.," (NOT "driver arrested") shall be entered as the reason for impound. (See also Conveyances Subject to Seizure, section 4/222.70)

\* Telephonic Notifications.

\* No Hold. When no hold is placed on the vehicle, the present owner, in addition to being notified by mail, shall, when practicable within the local or ATSS dialing area, be notified telephonically by the impounding employee. Such notification, or the reason for not notifying, shall be documented on the bottom line of the "Narrative" section of the Vehicle Investigation.



### **222.50 (CONTINUED)**

\*Holds. When a hold is placed on an impounded vehicle, the impounding employee shall not telephonically notify the owner or reporting party. (In these instances, telephonic notification is the responsibility of the Area Vehicle Control Clerk.)

### **222.55 FINGERPRINTS ON IMPOUNDED VEHICLE.**

When a vehicle is held for prints (4/220.85), the impounding officer shall:

\* Notify by telephone the Latent-Print Section, Scientific Investigation Division, or the Valley Section, Scientific Investigation Division, if the vehicle was impounded in a Valley Area.

\* Place in the Vehicle Investigation, Form 3.7, the name, serial number, and division of assignment of the person notified that the vehicle is held for prints.

### **222.60 PROPERTY IN A VEHICLE TO BE IMPOUNDED OR LEFT PARKED.**

When a vehicle is impounded or left legally parked at the scene of a police investigation, the following items shall be removed and booked in accordance with established procedures:

\* All property of evidential value, whether in plain sight or found as a result of a legal search.

\* Property in plain sight that is estimated by the employee to have a market value of more than \$50 per item or a total value of more than \$100 when these items cannot be locked in the driver's compartment, glove box, or trunk.

\* Any items of evidential value in the trunk or glove box of the vehicle that come into the sight of employees securing property from the driver's compartment.

\* All moneys found, whether in plain sight or as a result of a legal search.

\* Any item declared to be of value by the person in apparent lawful control of the vehicle if the person insists.

All property, whether in plain sight or found as a result of a legal search, which is left in an impounded vehicle shall be listed on the Vehicle Investigation, Form 3.7.

When probable cause does not exist for a legal search, the items preprinted on the Vehicle Investigation (e.g., battery, spare tire) that are not in plain sight shall be so indicated on the form.

## **222.60 (CONTINUED)**

Los Angeles Department of Transportation employees shall be permitted to book property removed from impounded vehicles into the Department's property system under the following condition:

\* Property in plain sight that is estimated by the employee to have a market value of more than \$50 per item or to have a total value of more than \$100; and,

\* The items cannot be secured in the driver's compartment, glove box, or trunk.

The LADOT employee shall be responsible for the completion of the property report and the proper packaging of the item(s) to be booked.

Note: Items deemed to be of evidentiary value shall be booked by a sworn employee.

## **222.61 IMPOUNDED VEHICLE REPORT—CRIME REPORT INFORMATION.**

The impounding employee shall not complete items relative to witnesses, suspects, arrestees, and narrative (other than impound remarks) until the garage copies have been detached.

## **222.65 KEYS AND REGISTRATION CERTIFICATE IN AN IMPOUNDED VEHICLE.**

Neither the ignition keys nor the registration certificate shall be removed from an impounded vehicle unless they are to be booked as evidence.

## **238. DEAD BODIES.**

### **238.10 DETERMINING DEATH.**

Except when a person is obviously dead, it shall be the responsibility of the emergency ambulance crew to determine if death has occurred.

### **238.20 AMBULANCE REQUESTED AT SCENE OF APPARENT DEATH.**

An ambulance shall be requested at the scene of an apparent death when:

- \* There is no doctor in attendance.
- \* There is a possibility, even if remote, that the person may be alive.

If death has occurred, a Rescue Report, Form F660, shall be obtained from the ambulance crew and attached to the Death Report, Form 3.11.

### **238.23 DEAD BODIES EXPOSED TO PUBLIC VIEW.**

When a dead body which does not come within the jurisdiction of the Coroner (4/238.46) is exposed to

### **238.23 (CONTINUED)**

public view, an ambulance shall be requested. The body shall be released as directed by the investigating officers.

When a dead body which comes within the jurisdiction of the Coroner (4/238.46) is exposed to public view, the investigating officers shall notify the senior Coroner's investigator as soon as practicable. The investigating officers shall be guided by the instructions of the Coroner's representative dispatched to the scene.

When a supervisor at the scene of a death determines that a dead body exposed to public view would probably create an adverse incident, he shall notify the senior coroner's investigator, who will arrange to have the body removed immediately by ambulance. The instructions of the Coroner shall be given to the ambulance crew.

### **238.26 TRANSPORTATION OF DEAD BODIES.**

A dead body which comes under the jurisdiction of the Coroner (4/238.46) shall not be removed to a funeral establishment except on instructions of a deputy coroner.

### **238.30 SEARCHING DEAD BODIES.**

The officer in charge at the scene of a dead body shall prevent any person, other than a deputy coroner, from searching the body. Whenever possible, a witness, preferably a relative of the deceased or a member of the household, shall be requested to remain at the scene with the officer. The name and address of this person, and a statement verifying his presence, shall be included in the Death Report, Form 3.11. Whenever personal effects and possessions of the deceased are taken by the deputy coroner, a receipt shall be obtained (4/238.48). This receipt shall be attached to the Death Report.

### **238.40 NOTIFICATION TO INVESTIGATING OFFICERS OF DEATH.**

Officers assigned a dead body call shall telephone, without delay, the concerned geographic investigating officers and notify them of the circumstances. They shall be informed if there is any indication that a death might be suicide or homicide. Detective Headquarters Division shall be notified of the circumstances if the concerned investigating officers are not available. Officers shall abide by instructions of the investigating officers.



### **238.43 NOTIFICATION TO RELATIVES OF DECEASED PERSON.**

Whenever practicable, notification to the next of kin of the deceased person shall be made by the investigating officers in person. If the next of kin lives in another area, a police unit of that area shall be requested to make the personal notification. If the relatives live outside the City, the Coroner shall be requested to make the notification.

### **238.46 NOTIFICATION TO CORONER.**

It shall be the responsibility of the investigating officers to notify the Coroner of all deaths occurring: (1)

- \* When the deceased died while under arrest, while being temporarily detained or while under the care or control of an officer of the Department.
- \* When the deceased has not been attended by a physician within twenty days preceding death.
- \* When the deceased committed suicide.
- \* When the attending physician is unable to state the cause of death.
- \* When the deceased died as the result of an accident.
- \* When there is any suspicion that the death resulted from the use of narcotics.

\* Under such circumstances as to afford a reasonable ground to suspect that death was caused by the criminal act of another.

[(1)Health and Safety Code Section 10250.]

### **238.48 PROPERTY TO CORONER.**

An officer at the scene of a death requiring a Death Report, Form 3.11 (5/3.11), shall obtain an itemized receipt form the Coroner's deputy for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

**Suicide Notes.** Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Scientific Investigation Division.



### **238.48 (CONTINUED)**

**Poisons and Drugs.** All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner.

**Firearms.** All firearms suspected of being suicide weapons shall be booked as evidence to provide the opportunity to test such firearms. Such weapons shall be released to the Coroner's property office (4/560.40).

### **238.60 UNIDENTIFIED DEAD BODIES.**

When the identity of a dead body is unknown, the reporting officer shall obtain the "John Doe" or "Jane Doe" number from the Coroner's deputy at the scene. Pending identification, the number shall be used in lieu of the decedent's name.

### **238.83. HOMICIDE.**

The first officer to arrive at the scene of a homicide shall immediately isolate the vicinity where the crime was committed, or the body was found. It shall be his responsibility to see that no one be permitted to approach the scene until investigating officers arrive and take charge of the case. Upon arrival, the investigating officers shall be in charge of the investigation. Officers assigned to

any duty at the scene shall remain until they are relieved by the investigating officers.

### **245. EMPLOYEE-INVOLVED USE OF FORCE INCIDENTS.**

#### **245.05 REPORTABLE USE OF FORCE INCIDENT—DEFINED.**

A reportable use of force incident is defined as an incident in which any on-duty Department employee, or off-duty employee whose occupation as a Department employee is a factor, uses a non-lethal control device or any physical force to :

- \* Compel a person to comply with the employee's directions; or,
- \* Overcome resistance by a suspect during an arrest or a detention; or,
- \* Defend any person from an aggressive action by a suspect.

Exceptions: The following incidents are not reportable under the provisions of this Section:

- \* The use of a firm grip control only, which does not result in an injury; or,
- \* That force necessary to overcome passive resistance due to physical disability or intoxication which does not result in an injury; e.g., the use of a wrist lock to assist an intoxicated person to a standing position; or,

### 245.05 (CONTINUED)

\* An incident investigated by the Officer-Involved Shooting Section, Robbery-Homicide Division.

### 245.10 REPORTING USE OF FORCE INCIDENTS.

An employee who becomes involved in a reportable use of force incident or discharges a TASER or a chemical irritant control device for any reason other than an approved training exercise shall:

\* Complete a Use of Force Report, Form 1.67.2;

\* Report the full details of the use of force incident in the related Department arrest or crime report;

\* Use an Employee's Report, Form 15.7, to report the full details of the use of force incident when a crime or arrest report is not required;

\* Ensure that each page of all copies of the related report has the words USE OF FORCE in the left margin.

Off-duty employees who become involved in a reportable use of force incident shall notify their supervisor or watch commander without unnecessary delay. Notification shall be made to the Watch Commander, Detective Headquarters Division, when the employee's location of assignment is closed.

Note: Off-duty employees completing use of force related reports shall submit a copy to their supervisor no later than their next regularly scheduled tour of duty.

### 275. PIN MAPS.

#### 275.10 CRIME PIN MAPS.

Those divisions or units maintaining crime pin maps shall post such maps with the following designated pins:

#### DIVISIONAL PIN MAPS

Crime	Pin Color	Plain Day	With	With
			Bar Night	Dot A.M.
Burglary	Red	Day	"	"
Robbery	Green	"	"	"
Rape and Assault	Black	"	"	"
Theft from Auto	Yellow	"	"	"
Auto Theft	Orange	"	"	"
Purse Snatching	Chocolate	"	"	"
Recovered Auto	White	"	"	"
Burglary from Auto	Blue	"	"	"

#### WATCH PIN MAPS

Crime	Pin
Residence Burglary	Plain Red
Business Burglary	Red With Bar
Gas Station Burglary	Red With Dot
Street Robbery	Plain Green
Business Robbery	Green With Bar
All Other Robberies	Green With Dot
Rape	Plain Black
Assaults	Black With Bar
Theft from Auto	Plain Yellow

## 275.10 (CONTINUED)

Theft from Business	Yellow With Bar
Other Thefts	Yellow WithDot
Auto Theft (Street)	Plain Orange
Auto Theft (Parking Lot)	Orange With Bar
Auto Theft (Other)	Orange With Dot
Purse Snatching	Plain Chocolate
Recovered Auto	Plain White
Burglary from Auto	Plain Blue

## 279. SHOTGUNS IN POLICE VEHICLES.

A loaded Department shotgun carried in a police vehicle shall contain four rounds of ammunition in the magazine, shall be cocked, and the safety shall be in the "ON" position.

A shotgun shall not be carried in a police vehicle with a round of ammunition in the chamber.

## BOOKING, CUSTODY, AND DISPOSITION OF PROPERTY

### 505. PROPERTY CLASSIFICATIONS.

#### 505.10 CLASSIFICATIONS OF PROPERTY.

Items entered into the Department property system shall be classified as follows:

\* Evidence—items which are or may be related to a crime, or which may either implicate or exonerate a person.

\* Excess Personal Property—non-evidentiary personal property of an arrestee which cannot be packaged in a prisoner's property package or purse.

\* Non-evidence—property other than evidence or excess personal property.

#### 505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE.

Evidence booked into the Department's property system shall be classified as follows:

\* Analyzed Evidence-Shelf Storage—evidence, other than narcotics, that does not require cold storage.

\* Analyzed Evidence-To Be Refrigerated—whole blood, urine, saliva, etc.

\* Analyzed Evidence-To Be Frozen—biological evidence (dried blood/semen, swabs/slides/aspirates, etc.).

\* Analyzed Evidence—narcotics.

#### 505.20 RECLASSIFICATION OF NON-EVIDENCE.

Non-evidence may be reclassified to evidence by completion of a Follow-up Report, Form 3.14.

Note: Additional property may not be booked on a Follow-up Report, Form 3.14.



## **510. BOOKING PROCEDURE.**

### **510.10 BOOKING EVIDENCE AND NON-EVIDENCE— GENERAL.**

The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.1. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior. Evidence may only be booked by a sworn employee, a Police Service Representative in the course of his official duties or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution will not be jeopardized, the property shall be returned to the

owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

Note: If there is a question as to whether or not photographs will suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10 (duplicate copy), to the person relieved of the property (4/645.20 and 5/10.10). The original of the Form 10.10 shall be included as a page of the original Property Report, Form 10.1; Notice to Appear/Release From Custody Report, Form 5.2.8; or Arrest Report, Form 5.2, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery-related evidence (4/570.20).

### **510.10 (CONTINUED)**

One copy of the Property Report, Form 10.1, or Notice to Appear/Release, Form 5.2.8; or Arrest face sheet, Form 5.2, shall accompany the property when booked.

Exception: Two copies shall accompany narcotics or firearm bookings, or blood or urine bookings within Operations-Valley Bureau.

It is not necessary to issue the Form 10.10 for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Form 10.10 used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, Form 10.1, and make a notation on the report that the property is in the possession of the finder.

Note: The assigned detectives (4/790.) shall ensure that the finder has complied with laws governing found property (Civil Code 1020.1, 2080.3; Penal Code 177 and 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (4/540.30) and attach a copy of the printout to the appropriate report.

### **510.12 BOOKING ANALYZED EVIDENCE—GENERAL.**

An employee receiving evidence requiring analysis shall:

\* Record appropriate information on all required envelopes or tags;

### **510.12 (CONTINUED)**

- \* Place the evidence in the correct classification of Laboratory and Analyzed Evidence Envelope, or tag correctly;
- \* When applicable, enclose a completed Sexual Assault Evidence-Instructions To Examining Physician, Form 12.52, in one of the Analyzed Evidence Envelopes;
- \* Seal the Analyzed Evidence Envelope with a completed Analyzed Evidence Seal on both flaps of the required evidence envelope; and,
- \* Book the evidence within the Department property system (4/513.30).

Note: Analyzed evidence requiring freezer storage shall be booked at Central Property Division no later than six (6) hours after it is obtained.

### **525. PRESERVING PROPERTY.**

#### **525.10 PRESERVING PROPERTY—GENERAL.**

All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Scientific Investigation Division.

### **FOLLOW-UP INVESTIGATION**

#### **702. DETECTIVE'S CASE ENVELOPE—FELONY ARRESTEES.**

The assigned investigator shall ensure that:

- \* A separate Detective's Case Envelope, Form 15.15, is utilized for each adult felony arrestee.

Exceptions Investigations requiring use of a case package larger than the 15.15, or a Murder Book (4/710.30).

- \* A copy of all related reports is filed in the package.
- \* Applicable information is entered on the face of the envelope as it becomes available.
- \* The completed case package is submitted to a supervisor for approval as soon as practicable after the Investigator's Final Report, Form 5.10, is approved and returned to the investigator.

After Approval, completed case packages are to be filed as directed by the division commanding officer.



## 709. DEATHS.

### 709.10 DEATH INVESTIGATION—FOLLOW-UP PROCEDURES.

**Natural, Accidental, and Suicide Deaths.** Death investigations which reflect a supported classification of “natural,” “accidental,” or “suicide” shall not routinely require a Follow-up Report, Form 3.14.

Exception: A Follow-up Report shall be completed as soon as practical when:

- \* The facts articulated in the initial Death Investigation Report, Form 3.11, do not support the classification; OR,
- \* Subsequent information significantly alters the original classification; OR,
- \* The postmortem examination contradicts the classification and cause of death reported on the Death Investigation Report.

**Traffic Related Deaths.** When a death results from a traffic collision, the investigating officer shall complete a Traffic Collision Status Report, Form 4.16, within 60 days following the initial Death investigation Report. The report shall indicate:

\* The postmortem examination results, and final classification of death; OR,

\* That the investigation is continuing and the reason for its continuance.

**Undetermined Deaths.** The detective responsible for the follow-up investigation of a death classified as “undetermined” shall, as soon as possible but no later than 60 day after the initial Death Investigation Report, complete a Follow-up Report indicating:

- \* The postmortem examination results, and the final classification and cause of death; OR,
- \* That the postmortem examination is continuing and a statement as to why the examination and/or the investigation has not been concluded.

Note: When the postmortem examination results cannot be obtained, the detective shall complete an additional Follow-up Report during each subsequent 90 day period, until the final classification or cause of death can be established. If either the classification or cause of death cannot be determined, the detective shall complete a Follow-up Report indicating the available results and the reason why a final determination by the Coroner is not possible.

## 710. HOMICIDES.

### 710.10 TELEPHONIC NOTIFICATIONS.

A telephonic notification reporting the occurrence of a homicide shall be made by the homicide investigating officer as soon as practical after his preliminary investigation to the concerned operations bureau office and the Administrative Information Unit, Detective Headquarters Division. The following information shall be included:

- \* Name of victim.
- \* Date and time of occurrence.
- \* Location of occurrence.
- \* Suspect in custody/outstanding.
- \* Cause of death.
- \* Motive for homicide (if known).
- \* Area of occurrence.
- \* Potential for additional problems.
- \* Name of reporting officer.

### 710.20 HOMICIDE STATUS REPORTS.

**Unsolved Homicides.** A progress report on an unsolved homicide shall be submitted by detectives to their commanding officer, within 60 days of case assignment. The report is in lieu of a Follow-up Report, Form 3.14. It shall be on plain white paper and distributed as follows:

- \* Original and addenda to the assigned detective.
- \* One copy to the detective supervisor.
- \* One copy and addenda to the concerned operations bureau.
- \* One copy to Robbery-Homicide Division.

A follow-up report shall be completed:

- \* As soon as possible, when additional information consists of new evidence affecting the cause of death or when the status of the Death Investigation Report, Form 3.11, is changed.
- \* When any significant subsequent information is reported during the unsolved status of the homicide after an initial homicide progress report has been submitted.
- \* At the end of six months and at the end of one year from the date of the crime on all unsolved homicides.
- \* After the first year as additional information becomes available.

**Solved Homicides.** When a homicide case is solved, the investigating officer shall submit a Follow-up Report, Form 3.14, containing the following information:

## **710.20 (CONTINUED)**

- \* Synopsis of the occurrence (who, what, when, where, how).
- \* Suspect(s)—Defendant(s).
- \* Investigative information positively identifying the suspect(s).
- \* M.O. used by the suspect(s).
- \* Criminal charges filed and/or warrant information.
- \* Postmortem examination information—cause of death.

**Crimes or Incidents Reclassified as Criminal Homicides.** When a reported crime or incident is reclassified as a criminal homicide, the assigned detective shall:\* Complete a Preliminary Investigation Report (PIR), Form 3.1, for “Murder” when the incident was originally reported on a Death Investigation Report, Form 3.11; Injury Report, Form 3.15; or Missing Person Investigation Report, Form 3.16; OR,

\* Submit a Follow-up Report, Form 3.14, reclassifying the original PIR to “Murder” along with the fact sheet of the original PIR; AND,\* Prepare a Death Investigation Report, if not previously completed.

\* If the original report was a Death Investigation Report, the classification shall be changed to “homicide.”

All reports shall contain the DR number of the original crime or incident.

Exception: If the original crime has been cleared before the death of the victim occurs, or if the death occurred in a calendar year other than that in which the original report was completed, the subsequent Death Investigation Report, Follow-up Report, and/or Preliminary Investigation Report shall be assigned a new DR number.

## **710.30 MURDER BOOK.**

Murder Books shall be used exclusively for homicide investigations.

The Forms 3.11.1 through 3.11.7 (5/3.11.1) are to be maintained in the Murder Book when used in a homicide investigation. When the forms are used in other than a homicide investigation, they are to be maintained in the appropriate case folder.

## **712. MISSING/FOUND PERSONS.**

### **712.10 MISSING/FOUND PERSONS.**

**Employee—Responsibilities.** When any person, resident or non-resident of Los Angeles, is reported missing, the employee conducting the preliminary investigation shall:



**712.10 (CONTINUED)**

\* Request advice from the Missing Persons Detail, Detective Headquarters Division;

\* Complete a Missing/Found Persons Investigation, Form 3.16, without delay; and

Note: Parental abductions shall be accepted as missing persons cases.

\* Provide the person reporting a Department of Justice (DOJ) Dental/Skeletal Release Form, SS-8567; or in the case of a missing juvenile, a DOJ Dental/Skeletal Photograph and Description Release Form (reverse side of SS-8567); and comply with procedures A-C.

Note: The California Penal Code requires law enforcement agencies to take missing persons reports (Form 3.16) telephonically. However, this should not be done routinely. The reporting person should be requested to make the report at the nearest law enforcement facility unless the reporting person is unable, i.e., disabled.

Exception: With the approval of the Area Juvenile Coordinator, a missing persons report may be taken telephonically when it involves a chronic juvenile runaway or extenuating circumstances are

present which would create a severe hardship for the parent or guardian attempting to complete the report.

When the Area Juvenile Coordinator is unavailable, approval for completion of the telephonic report shall be obtained from the concerned Juvenile Coordinator's immediate supervisor.

When neither the Area Juvenile Coordinator nor the immediate supervisor is available, approval to complete the telephonic report shall be obtained from the concerned Area patrol division watch commander.

The Missing/Found Person Telephone Report, Form 3.16.2, shall only be used by investigative personnel as an interim report while the Missing/Found Persons Investigation, Form 3.16, is being processed.

**Resident of Los Angeles.** If the missing person (juvenile or adult) is a City of Los Angeles resident and was last seen outside the City, the employee completing the Missing/Found Persons Investigation, Form 3.16, shall immediately notify the outside agency having jurisdiction of the location where the person was last seen and record the name of the person and agency notified in the narrative portion of the report.

### **712.10 (CONTINUED)**

Notwithstanding other provisions set forth in this Order, the employee entering any missing person information into NCIC shall record the NCIC nine digit entry verification number in the "NCIC #" box on the revised Form 3.16.

### **Non-Resident of Los Angeles.**

When any non-resident of the City of Los Angeles is reported missing, the employee conducting the preliminary investigation shall complete a Missing/Found Persons Investigation, Form 3.16, without delay and immediately notify and forward a copy of the report to the outside agency having jurisdiction over the person's residence address and, if applicable, the jurisdiction where the missing person was last seen. The employee shall record the name of each person and agency notified in the narrative portion of the report.

### **712.30 FOUND/UNIDENTIFIED PERSONS.**

**Employee—Responsibilities.** Any Department employee receiving information concerning a found/unidentified person who cannot be reunited with family or friends during the preliminary investigation, shall:

- \* Request advice from the Missing Persons Detail, Detective Headquarters Division;
- \* Complete a Found/Missing Persons Investigation, Form 3.16; and
- \* Ensure that the disposition of the individual is noted in the narrative of the report.

### **Investigating Officer—Responsibilities.**

An officer receiving a Found/Unidentified Persons Report shall, in addition to established Procedures, ensure that the appropriate information is entered into the Unidentified Person File, NCIC.

Note: NCIC routinely completes a cross-search between the Unidentified Persons File and the Missing Persons File in an effort to locate missing persons.

## **733. INFORMANTS.**

### **733.10 INFORMANTS—OFFICERS' RESPONSIBILITY.**

All officers shall disclose to their commanding officers the identities of informants from whom the officers are receiving information.

Whenever practicable, an officer shall telephonically check the Undesirable Informant File, which is accessible during normal business hours, when:

### 733.10 (CONTINUED)

- \* He intends to conduct an investigation based on information supplied by:
- \* An untested informant, OR
- \* A formerly reliable informant with whom the officer has had no contact for a period of at least three months.
- \* He believes that an informant may be supplying information to another investigative unit within the Department.

Investigating officers shall not conduct investigations based solely upon information supplied by an informant whose name appears in the Undesirable Informant File without approval of a staff officer.

When the magnitude of an investigation necessitates the possible use of a known undesirable informant, the investigating officer's commanding officer shall be advised and shall contact his immediate superior at the staff level. The concerned staff officer shall ensure that a thorough investigation into the undesirable informant's background is conducted and shall be responsible for evaluating the results of the investigation and deciding whether to act upon information supplied by a known undesirable informant.

### 733.20 UNDESIRABLE INFORMANT FILE.

The commanding officer of each Area or each specialized investigative division shall, when an informant proves himself to be undesirable, forward a completed Form 5.10, including details of the informant's undesirability, to the Office of Special Services. The words "Undesirable Informant" shall be placed in the left margin.

The Office of Special Services shall be responsible for maintaining the Department-wide Undesirable Informant File.

Criteria for classifying an informant as undesirable shall include, but not be limited to:

- \* Acting in anyway which would endanger the life of an officer, OR
- \* Revealing the identity of any officer or the existence of an investigation to suspects during an investigation, OR
- \* Attempting to use the Department to further his own criminal objectives, OR
- \* Alienating one police agency against another by giving false or misleading information to either or both agencies.



### **733.20 (CONTINUED)**

Note: The mere unreliability of an informant shall not necessarily qualify him for inclusion in the Undesirable Informant File.

The Director, Office of Special Services, shall make the final determination as to the names of informants placed in the Undesirable Informant File.

Whenever an officer queries the Undesirable Informant File and there is an entry under the informant's name, the Office of Special Services shall record the following information on the appropriate Office of Special Services forms:

- \* The name and assignment of the officer requesting information;
- \* The type of investigation;
- \* Whether or not the undesirable informant is to be used; and,
- \* The name and assignment of the staff officer approving the use of the undesirable informant.

## **780. VEHICLES— INVESTIGATION AND RELEASE.**

### **780.10 AREA OF IMPOUNDMENT—DEFINED.**

The area of impoundment is defined as the area in which the vehicle is actually stored.

### **780.15 PRESENT OWNER— DEFINED.**

The present owner of a vehicle is defined as the registered owner on the records of the Department of Motor Vehicles.

Exception: When the registered owner on record has transferred his ownership rights, the present owner is the last person to whom equity or ownership of the vehicle has been transferred.

### **780.77 HOLD ON VEHICLE— TWO DAY LIMIT.**

An impounded vehicle shall not be held for investigation longer than two business days.

Exception: The supervisor (Detective II or higher) of the investigator responsible for the release may authorize an extension when specific circumstances warrant.

# CREDITS

## **AUTHOR**

Chief Daryl F. Gates

## **PRODUCER/DIRECTOR**

Tammy Dargan

## **DESIGNER/WRITER**

Tammy Dargan

## **ART DESIGNER**

Darrin Fuller

## **LEAD PROGRAMMER**

Doug Oldfield

## **COMPOSER**

Neal Grandstaff

## **CINEMATOGRAPHER**

Rod Fung

## **ARTISTS**

Dana Dean

Don Waller

Barry T. Smith

## **PROGRAMMERS**

Dave Artis

Scott Murphy

Cynthia Joseph

## **TEAM QUALITY CONTROL**

Bill Davis Jr.

## **CONFIGURATION LEAD**

Lynn Dayton

## **DIRECTOR OF TECHNOLOGY**

Bill Crow

## **SYSTEM TECHNOLOGISTS**

Dan Foy

Larry Scott

Christopher Smith

Mark Wilden

## **SYSTEM PROGRAMMERS**

Ed Critchlow

Brian Hughes

Ken Koch

Terry McHenry

Martin Peters

Steve Conrad

## **MANUAL DESIGNERS**

Maria Fruehe

Nathan Gams

## **SPECIAL THANKS**

J. Mark Hood

Mark Russell

Jeff Bianchi

Scot Post

Robert Fisher

Frank Shears

Bruce Hammerich