

# Professional Standards Division Operations Manual



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# **Professional Standards Division Operations Manual**

## **MISSION, GOALS AND OBJECTIVES**

### **Mission Statement**

The staff of the Professional Standards Division will perform its work with integrity and professionalism and ensure that its efforts support the goals, values, and mission of the Department and the community.

### **Goals**

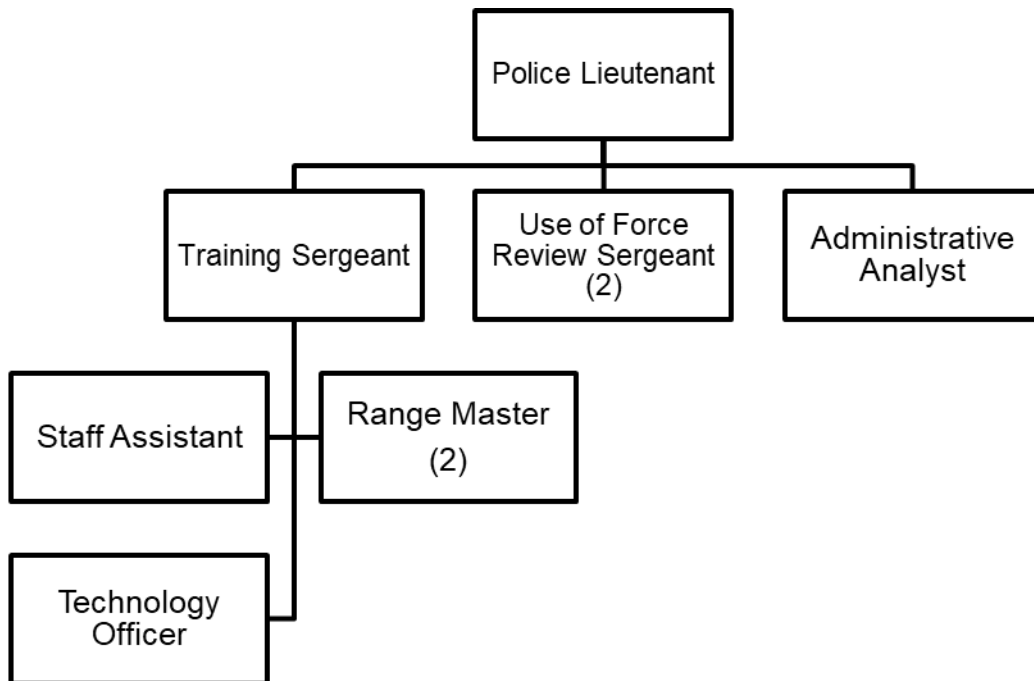
- Provide full, clear, and accurate disclosure of all relevant information on issues affecting the Department, the law enforcement profession, the public, or the public's interest.
- Develop, administer, and maintain methods and measures to ensure adherence to policy and training standards.
- Include community-oriented policing and problem solving principles in research, planning, and training efforts.
- Administer the Department budget to ensure consistency with the City's Strategic Plan and accepted law enforcement practices.
- Meet or exceed POST and STC training requirements.

### **Objectives**

- Serve as a consultant to Department Management.
- Timely completion of research projects.
- Strive to achieve basic research goals and criteria of objectivity, impartiality, accuracy, validity, and reliability.
- Confer with other Divisions on issues affecting Department policy and procedure and distribute analytical reports for review and comment.
- Employ appropriate research methodologies and propose solutions that are practical and cost-effective.
- Provide opportunities for the community to participate in the planning and policy-making process.
- Identify, clarify, and consider community values, needs, interests, and goals within the scope of the research and planning processes.

- Closely oversee the Department's budget.
- Ensure the Department's payroll is completed accurately and timely.
- Process purchasing requests in a timely manner.
- Compliance with POST and STC training mandates.
- Continually monitor and upgrade law enforcement training as necessary to reflect new information, case law, ideas, techniques, and other areas of concern or interest within the police training community.
- Strive to achieve basic training goals and criteria that are ongoing, realistic, and verifiable.
- Provide high quality, professional, in-house training to address POST CPT requirements.
- Orient training efforts to reflect the Focus-Based Policing philosophy.
- Develop and implement regular auditing protocols for ensuring policy and training compliance.

### Organization Chart



## Division Commander

Manage Division Resources, r and Training Sergeant. The Professional Standards Division Commander bears primary responsibility for managing the resources of the Division and two supervisors. The overall responsibility includes reviewing requests for research, reviewing research projects prior to distribution for comment and overseeing the preparation of the annual training plan.

Review and Approve or Deny Request for Research. Requests for research are generated throughout the Department. The Professional Standards Division Commander is the final reviewer of the request before authorizing research to begin. This responsibility includes taking the request back to the approving Bureau Commander for further consideration.

Manage Department Policy. The Professional Standards Division Commander has oversight responsibility for the Department's Lexipol Policy. The Division Commander has oversight responsibility to ensure that the Department's policies and procedures conform to applicable law and serve the best interests of the Department, the City, and the community; and that allocated funds are administered in accordance with City policy and the stated goals of the Department.

Review Research Projects Prior to Distribution for Comment. Research is conducted by the Research Unit staff. Completed projects are generally routed through mid-management and command level personnel for review and comment. The Division Commander is responsible for reviewing staff work prior to distribution for comment.

Oversee Preparation of Annual Training Plan and Training Development Guide. Each year, the Training Sergeant prepares an annual training plan. The plan focuses on the training provided by Police Department instructors that is certified for POST Continuing Professional Training (CPT) credit. These in-house courses form the backbone of the Department's training efforts to ensure CPT requirements are met. The Training Development Guide should be updated periodically in addition to the Annual Training Plan. The Development Guide is a resource showing all divisions and training all positions take within their current position. Trainings are labeled as Mandatory, Essential and Desirable. The Training Sergeant will confer with Division commanders to establish essential/desirable training for their divisions.

Update Meeting. The Professional Standards Division Commander will meet approximately bi-weekly with the Staff Support Section staff for an update on all open projects. This will be an opportunity to discuss and prioritize projects.

Use of Force Committee. The Professional Standards Division serves as chair for the Department's Use of Force Committee meetings and ensures that appropriate support for committee work is provided by the Professional Standards Division.

Emergency Vehicle Operations Committee. The Professional Standards Division Commander serves as chair for the Department's EVOC meetings and ensures that appropriate support for committee work is provided by the Professional Standards Division.

Critical Incident Review Board. The Professional Standards Division Commander attends (by invite) the Department's CIRB meetings and ensures the review of all Use of Force, Pursuits, Legal Interventions, and On-Duty Traffic Collision investigations completed within the previous month.

## **Training Section**

Purpose. The Police Department's Training Section exists to ensure that Department employees receive the highest quality job-related training. The quality of a course is the most important selection criteria; POST reimbursement is a secondary consideration.

## **Training Sergeant**

Purpose. The Training Sergeant is responsible for the overall supervision of the Training Section, development of new courses, and ensuring all Department training needs are met. The position requires contact with the top management of the Department on a daily basis and the Training Sergeant must assimilate the various perspectives into an effective training plan. Efficiency and service are paramount.

Annual Training Plan Responsibility. The Training Sergeant is responsible for developing the Department's Annual Training Plan. This document lists all in-house training courses TPD plans to present during the year with descriptions and background of the courses, projections of the number of attendees, and number of presentations.

### Training Development Guide

The Training Sergeant is responsible for maintaining the Department Training Development Guide. This document lists all Department Divisions, Positions, and courses related to those positions. It lists whether courses are Mandatory, Essential or Desirable. The Training Sergeant should request input from division commanders as to what types of training they would encourage their personnel to attend, and what is mandatory for them to attend.

Monthly Training Schedule. The Training Sergeant is responsible for developing and disseminating the Department's monthly in-house training schedule / notice, and ensuring that class attendees receive a training reminder prior to the beginning of the class. The Training Sergeant is responsible for scheduling personnel for POST Perishable Skills courses and other in-house mandated training; i.e. CPR, Principled Policing, Etc.

New Programs. The Training Sergeant is responsible for the development and refinement of all new Department training programs.

Training Budget. The Training Sergeant has responsibility for monitoring the Training budget and keeping the Division Commander apprised of the status.

Advisor Role. The Training Sergeant serves as an advisor to the training representatives of the various Divisions and Bureaus.

Range. The Training Sergeant supervises the operation and maintenance of the Department firing range.

Use of Force Committee. The Training Sergeant prepares documentation for the meetings, attends the meetings and prepares meeting minutes identifying items for follow-up and past action items. The Training Sergeant also ensures that appropriate files are maintained for committee work.

Emergency Vehicle Operations Committee. The Training Sergeant attends the monthly EVOC meetings, prepares meeting minutes, and documents training and/or policy issues identified by the committee or the Administrative Sergeant overseeing EVOC. The Training Sergeant also ensures that appropriate files are maintained for committee work.

Monthly Activity Report. The Training Sergeant provides to the Division Commander monthly training activity for use in the Division's monthly Activity Report, including the number of in-house training days, offsite training days, the total number of school applications processed, and any other training activity of interest.

Safety Committee Representative. The Training Sergeant is the Department Safety Committee Representative and member of the Safety Core Committee. These committees hold periodic meetings and are involved in discussing and creating policy regarding topics such as the SB198 Injury and Illness Prevention Program, blood borne pathogens, safety training, and equipment/MSDS issues.

Critical Incident Review Board. The Professional Standards Divisions Sergeants attends the Department's CIRB meetings and ensures the review of all Use of Force, Pursuits, Legal Interventions, and On-Duty Traffic Collision investigations completed within the previous month. The Research and Training Sergeant is responsible for documenting the overall summary and recommendations made by the Board Member's and City Attorney.



## **Administrative Sergeants**

*Emergency Vehicle Operations.* The Administrative Sergeant assigned to EVOC sits as an EVOC Committee Chair and is responsible for the overall supervision of all EVOC related functions (e.g. pursuits, traffic collisions, emergency vehicle operation) of the department. The EVOC Administrative Sergeant's duties include:

- Holding regular EVOC Committee meetings as required for EVOC incident review, or matters concerning the Department's EVOC program.
- Reviewing legislative mandates and law enforcement standards pertaining to EVOC and ensuring Department policy and training is in compliance with updated or revised standards.
- Developing, implementing, and overseeing auditing processes that track adherence to EVOC policy and training standards.
- Auditing all EVOC related Administrative Reviews to provide subject matter expert insight and recommendations for training and/or corrective action.
- Conferring with Command Staff and provide insight for matters pertaining to EVOC.
- Managing and continually assessing the EVOC training program to ensure the program meets POST compliance requirements and Department needs and updating the program as needed, including securing necessary POST approvals.
- Participating in CIRB reviews involving EVOC incidents.
- Working in conjunction with the Professional Standards Division Analyst to conduct research and data analysis into EVOC related matters.
- Participating in the selection process for members of the EVOC Committee and supervising the activity of current committee members.

*Use of Force.* The Administrative Sergeants prepare documentation for the meetings, attends the meetings and prepares meeting minutes identifying items for follow-up and past action items. The Administrative Sergeants also ensure that appropriate files are maintained for committee work.

The Administrative Sergeant assigned to Use of Force sits as a Use of Force Committee Chair and oversees all Use of Force-related functions of the Torrance Police Department. The Use of Force Administrative Sergeant's duties include:

- Hold regular Use of Force Committee meetings for incidents involving the Use of Force by a member of the Torrance Police Department (e.g., kicks, strikes, control holds, pressure, chemical agents, Precision Immobilization Technique, Officer Involved Shooting) or matters concerning the Department's Use of Force program.
- Review legislative mandates and law enforcement standards on the Use of Force and ensure the Torrance Police Department policy and training comply with updated or revised standards.

- Develop, implement, and oversee auditing processes that track adherence to the Use of Force policy and training standards.
- Auditing all Use of Force-related Administrative Reviews to provide subject matter expert insight and recommendations for training and/or corrective action.
- Confer with Command Staff and provide insight on Use of Force matters.
- Manage and continually assess the Use of Force training program to ensure the program meets POST compliance requirements. Update the program as needed and secure necessary POST approvals.
- Participate in CIRB reviews involving Use of Force incidents.
- Working with the Professional Standards Division Analyst to conduct research and data analysis into related Use of Force matters.
- Participate in the selection process for members of the Use of Force Cadre and supervise the activity of current cadre members.
- Participate in Internal Affairs investigations.
- Provide briefing training monthly when feasible.

## Staff Assistant

Purpose. The Staff Assistant performs a variety of functions in furtherance of the Training Section's mission of ensuring high quality training. Descriptions of the major functions follow.

POST Training. The Staff Assistant arranges training for all sworn personnel as necessary to meet POST Continued Professional Training mandates. POST requires 24 hours of certified training every two years for each sergeant and officer. This requirement is audited annually by POST. The 24 hours is inclusive of Perishable Skills Courses (scheduled in house by the Training Sergeant). POST also requires that sergeants attend the Supervisory Course and lieutenants the Management Course. Both of these schools must be completed within one year of attaining rank. The Staff Assistant is responsible for advising eligible personnel of available training classes; processing training applications; making school reservations; making monetary arrangements for schools; and notifying attendees of arrangements.

STC Training. The Staff Assistant arranges training for mandated personnel to satisfy STC requirements. STC requires 24 hours of training annually for all full-time jailers, Supervisors assigned to the jail, the Administrative Services Manager, and the Police Services Administrator. The Staff Assistant is also responsible for the certification of internal training courses through the STC Learning Portal and keeping up with expirations/recertification's. The Staff Assistant is responsible for completing the STC Annual Training Plan (ATP) and the STC Annual Financial Statement (AFS).

Non-POST Training. In addition to POST Training Requirements, personnel also attend a variety of training courses related to their current position. These course requests are submitted electronically for approval. The Staff Assistant is responsible for researching school requests, finding educational opportunities, and disseminating training opportunities to divisions or department-wide.

Training Bulletins. The Staff Assistant is responsible for producing training bulletins or coordinating the writing of bulletins by other experts.

School Processing. The Staff Assistant processes school applications submitted and approved electronically through the electronic school application process. The Staff Assistant completes course registrations, arranges for tuition payments, and keeps track of school applications for the Department Training Notice.

Record Keeping: The Staff Assistant is responsible for entering course completion records into the training records database ensuring that scheduled training was attended, and uploading course certificates. The Staff Assistant also maintains the hard copy training records of all personnel. In addition, for internal POST

classes, the Staff assistant is responsible for submitting applicable course rosters into POST EDI.

*Course Maintenance:* The Staff Assistant is responsible for TPD POST Course maintenance in the POST EDI Database. When courses are updated either by TPD or POST, the Staff Assistant will complete course modifications in EDI and submit to POST for review and approval. The Staff Assistant is also responsible for the creation and maintenance of new courses in POST EDI.

*Training's Role in Classes Presented at TPD.* This role can involve developing training courses and materials from the ground up, as well as coordinating with POST to certify some TPD courses. The Training Section also helps in the presentation of training at TPD including the distribution of flyers to agencies, taking reservations when applicable, arranging for classrooms and equipment, researching potential courses and presenters, and coordinating TPD personnel involvement.

*Publications.* Various publications are received monthly, along with training bulletins from other agencies. The Staff Assistant reviews these materials for topics appropriate for inclusion as TPD training bulletins.

*POST Certificates.* The Staff Assistant applies for POST Basic Certificates for officers who have passed the probationary period, and assists in the acquisition of all other POST Certificates once the application has been submitted to PSD. POST Certificates are granted electronically once approved directly to the applicant. This includes Dispatcher certificates.

## **PROFESSIONAL ASSOCIATION**

*South Bay Police Training Committee (SBPTC).* SBPTC is made up of training officers, sergeants, and managers from South Bay police agencies. The Committee meets on the third Thursday of each month. SBPTC develops and coordinates training classes, reviews multi-media, sponsors speakers and presenters, and discusses current training needs and agency problems. The multi-agency format results in a valuable exchange of information and helps to identify training needs and possible solutions. The Staff Assistant serves as the SBPTC Treasurer and Secretary, is responsible for collecting dues from member agencies, processes reimbursements, and arranges for payments for course presentations. The Staff Assistant is the Department's official representative to the SBPTC. In this role, the Staff Assistant works closely with the POST Region 9 Representative to review potential new training providers through the POST Training Needs Assessment process. They are the Liaison between the SBPTC and POST.

## **Administrative Analyst**

*Purpose.* The Administrative Analyst works under the supervision of the Administrative Sergeants and supports management/supervisory staff with problem resolution, research and data compilation and report preparation; performs related duties as required.

*Principle Duty.* The principle duty of the Administrative Analyst is school/seminar application processing which encompasses the following functions:

- Researches and provides administrative solutions requiring knowledge of records management, forms control, systems and procedures analysis and statistical analysis;
- Conducts studies and surveys, and produces reports, written and oral, recommending appropriate courses of action;
- Prepares written correspondence, agenda items, documents and presentation material;
- Experience with tracking and analyzing operational trends
- Conduct data collection, and analysis;
- Compute, interpret and compile statistics;

*Additional Duties.*

- The Administrative Analyst is responsible for monitoring legislation related to public safety and law enforcement. The Administrative Analyst is also responsible for drafting position letters at the request of the command staff, the City Council, and the City Manager's Office. Position letters are to be submitted to the Division Commander and Command Staff for review. The Administrative Analyst will be responsible for preparing for and attending the State and Federal Advocacy Council Committee Meetings.

## Range Officers

*Philosophy.* The goal of firearms training is to ensure proficiency at the user level, including decision-making processes. As a result, all Range programs, with the exception of the Quarterly Qualification Program, have realism as an essential element. Range programs attempt to duplicate field situations in as realistic a manner as possible. Our mandate is to have all sworn employees fully trained in the use of their weapons for their safety and the safety of the public.

*Staffing.* The Department staffs two full-time Range Masters assigned to the Training Section. The Range Masters are responsible for specific weapons-related functions including: training programs; course design and development; firearms, less lethal weapons, and special weapons repair and maintenance; range maintenance; supply inventories; record keeping; and project development and proposal.

*Training Programs.* The Range staff provides ongoing, realistic, verifiable training in the use of Department-owned weapons deployed by employees. Firearms include the issued Glock .45 handgun, the Colt M4 .223 caliber Patrol rifle, the Colt AR15/M16 .223 caliber rifle, and all authorized off-duty and back-up handguns. In addition, the Range staff provides training on less lethal weapons including the Taser and 40mm Launcher.

*Course Design and Development.* The Range staff offers seven ongoing firearms programs annually. These programs are:

1. Qualification
2. Decision shooting
3. Firearms Training Simulator (TI Training System)
4. Special weapons
5. New-hire police officer, including both lateral police officer and police recruit pre-academy firearms orientation
6. POST Firearms Update/16 Hour Rifle Course - In-service instruction with handguns, M4 Patrol rifles, 40mm Launcher, and Taser and course development/maintenance for applicable POST Courses.
7. Retiree qualification

*Qualification Courses.* These courses are designed to measure and track an officer's shooting proficiency. Remedial and corrective training is provided when needed or requested. This qualification establishes minimum marksmanship standards for the Department's sworn personnel. Both the issued primary handgun and any declared alternate handgun must be qualified by the sworn employee. This is the time the Range staff will affect any needed equipment updates. Periodically, duty ammunition will be renewed during this event. All

sworn personnel are required to participate. Retiree qualifications are handled and recorded during the year as the need is presented.

*Decision Shoot Courses.* These courses are intended to be conducted at least twice a year. They normally consist of single officer sessions lasting 30 minutes. Due to the number of officers required to shoot, this course normally lasts for two deployment periods. The Range staff uses an appointment system to facilitate scheduling. The goal of the decision shoot is to reinforce practical shooting skills while applying sound field tactics to solve the presented scenarios. An in-depth review is given to each participant with alternate tactical methods discussed. The Range staff is responsible for developing the subject matter for these courses based on factors such as observed tactical deficiencies, new methods acquired at schools, and Tactical Review Board lessons. All sworn personnel at the rank of officer and sergeant are required to participate.

*Firearms Training Simulator (TI Training System) Courses.* These courses are conducted at the FATS facility twice a year. The courseware is designed to accommodate either individual officers or teams of two officers, preferably partners. A typical session lasts 30 minutes with three to five scenarios presented. Appointment scheduling is required to present this two deployment period event. The Range staff is responsible for selecting the courseware to meet the perceived needs of the officers. Through replay and interview immediately following the scenario, the FATS training sharpens officer's memory of details, decision-making confidence, and post-incident interview skills. Through real-time replay, the concepts of time management, reaction time reduction, combat marksmanship, background considerations, and defensive tactics are reviewed. All sworn personnel at the rank of officer and sergeant are required to participate.

*Special Weapons Courses.* The Range Masters work closely with the SWAT Team Commander and supervisors to develop courses that further develop tactical and marksmanship skills with their specialized firearms. This training can take place at the Torrance Police Range or at an outdoor range. These training sessions typically occur monthly with SWAT submitting its training schedule to the Range staff each year.

*New-Hire Training Courses.* New-hire police officer courses, including both lateral police officer and police recruit pre-academy firearms orientation courses, are provided by the Range staff. For new hires, eight hours of familiarity training is provided before the recruit enters the police academy. Upon graduation from the academy, the Range provides the 16-hour Glock proficiency and safety training. This same 16-hour course is provided to lateral police officers prior to field deployment.

*In-Service Training.* In-service instruction with handguns and courses on M4 Patrol rifles, 40 mm and Taser, weapons are the responsibility of the Range staff.

- An in-service, eight-hour tactical handgun course is provided once per month. Every field sergeant and officer receives this training once every two years. The course is POST certified and subject to update and change after each two years. The Range Staff is responsible to work with the Training Sergeant and Staff Assistant to maintain accurate documentation for POST Course and update course outline when appropriate.
- The Range staff provides a 16-hour operator course for the M4 Patrol rifle that each officer and sergeant must complete.
- The Range staff provides Taser training for all field sergeants and other designated personnel.

*Firearm Repair and Maintenance.* Department firearm inspections are conducted during every qualification or upon any complaint of firearm malfunction. The inspections fall within three categories - basic, armory, and post-shooting. The Range staff also makes firearms repairs as necessary.

*Basic Inspection.* The Range staff examines Department-owned or authorized firearms for cleanliness, function of safety devices, and function testing.

*Armory Inspection.* The armory inspection involves a thorough tear-down of all the pieces of a firearm to examine for wear and perform detail cleaning. This level of inspection is attempted on all Department firearms at least once every two years or at any time there are questions relating to a firearm's condition. Department-owned firearms are subject to a thorough tear-down of all the pieces of the firearm for wear observation and detail cleaning. This level of inspection is attempted on all Department-owned firearms at least once every two years or at any time there are questions relating to a firearm's condition.

*Post-Shooting Firearm Inspection.* The range staff conducts a thorough armory inspection and cleaning utilizing a standardized inspection checklist after a weapon is discharged in an officer involved shooting. A report of the findings is submitted to the handling investigator. The firearm is function and live-fire tested before it is re-issued to the officer.

*Firearm Repair.* The Range Masters have received specialized training and are certified as armorers for particular firearms. Whenever possible, this expertise is used to repair Department-owned firearms in-house rather than sending the weapon out for repair. The range staff maintains an inventory of critical repair parts, tools and other supplies for this purpose. In-house repairs ensure accountability and minimized repair times not obtainable by other means. In the rare instances when a repair requires tools or special skills not practical for the range environment, weapons are sent to the manufacturer for repair.

*Declared Off-Duty Firearms.* Off-duty firearms are inspected for function and safe condition. When practical the Range Master will repair defective guns that are declared as off-duty or back-up firearms. It is important the firearms certified by



the Range Master meet all Department and manufacturer safety requirements. The Range Master has the knowledge and experience to judge the fitness of these varied firearms.

*Range Maintenance.* Ensuring scheduled clean-up and lead removal is the responsibility of the Range Master. Proper equipment must be maintained to affect this task without undue exposure to lead hazards. The lead must be removed from the bullet trap prior to excessive build-up and the equipment must be inspected for wear or defects. The lead is collected and turned over to an appropriate lead recycler. The range floor must be swept daily to reduce flash fire dangers. Repairs necessary to keep the range operational are crucial to uninterrupted range training. Repairs include lighting and PA systems, rubber backstop, target mechanisms, and cleaning equipment. The Range Master is responsible for coordination of the contract with the manufacturer for required preventive maintenance.

*Supply Inventories.* The Range Master maintains sufficient inventories of ammunition, firearms, including spare parts and supplies, and range supplies, including targets, backers, cleaning supplies, and spare parts for targeting equipment and bullet trap.

*Record Keeping.* Complete records are maintained on the automated range database. Issues such as ammunition tracking, officer training records, equipment issuance, inspections, and cleaning of firearms are maintained for archival and planning purposes. The database has a number of measures to encourage accurate record keeping such as specific entry forms for particular activities and referential integrity tied into critical entries. The database is user friendly affording customizable query design.

*Project Development and Proposal.* The Range Master researches and develops proposals for new firearm systems and associated equipment, new range equipment, new ammunition, and new tactical methods. Each project is researched, documented, and presented by the Range Master.

*Shooting Badges.* Department Shooting Badges are awarded according to policy established by the Department. The Range Master suggests guidelines for awards and develops the necessary records for fulfillment and issuance of badges.

*Range Master Hours.* The Range Masters work different schedules as required to accommodate all Patrol teams and shooters. One day of each deployment is reserved for range maintenance.

*Ammunition Replacement.* Ammunition replacement occurs as needed. A schedule is followed to ensure all officers are carrying clean, serviceable duty ammunition. If any problems with ammunition are identified, the ammunition is immediately replaced.

Off Duty and Backup Weapons. Off-duty and backup weapons are recertified twice a year. Recertification consists of qualification firing and inspection.

Serial Number Inspection. The Range Master verifies that the weapons being shot in the quarterly qualification program are primary weapons. This inspection is carried out each time an officer shoots, when he fills out a Torrance Police Department Range Activity Sheet (qualification card). Serial numbers are also checked when the firearm is subject to inspection or repair.

Firearm Safety Rules. Four main firearm safety rules have become the industry standard for safety. The rules apply not only on the range or a training setting, but in the field:

1. Consider all firearms loaded and treat them as such;
2. Never let the muzzle cover anything you are not willing to destroy;
3. Keep your finger off the trigger until you are up on target and ready to shoot;  
and
4. Be aware of your target, backstop, beyond, and your environment.

Range Rules:

1. Loaded firearms should be in a holster or case when coming into the range;
2. Load and unload firearms in the range or bullet trap;
3. Keep handgun holstered when loading firearms, no loaded firearms on bench;
4. No ammunition in the cleaning area; and
5. Clear firearms for cleaning pointed down range or in the bullet trap.
6. Always wear proper eye and ear protection while shooting.

## Technology Officer

Purpose. Modern-day police work includes a wide range of technological tools, digital systems, and electronic databases. Department personnel are increasingly dependent on technology to safely and effectively perform their duties. The Technology Officer is responsible for the acquisition, implementation, maintenance, and training of technology related products, tools, and systems utilized at the department. The Technology Officer also assists with the development of standard operating procedures and policies related to department technologies, as well as ensuring personnel remain in compliance with policies, regulations, and legal requirements related to such technology.

Staffing. The department staffs one full-time Technology Officer. This is a sworn police officer position who works under the supervision of the Training Sergeant and Police Lieutenant within the Professional Standards Division. The Technology Officer works closely with the department's ITS Division. While some of the duties and responsibilities may overlap, the Technology Officer more heavily concentrates on technologies and systems utilized by personnel in the field during the course of their duties, whereas ITS staff is primarily tasked with computer hardware, servers, and programs such as email, CAD/RMS, etc. As department staffing levels permit, the Technology Officer may also receive support from additional officers serving in a "Technology Officer Collateral" position.

ALPR. The department deploys and utilizes Automated License Plate Recognition (ALPR) technology for a variety of investigative purposes. The Technology Officer is responsible for the following tasks related to ALPR:

- Training personnel on the proper use of ALPR databases
- Developing policy and best practices for its use
- Conducting audits to ensure compliance with policies and procedures
- Maintaining user accounts and password resets
- Oversee ALPR data sharing agreements with other law enforcement agencies across the country
- Installing related software on vehicle MDCs and dispatch computers for ALPR alerts
- Conducting complex searches to identify suspect vehicles in ALPR databases related to criminal investigations
- Inputting suspect vehicles into ALPR databases to result in alerts
- Managing the replacement and purchase of new ALPR cameras throughout the City
- Keeping abreast on legislation, case law, and best practices related to the use of ALPR technology

Body-worn (BWC) and In-Car Cameras (ICC). The Technology Officer serves as the department's coordinator/administrator for BWC and ICC. Duties related to this role include:

- Assisting with the purchase and acquisition of BWC/ICC systems
- Issuing and maintaining inventory of BWC/ICC and related equipment
- Providing required training to all personnel who deploy/utilize BWC/ICC
- Collaborating with administrative and legal staff to establish policy, retention schedules, categorization, and organization of BWC/ICC recordings
- Technical support, equipment replacement, and RMAs for broken equipment
- Establish and maintain sharing agreements with partner agencies within the Evidence.com platform

Cellular Devices. The department utilizes numerous types of cellular devices, including cell phones, LTE tablets, vehicle modems, and cellular routers. All sworn personnel, and many professional staff, are issued department cell phones to be utilized for work-related purposes. The Technology Officer is responsible for the following tasks related to department cellular connected devices:

- Maintaining detailed inventory of the department's 200+ cell phones
- Setting up and issuing phones to newly hired personnel
- Managing the department's Microsoft InTune database which serves as the mobile device management software (MDM) responsible for pushing apps and various security features
- Ordering and maintaining inventory of new phones, cases and accessories for distribution
- Update and maintain shared contact list of all department personnel phone numbers, accessible by department personnel
- Manage inventory and records of all department cellular lines, including phones, tablets, routers, and other types of devices

Drones. The TPD UAS Team deploys drones for a wide range of mission types with the overall goal of providing aerial support to enhance officer safety and the safety of the public. The Technology Officer supports the drone team with a variety of tasks including:

- Firmware updates on drones and related equipment
- Establishing methods for streaming drone video
- Conducting research and organizing demos on new drone equipment
- Monitoring new legislation, case law, and best-practices related to drone technology

MDCs. The Technology Officer manages the Mobile Data Computers in the police vehicles and is responsible for the following:

- Assist with research, testing, and acquisition of MDCs
- Provide training on their functionality
- Utilizing the administrator login, assist ITS with the installation of required software and programs
- Work closely with ITS to set up, maintain, troubleshoot, and repair MDCs and related hardware

M.E.O.C. The Mobile Emergency Operations Center is a state-of-the-art mobile command vehicle utilized for large-scale operations, emergency situations, and a backup dispatch center. The MEOC has a wide variety of technologies installed including computers, TVs, networking components, video downlink, satellite connectivity, and more. The Technology Officer assists with the maintenance, operation, and training of the electronic components and technologies incorporated in the MEOC.

Mobile ID Devices. The Los Angeles County Regional Identification System (LACRIS) is the entity within the LA County Sheriff's Department responsible for the identification of all individuals arrested within LA County. The Mobile ID device is an electronic tool provided to law enforcement agencies within the county by LACRIS which is utilized to identify individuals by scanning their fingerprints. The Mobile ID device is primarily used in a patrol setting to assist officers with confirming the identity of individuals in the field. The Technology Officer is tasked with maintaining these devices, providing training on their use, ensuring policy compliance, submitting monthly audits, and coordinating with LACRIS for hardware and software updates for the devices.

Radio Communications. The City of Torrance is one of seven members of the Interoperability Network of the South Bay. INSB is a JPA formed for the purposes of joining a larger radio communications network with a massive coverage footprint spanning throughout Los Angeles County known as the Interagency Communications Interoperability Network, or ICI. The Technology Officer is tasked with the following related to radio communications:

- Participate and attend INSB Operations Committee meetings
- Collaborate with the City Radio Shop to develop radio programming channel lineup in the portable and mobile radios
- Provide training on radio operations to field personnel
- Provide training to dispatch personnel on mutual aid channels, patching, etc
- Test and evaluate new radio models for future purchase

Special Projects: The Technology Officer is relied upon to explore, vet, research, and assess new types of technology, software, and programs that may be proposed for use at the department. These requests can be assigned by the Chief of Police, Command Staff, or Division Commanders to the Technology Officer who holds the responsibility to conduct research and determine the feasibility and anticipated effectiveness of the technology. Often times a staff report is completed containing the findings of the research and the Technology Officer's recommendations.

Real Time Response Center: The purpose of the RTRC is to provide real-time information to officers while responding to calls in the field by utilizing a suite of technologies such as cameras, drones, criminal intelligence databases, live 911 audio, and more. Personnel assigned to work in the RTRC are specially trained to operate these various systems. The Technology Officer plays an integral role in RTRC operations, providing guidance, technical oversight, and integration of the technologies.

RIPA. In 2016, California passed AB953, also known as the Racial and Identity Profiling Act (RIPA). This bill requires all California law enforcement agencies to submit specific data to the California DOJ related to certain interactions with the public. The data submitted includes details such age, race, ethnicity, sexual orientation, and other information of the individual(s) as perceived by the officer. The Technology Officer provides training on TPD RIPA procedures as well as manages the RIPA reporting database utilized by the department.

Vehicle Builds. The Technology Officer assists the Services Division with the build specifications of patrol vehicles. As part of new vehicle purchases, a detailed list of components and specifications must be compiled including emergency lighting, siren system, MDC mounting hardware, center console, backseat partition, etc. This task also includes coordinating with the outfitting vendor, equipment vendors, and the City of Torrance Radio Shop.