

9/3 Airport Police Detective Units**A. Assignments**

1. Airport Police Officers assigned to investigative functions may be designated by the Chief of Airport Police as an “Airport Police Detective,” assigned to one of the following units:
 - a. The joint Los Angeles Airport Police/Los Angeles Police Department’s Airport Crime Task Force (LAX CTF);
 - b. Los Angeles County Regional Human Trafficking Task Force (LARHTTF);
 - c. Los Angeles Airport Narcotics Task Force (LAXNTF) DEA;
 - d. Department of Homeland Security, HSI Task Force;
 - e. Los Angeles Airport Police Court Liaison Unit; or,
 - f. Los Angeles County Task Force for Regional Auto Theft Prevention (TRAP).
2. Officers designated as Detectives shall be issued a Detective badge and may use the title of “Detective” as a rank and/or position identifier.
3. Designation as a Detective shall be for the duration of the officer’s assignment and shall expire upon promotion, reassignment, retirement, resignation, termination or as otherwise directed by the Chief of Airport Police.

B. Criteria

1. Detective status includes, but are not limited to:
 - a. Four or more years of experience excluding probationary time; LARHTTF, DEA, TRAP and HSI Task Forces prior detective experience is desired, but not required;
 - b. Assignment to an investigative unit that has Detective status;
 - c. Completion of formal training courses specified for the assignment; and,
 - d. Recommendation of the Commanding Officer responsible for the assignment.

9/3.1 LAX Crime Task Force (CTF)

1. Detectives assigned to the LAX Crime Task Force (CTF) will perform criminal investigations and conduct plain-clothes operations to apprehend law violators. Although primarily a plain-clothes assignment, members may be assigned to uniformed functions as dictated by Divisional and/or Operational needs.
2. Duties and Responsibilities
 - a. Investigative Reports Follow-Up

- (1) Complete Follow-Up reports (Form 03.14.00) timely and accurately;
 - (2) Include updated case status information and corroboration for prosecution;
 - (3) Include specific details gathered in follow-up investigations;
 - (4) Add new data collected by investigation;
 - (5) Document actions to further the investigation;
 - (6) Address any deficiencies found in the original report;
- b. Court/Present Cases to the City Attorney/District Attorney for filing (Adult and Juvenile)
- (1) Complete the appropriate CA/DA forms;
 - (2) Include all necessary paperwork: Filing Sheet, Warrant Sheet, Arraignment Sheet, investigative reports, background, Follow-Up reports, Disposition of Arrest and Court Action and the Investigators Final Report;
 - (3) Ensure there are facts and evidence to meet all elements of the crime;
 - (4) Ensure all search and seizure standards have been met;
 - (5) Disclosure of potential problems in the case to the CA/DA.
 - (6) Identify, Collect, and Maintain Evidence
 - (7) Legally seize evidence (consent, search warrant);
 - (8) Follow Division protocols for booking evidence;
 - (9) Maintain and document legal chain of custody;
 - (10) Use appropriate containers for perishable evidence (e.g. DNA swabs);
 - (11) Provide sworn testimony.
- c. Interview Victims and Witnesses
- (1) Document statements (e.g., written statement, audio, video);
 - (2) Explain court and criminal process to victim/witness;
- d. Interrogate Suspects
- (1) Conduct interrogations in legal manner (e.g.; Miranda, 5th. . etc.,, case law);
 - (2) Record the interrogation appropriately for the type of crime (e.g.' written, audio, video);
- e. Search Warrants and Ramey Warrants

- (1) Meets the approval of detective supervisor/watch commander and magistrate;
 - (2) Meets the legal requirements for the issuance of the search warrant;
 - (3) Complete the search warrant return within ten days of service;
 - (4) Include pertinent details (e.g., evidence);
- f. Warrant Service Tactical Operation Plan
- (1) Document intelligence and all pertinent information on suspect locations(s) to be served;
 - (2) Emergency/Safety plan detailed and communicated;
 - (3) Scout and conduct surveillance of the location(s);
 - (4) Identify and arrange for support resources (e.g., officers, detectives, equipment, ESU when appropriate);
 - (5) Conduct risk assessment to ensure safety of involved persons;
 - (6) Make appropriate notifications (Operation Check list that apply);
 - (7) Prepare maps, drawings, photos, etc.;
- g. Warrant Service
- (1) Identify risk level of search warrant based on safety and tactical concerns and history of the suspect, associates, and location(s)• Brief personnel serving the search warrant of tactical plan prior to warrant service (assignments, expectations, photos, handouts, safety plan, power point);
 - (2) Establish command and control (utilize Incident Command System);
 - (3) Have contingency plan for immediate follow-ups and roll back orders;
 - (4) Ensure ‘Knock and Notice” rules are followed;
 - (5) Complete Follow-Up report and search warrant checklist/package within the 10 business days;
 - (6) Complete and maintain Search Warrant Tracking documentation/log/records.
- h. Field Operations
- (1) Engage in follow-up activities that lead to arrest;
 - (2) Use safe and appropriate tactics for plainclothes assignment;
 - (3) Conduct field follow-ups;
 - (4) Conduct warrants (Ramey and search warrants);

- (5) Create and distribute internal and external Crime Bulletins;
- (6) Engage in Surveillance Operations using safe and appropriate tactics;
- (7) Make appropriate notifications (Operation Check list that apply);
- i. Conduct Detective initiated Arrests (DIA)
 - (1) share identified suspect information with patrol officers and appropriate outside agencies;
 - (2) Photo and/or Live Line-Up Identifications
 - (3) Follow procedural guidelines for show-ups, photographic line-ups and physical line-ups;
 - (4) Follow photographic line-up admonition;
 - (5) Ensure proper documentation at all times;
 - (6) Utilize Cal Photo or online resources to prepare non-subjective photo line-ups.

9/3.2 Los Angeles County Regional Human Trafficking Task Force (LARHTTF)

1. History

The Los Angeles Regional Human Trafficking Task Force (LARHTTF) is the largest co-located task force in the nation. It combines one mission, under one roof, to support investigative strategies and comprehensive service provisions for victims of human trafficking. Co-led by the Los Angeles County Sheriff's Department and the Coalition to Abolish Slavery and Trafficking, in partnership with the U.S. Department of Homeland Security and Investigations, and the U.S. Attorney General's Office. The Los Angeles Regional Human Trafficking Task Force brings together community, law enforcement, government, and non- government organizations, with the needs of victim's always at its core.

2. Mission

The mission of the Los Angeles Regional Human Trafficking Task Force is to investigate and intercept international and domestic human trafficking at the Los Angeles International Airport and Van Nuys Municipal Airports (LAX/VNYS). LAX and VNYS are two of the busiest commercial and general aviation airports in the world; it is imperative that a proactive approach must be taken to addressing the issue of human trafficking through these travel facilities. Airports such as LAX and VNYS are a prime transportation hub that are utilized by traffickers.

3. Duty

The Airport Police Detective assigned to the LARHTTF will conduct specialized, sensitive, high-risk investigations using collaborative methodology, while also utilizing technology and the resources of multiple state, federal and local entities.

4. Responsibilities

- a. Perform civil and criminal investigations involving all forms of human trafficking, in violation of state, federal, and local law;
- b. Responsible for planning, organization, and management of all aspects of all criminal and civil Investigations;
- c. Shall work varied hours, shifts, deployments, and days off;
- d. Work collaboratively with LARHTTF to ensure seamless interoperability, unit cohesiveness and Teamwork;
- e. Establish and maintain effective working relationships with local, state, federal agencies and Entities;
- f. Communicate effectively across several levels of sworn and civilian management;
- g. Follow proper methods for collecting, preserving, and analyzing evidence as well as information;
- h. Follow proper procedure and methods to obtain information by way of interviews, interrogations, investigations and observations;
- i. Satisfactory knowledge of rules of evidence and constitutional law related to search and seizure. Ability to draft, participate and execute tactical operation plans for the service of search and arrest warrants, surveillance, and evidence collection;
- j. Draft affidavits, search and arrest warrants for approval;
- k. Follow best practices with respect to officer safety and tactics;
- l. Compose and submit various detailed reports;
- m. Possess excellent writing and computer skills;
- n. Possess excellent case load management skills;
- o. Work closely with, and safeguard confidential information;
- p. Access various local, state, and federal computer systems and databases used for criminal investigations ;
- q. Utilize sound undercover operation techniques;
- r. Possess excellent interpersonal skills;
- s. Provide sworn testimony;
- t. Willingness to return to duty after scheduled work shifts on a “call back” basis.

9/3.3 DEA/LAX Narcotics Task Force (LAX/NTF)

1. History

Established in the late 1970's and a pioneer in airport interdiction, The LAXNTF is currently recognized as the most successful airport interdiction task force in the nation.

2. Mission

To interdict the flow of illicit narcotics and narcotic related proceeds transported or smuggled by couriers domestically, and in certain cases internationally, at LAX. The LAXNTF conducts civil and criminal investigations which disrupt and dismantle drug trafficking and money laundering organizations seeking to use LAX as a transportation hub.

3. Criteria

- a. Officers assigned to the LAXNTF must complete a background clearance conducted by the Drug Enforcement Agency (DEA);
- b. Possess excellent writing and computer skills;
- c. Possess excellent interpersonal communication skills;
- d. Possess excellent case load management skills;
- e. Willing to return to duty after scheduled work shifts on a "Call Back" basis; and,
- f. Willing to travel on short notice warrants, conduct surveillances, collect intelligence and testify in Court.

4. Duties

The detective(s) assigned to the LAXNTF will perform civil and criminal investigations involving the transportation and smuggling of illicit narcotics, narcotic related proceeds and other miscellaneous violations of Federal, State, and local law.

5. Responsibilities

- a. Once assigned to the LAXNTF and approved by the DEA the Airport Police Detective will be responsible for the planning, organization, and management of all aspects of civil and criminal investigations including, but not limited to:
 - (1) Work varied hours, shifts, deployments, and days off;
 - (2) Work collaboratively with LAXNTF to ensure seamless interoperability, unit cohesiveness and teamwork;
 - (3) Establish and maintain effective working relationships with local, state, and federal agencies/entities;
 - (4) Communicate effectively across several levels of sworn and civilian management;

- (5) Follow proper methods for collecting, preserving, and analyzing evidence and information;
- (6) Follow proper techniques to obtain information by interview, interrogation, investigation, and observation.
- (7) Knowledge of rules of evidence and constitutional law related to search and seizure;
- (8) Draft, participate, and execute tactical operations plans for the service of search/arrest warrants;
- (9) Work collaboratively with LAXNTF to ensure seamless interoperability, unit cohesiveness and Teamwork;
- (10) Establish and maintain effective working relationships with local, state, and federal agencies/entities;
- (11) Communicate effectively across several levels of sworn and civilian management;
- (12) Draft affidavits, search and arrest warrants for approval;
- (13) Follow best practices with respect to officer safety and tactics;
- (14) Compose and submit various detailed reports;
- (15) Work closely with confidential information;
- (16) Provide sworn testimony;
- (17) Access various local, state, and federal computer system and databases used for criminal investigations, conduct surveillances, and collect intelligence;
- (18) Utilize Undercover Operation techniques;
- (19) Safeguard highly sensitive information.

9/3.4 U.S. Department of Homeland Security Investigations (HSI) Task Force Detective

A. Purpose

The Los Angeles Airport Police Detective assigned to the U.S. Department of Homeland Security Investigations will conduct criminal investigations in collaboration with the Homeland Security Investigations Task Force to ensure seamless interoperability, unit cohesiveness and teamwork. Detectives assigned to the Homeland Security Investigations Task Force (HSI) will work in a plain clothes capacity with law enforcement agencies on the local, state, and federal level.

B. Criteria

1. Knowledge of rules of evidence, and constitutional law related to search and seizure
2. Ability to satisfactorily manage caseloads;

3. Possess excellent writing and computer skills; and,
 4. Possess excellent interpersonal communications skills.
- C. Duties and Responsibilities
1. Establish and maintain effective working relationships with local, state, and federal agencies and other entities;
 2. Communicate effectively across several levels of sworn and civilian management;
 3. Follow proper procedure and methods of collecting, preserving, and analyzing evidence;
 4. Follow proper techniques to obtain information by interview, interrogation, investigation and observation.
 5. Draft, participate and execute tactical operations plans for the service of search and arrest warrants, conducting surveillance, and collecting intelligence;
 6. Draft search and arrest warrants for approval;
 7. Follow best practices for respect to officer safety and tactics;
 8. Compose and submit various detailed reports;
 9. Work closely with and safeguard sensitive and confidential information;
 10. Provide sworn testimony;

9/3.5 Los Angeles Airport Police Court Liaison Detective

- A. Criteria
1. Possess excellent writing skills, verbal communication skills, organization, and computer skills;
 2. Possess knowledge of state laws, local ordinances, federal regulations, and Division policy;
 3. Comprehensive understanding of the Airport Police Mission as it relates to aviation security;
 4. Ability to establish effective working relationships with representatives of other departments and Agencies;
 5. Ability to communicate across several levels of sworn and civilian management;
 6. Ability to maintain and safeguard sensitive and confidential information;
 7. Excellent attendance record.

8. Ability to work independently with minimal supervision;
9. Wear and maintain proper business attire;
10. Satisfactory experience in conducting criminal investigations;
11. Ability to work business/court hours Monday through Friday

B. Duties and Responsibilities

1. Make recommendations to the Los Angeles City Attorney's Office with regard to the filing of criminal charges from airport police arrests, both within LAX Airport and neighboring jurisdictions as necessary;
2. Coordinate the disposition of evidence in Airport Police related cases;
3. Collect data on defendants placed on court probation and disseminates a list of those individuals on probation to Airport Police management;
4. Disseminate information on court cases which impact Airport Police operations;
5. Assist the Los Angeles City Attorney's Office in training, evaluating, and preparing officers who testify in court to enhance the overall performance of officers in a court room setting;
6. Coordinate the service of subpoenas and ensures court appearances by Airport Police employees, civilian witnesses, and qualified experts;
7. Maintain records concerning case status and dispositions of cases.

9/3.6 Task Force for Regional Auto Theft Prevention (TRAP)

A. History

In 1992, TRAP began receiving funding from vehicle registration fees to be used in the deterrence, investigation and prosecution of vehicle theft in Los Angeles County. Currently, TRAP still receives a small percentage of vehicle registration fees for its funding.

B. Mission

The mission of TRAP is to promote a coordinated effort and encourage maximum cooperation between all law enforcement and prosecutorial agencies in Los Angeles County to deter and reduce the incidents of vehicle theft, to increase the recovery rate of stolen vehicles, to identify trends and patterns in vehicle theft, to provide training and expertise to participating agencies countywide, and to coordinate a deterrence program in conjunction with the private sector.

C. Criteria

1. Have knowledge of rules of evidence and constitutional law related to search and seizure;

2. Work varied hours, shifts, deployments, locations and days off;
 3. Be willing to return to duty after scheduled work shifts on a “Call Back” basis;
 4. Possess excellent writing and computer skills;
 5. Possess excellent interpersonal communication skills; and,
 6. Possess excellent case load management skills.
- D. Duties and Responsibilities
1. Work collaboratively with TRAP to ensure seamless interoperability, unit cohesiveness and teamwork.
 2. Establish and maintain effective working relationships with local, county, state, and federal agencies/entities;
 3. Communicate effectively across several levels of sworn and civilian management;
 4. Follow proper methods for collecting, preserving, and analyzing evidence and information;
 5. Follow proper techniques to obtain information by interview, interrogation, investigation, and observation.
 6. Draft, participate, and execute tactical operations plans for the service of search/arrest warrants;
 7. Work collaboratively with TRAP to ensure seamless interoperability, unit cohesiveness and Teamwork;
 8. Communicate effectively across several levels of sworn and civilian management;
 9. Draft affidavits, search and arrest warrants for approval;
 10. Follow best practices with respect to officer safety and tactics;
 11. Compose and submit various detailed reports;
 12. Work closely with confidential information;
 13. Provide sworn testimony;
 14. Access various local, county, state and federal computer system and databases used for criminal investigations, conduct surveillances, and collect intelligence;
 15. Utilize Undercover Operation techniques;
 16. Safeguard highly sensitive information;

9/3.7 Deconfliction

- A. Deconfliction is to be used to avoid dangerous confrontations and/or unintentional consequences between law enforcement personnel, mutual law enforcement agencies and citizens by entering qualifying events into a deconfliction system.

- B. Prior to any operational investigation (search or arrest warrants, surveillance operations, undercover operations, etc.) operational information shall be entered into the Deconfliction System and obtain contact name and date and time contacted to enter into operation plans.
- C. Only personnel who have completed required training and received the proper authorizations will be allowed to manually make deconfliction entries. All other personnel shall contact the WSIN/LA CLEAR Watch Center to enter the operation information to enter into the system.