



***ORANGE COUNTY
AUTO THEFT TASK FORCE***

O.C.A.T.T.

STANDARD OPERATING PROCEDURES

INTRODUCTION

Personnel management is an essential function of any law enforcement agency in meeting its objectives to render service to the public. These Standard Operating Procedures (SOP) are provided as an official reference to assist Orange County Auto Theft Taskforce (OCATT) personnel in performing their assigned duties in an efficient and effective manner.

If any of the provisions of this manual are in conflict with the provisions of a Memorandum of Understanding reached pursuant to Government Code Section 3517.5 as it relates to collective bargaining issues agreed upon by individual participating agencies, the Memorandum of Understanding (MOU) shall be controlling. Absent any specific language in said MOU, OCATT policy and procedures will be applicable.

If any portion of the contents of this SOP are in direct conflict or contradicts individual agency/departamental policy, OCATT personnel should consult an OCATT supervisor or the OCATT commander for clarification and direction.

OCATT personnel shall be responsible to possess a working knowledge of the contents of this SOP. Failure to adhere to OCATT SOP by personnel may be cause for removal from OCATT.

OCATT MISSION STATEMENT

“To reduce the incidence of vehicle theft while increasing the apprehension of the professional vehicle thief.”

In order to accomplish the mission, the following objectives have been developed:

1. Interface with the Regional Narcotics Suppression Program (RNSP), Orange County Gang Task Force, California Highway Patrol (CHP) Investigative Services Unit (ISU), Department of Motor Vehicles (DMV), Department of Justice (DOJ), and all agencies within Orange County for the sharing of intelligence related to vehicle theft.
2. Increase the arrests of vehicle theft suspects, particularly professional thieves participating in stripping, renumbering for resale, exportation, and car-jacking.
3. Identify locations supporting vehicle theft offenses and take the appropriate enforcement action. These locations may include legitimate businesses (repair/body shops and dismantlers) used for illegal activities and sites of “chop shop” operations.
4. Identify local trends and/or patterns of vehicle theft activities targeted by task force investigators.
5. Increase the recovery rate of stolen vehicles in Orange County.
6. Provide a fundamental vehicle theft investigation repository of vehicle theft expertise, support, coordination, and functional database.
7. Provide a forum for public awareness of vehicle theft prevention. This will be accomplished through coordination with local media to highlight the vehicle theft program and encourage public participation, while discouraging potential vehicle thieves.

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ADMINISTRATION

Office Practices

It will be the policy of OCATT that all personnel will be treated in a fair and equitable manner and provided a work place which is free from discrimination and sexual harassment. It will be the responsibility of all OCATT personnel to ensure a safe and professional environment is maintained at all times. To ensure such an environment, the following shall apply:

- No smoking is allowed inside the OCATT facility or inside OCATT leased vehicles.
- Inappropriate posters or photographs shall not be posted in the OCATT facility.
- Inappropriate use of county owned equipment, computers, cell phones, and services are prohibited.
- OCATT personnel shall maintain their work place in a safe, clean, and presentable manner.
- OCATT personnel are responsible to keep the kitchen and eating areas clean and sanitary. This includes wiping up any substance(s) from the counters, table, and floor; throwing out old and expired items/food from storage areas and refrigerators; and putting away all items in their respective locations.
- OCATT personnel shall ensure all sensitive documents in their work area are properly secured prior to leaving the OCATT facility.
- Weapons not being worn shall be secured in either the employee's locker, briefcase, desk, or assigned gun locker. Under no circumstances shall weapon systems be left in plain view (i.e., on desk, work stations, tables, etc.).
- Weapons shall be secured from public view (i.e., bag, suitcase, etc.) when either in or around the facility such as VIN bay or parking area.
- OCATT facility garage:
 - When not actually in use, the garage will be kept clean and all equipment shall be put away. This includes wiping up any substance(s) from the floor, properly storing any solvents or acids used, and putting all tools away.
 - The equipment cage located in the garage, shall be locked when not in use.
 - Any vehicles or equipment other than OCATT vehicles, shall not be stored without the approval of an OCATT supervisor.
 - Personal vehicles or equipment shall not be stored in the garage under any circumstances.

- [REDACTED]

Dress and Grooming Standards

All OCATT personnel will wear appropriate attire for their respective assignment. Exceptions to this standard can be made at the discretion of an OCATT supervisor.

- Shoes/boots shall be worn at all times (i.e., no sandals, flip flops, etc.).
- OCATT personnel shall abide by their parent agencies policy regarding dress attire for court appearances.
- Appropriate attire shall be worn at all times (i.e., no offensive t-shirts containing nudity, profanity, or other inappropriate graphics for the workplace).

Illness and Injury Leave

OCATT personnel unable to report to work because of illness or injury, shall report their absence to an OCATT supervisor as soon as possible prior to beginning the shift. If contact cannot be made with either supervisor, the OCATT Commander shall be contacted and advised.

OCATT personnel who become sick or injured during their shift and unable to continue working, shall notify their OCATT supervisor prior to going off-duty. If contact cannot be made with a supervisor, the OCATT Commander shall be contacted and advised.

OCATT personnel will be responsible for notifying their parent agency regarding any absence by completing their respective agencies required leave of absence forms. A copy of these completed forms shall be provided to the employee's OCATT supervisor. The OCATT supervisor will ensure a copy of the sick leave report is forwarded to the parent agency.

OCATT personnel injured on-duty (IOD), shall notify their OCATT supervisor and parent agency as soon as possible. OCATT personnel shall be responsible for following their agencies IOD reporting requirements. OCATT personnel placed on limited duty, shall complete this assignment at the parent agency until clearance to return to full duty is provided to an OCATT supervisor.

Vacation, Emergency Leave, and Discretionary Days Off

Monthly Schedules: Schedule sign-ups will be distributed to OCATT personnel by seniority, approximately 1-2 weeks prior to being approved and posted. Once complete, the sign-ups will be returned to the scheduling OCATT supervisor for preparation and commander approval. To ensure adequate availability, once the schedule is posted any changes, additional time off, and/or adjustment of start time will require OCATT supervisory approval.



Annual Vacation Time: Annual vacations will be coordinated between OCATT personnel. Conflicts shall be decided based upon OCATT seniority. OCATT supervisors will ensure adequate availability when approving vacation requests.

Emergency Leave: OCATT personnel requiring emergency leave shall contact an OCATT supervisor for approval. The decision to grant vacation or family sick leave will be at the discretion of the OCATT supervisor based upon the employee's bargaining unit MOU.

Discretionary Days Off: OCATT personnel shall contact an OCATT supervisor for approval to take compensating time off. Approval will be granted at the discretion of the OCATT Supervisor.

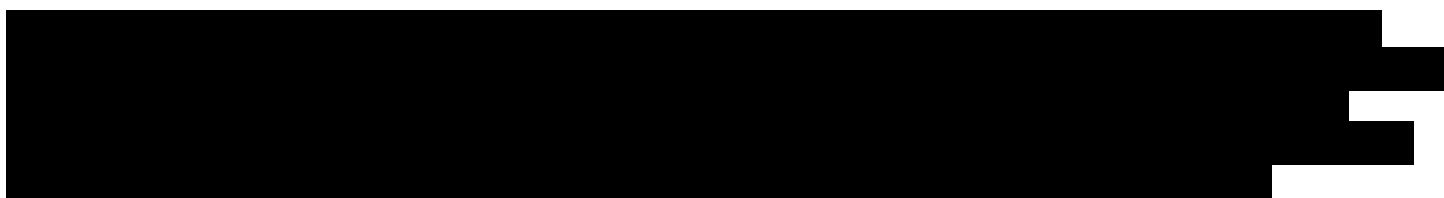
California Highway Patrol Overtime

California Highway Patrol (CHP) Border Division Investigative Services Unit (ISU) personnel assigned to the OCATT shall record the name of the requesting CHP supervisor or OCATT supervisor in addition to the reason for the overtime call-out on the corresponding CHP 415.

CHP ISU personnel assigned to the OCATT shall not coordinate details and/or operations which will incur overtime without prior approval from the OCATT Commander or an OCATT supervisor. In addition, supervisors shall ensure any overtime related to a special project or function, are coded with the proper special project code (i.e., OCATT, RATT, CTIP, or FEAR operations).

Due to the CHP & OCATT Memorandum of Agreement (MOA), any overtime incurred by CHP ISU personnel assigned to the OCATT for CHP only related business, shall only be approved through the CHP OCATT Commander or CHP supervisor assigned to the OCATT prior to the overtime being incurred. If a CHP detail or operation may incur overtime, CHP ISU personnel shall notify a CHP OCATT sergeant or CHP OCATT Commander immediately.

Failure to adhere to these policies may result in the overtime being denied.



Non-voluntary overtime call-outs will be assigned to the OCATT detective/investigator allied agency liaison assignment list starting with the primary and alternate investigator assigned to the specific area and/or allied agency requesting assistance. In the event one of the assigned investigators is not able to respond, the OCATT supervisor shall coordinate a response based upon response time, availability, or special investigative needs.

When not on pre-designated vacation in conjunction with the necessity for CHP ISU personnel assigned to the OCATT to be readily available for callouts after hours to assist with complex auto theft investigations, voluntary overtime (e.g., COZEEP, MAZEEP) will not be permitted when offered by other CHP commands.

In the event any voluntary overtime assignments are available to CHP ISU personnel assigned to the

OCATT, the assignment shall be made in accordance with Border Division ISU overtime SOP and the Bargaining Unit (BU) 5 Memorandum of Understanding (MOU) with the State of California.

Training/Schools

All required parent agency training shall be attended by OCATT personnel. Notification of training shall be given to an OCATT supervisor as soon as OCATT personnel are notified. Requests to attend other training will be consistent with OCATT goals and objectives. All requests will be considered on a case-by-case basis, consistent with the needs of OCATT and personnel. Training shall be indicated on the monthly schedule.

OCATT training will be scheduled quarterly and as necessary to provide expertise in areas of:

- Vehicle theft identification/investigative procedures
- Warrant Service / Entry training
- Informant training
- Search Warrant/affidavit training
- Surveillance
- Other vehicle theft related training

An OCATT member will be assigned as the training coordinator. The training coordinator will be responsible for coordinating the scheduling of OCATT training and for the documentation of training received.

OCATT personnel wanting to attend additional training or a non-vehicle theft related class will forward their request to their OCATT supervisor. The decision to attend will be at the discretion of the OCATT supervisor with the approval of the OCATT Commander.

Visitors/Security

The location of the OCATT facility is **CONFIDENTIAL**. All OCATT personnel shall:

- Protect the location from all individuals not assigned or affiliated with OCATT and keep the location on a need to know basis.
- Advise all visiting law enforcement personnel of our confidential status and request them to keep it confidential. No marked patrol vehicles shall be taken to or received at the facility at any time.
- Do not bring any civilians to the facility without the prior approval of an OCATT supervisor.
- All law enforcement visitors shall wear/display their authorized identification card or badge in a clearly visible manner once inside the facility.

- Visitors shall not be left unattended while inside the facility.
- All personnel shall ensure that specialized equipment and sensitive documents are in a properly secured location when the facility is unattended. Personnel must be aware of visitors entering the facility and seeing or having access to the above material.

- [REDACTED]

Travel

Any travel outside of Orange County shall be approved by an OCATT supervisor prior to the travel being incurred. Additionally, any out-of-state and overnight travel shall be pre-approved by the OCATT Commander. A receipt is required for all claimed expenditures. County of Orange travel agreements with hotels, airlines, per diems, etc., shall be adhered to for any OCATT related travel.

Allied Agency Assistance

OCATT personnel will be assigned as a liaison to specific law enforcement agencies within Orange County. An assignment list will be posted indicating the assignments. OCATT personnel should respond to all requests for assistance from their assigned liaison agencies. If unable to respond to a request for assistance from an allied agency, an OCATT supervisor shall be notified of the reason. If request for assistance requires a call-out, OCATT personnel shall notify an OCATT supervisor prior to responding. OCATT supervisor approval shall be obtained for requests requiring more than one OCATT member. Requests for OCATT resources shall be coordinated through an OCATT supervisor and a requesting agency supervisor.

Complaint Procedures

Any citizen complaints involving OCATT personnel shall be forwarded to an OCATT supervisor for review/handling. An OCATT supervisor will review the circumstances with the citizen and will determine if further investigation is necessary. The OCATT commander shall be informed of all citizen complaints.

Citizen complaints that are serious in nature, shall be investigated and documented by the parent agency. The retention of all complaint documentation will be the responsibility of the parent agency.

Disciplinary actions resulting from citizen complaint investigations will be approved by the parent agency. Citizen complaints determined to be minor in nature (policies/procedures violations, application of law, verbal, etc.) shall be documented on an OCATT complaint form.

MEDIA

Media Relations

OCATT personnel shall maintain a professional and cooperative working relationship with all media sources. If asked what agency the OCATT member is employed by the member's response should be "The Orange County Auto Theft Task Force". OCATT personnel shall direct all media inquiries to an OCATT supervisor or the OCATT Commander.

OCATT personnel becoming aware of any incident that may result in media interest shall advise an OCATT supervisor or the OCATT commander as soon as possible. OCATT personnel shall not release any information to the news media unless directed to do so by the OCATT commander or by the Executive Committee with the concurrence of the assigned OCATT Deputy District Attorney (DDA) or their designee. Maintaining anonymity of an OCATT member's identity is critical to OCATT operations, and officer safety.

The OCATT commander will remain available to assist in the dissemination and coordination of media information and will notify the Executive Committee on all incidents of significant media interest. The OCATT commander, designated by the Executive Committee, will be assigned to handle press inquiries.

Allied agencies involved in the investigation of criminal cases conducted by OCATT, will be notified of any press releases prior to such release. Notification to the involved agency will be made by either the OCATT commander or an OCATT supervisor.

Release of information will be determined by the facts of each situation and at the direction of the Executive Committee with the concurrence of the OCATT DDA/designee. The following information if approved, may be released:

- Type of crime (statutes violated).
- Value of vehicles recovered.
- Date and time of crime discovery.
- Length of investigation.
- Suspect name and age if adult.
- Factual details of the incident.
- Descriptions of injuries/property damage.

The following information will not be released:

- Prior criminal record, character or reputation of the accused.
- The existence or contents of any confession, admission, or statement given by the accused, or

failure of the accused to make any statement.

- The identity, testimony, or credibility of any prospective witness.
- The possibility of a plea bargain.
- Any opinion as to the accused individuals guilt or innocence or as to the merits of the case or the evidence of the case.

Social Media Accounts

In order to ensure the clandestine integrity of the OCATT is maintained in addition to maintaining a professional image and consistency, the following information is being disseminated to all OCATT personnel who wish to promote the taskforce via social media. Social media objectives:

- Educate the public on preventative auto theft measures
- Ensure the public is aware of current auto theft related trends
- Promote the activity and efforts of the OCATT
- Promote allied agencies safety messages, BOLOs, missing persons, and other information sharing which may assist allied agencies with ongoing investigations
- Maintain a professional image to ensure the OCATT, the Orange County District Attorney's Office, and the participating agencies are not discredited or embarrassed in any way.

Each detective, investigator, and sergeant may request access to post material to the OCATT's social media sites. For those who elect to obtain posting access to social media sites, the following shall be adhered to at all times:

- The login name and password will be created and maintained by the OCATT Commander and OCATT Supervisors.
- All photographs, images and verbiage posted on social media shall have prior approval by an OCATT supervisor. If a supervisor is unavailable, (i.e., vacation, day off, etc.) approval shall be obtained from the OCATT Commander.
 - A draft of the photo(s), associated comments, hashtags, and "@" to mention other social media accounts, shall be sent to a supervisor via text for review and approval. The OCATT supervisor will either approve or reject the posting and make any edits if necessary.
- Posts should be short, direct, and to the point.
- Dealerships, dealership employees, and all uninvolved parties shall not be named in any posts.
- License plates of all vehicles in any photo shall be edited to ensure they are unreadable.

- Faces, tattoos, and any other recognizable features of any OCATT detective or investigator in any photo shall be edited to ensure they are unrecognizable.
- Information which could compromise or jeopardize an investigation shall not be included on any social media postings.
- Information which reveals investigative techniques or can aid suspects in furthering their criminal knowledge, shall not be permitted on social media postings.
- OCATT social media accounts are strictly for disseminating information regarding OCATT investigations and promoting public awareness regarding auto theft trends/prevention.
- OCATT detectives and investigators who have posting access to social media accounts shall refrain from the following unless approved by an OCATT supervisor/commander:
 - “Follow” personal or professional social media accounts
 - “Friend” any other social media accounts or sites
 - “Like” any other social media account or site postings

OPERATIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Takedown Vehicles

OCATT has two "takedown vehicles" within its fleet. [REDACTED]
[REDACTED] Both vehicles are in compliance with CVC 25252 (steady red light to the front and siren.) The primary function of the takedown vehicles will be to deter target vehicles from fleeing OCATT personnel during takedown operations of suspects and to prevent the movement of target/stolen vehicles to ensure the safety of all involved personnel and the public. In the absence of marked enforcement vehicles, the takedown vehicles shall be the primary vehicles used for takedown operations involving suspects who may attempt to evade or flee in target/stolen vehicles. In order to eliminate confusion and establish a law enforcement presence, emergency lights shall be activated when any enforcement action (takedown) occurs. The siren should be used intermittently to signify law enforcement personnel are conducting the operation and to avoid any confusion by participating law enforcement personnel, the suspect(s), and the surrounding public. [REDACTED]

[REDACTED]

[REDACTED]

OCATT investigators/detectives on occasion, may become involved in incidents with exigent circumstances. OCATT investigators/detectives shall not pursue/track wanted vehicles unless it can be accomplished at reasonable speeds and the current conditions such as vehicle traffic, pedestrian traffic, weather, vehicle capability, etc., allow it to be done safely. When situations such as these arise, OCATT investigators/detectives shall immediately request the local allied agency having primary jurisdiction to assume the primary role in apprehending the suspect(s) and request air support. Additionally, an OCATT supervisor or OCATT commander, shall be notified immediately of the circumstances in order to approve or deny further involvement. The exemptions provided by Vehicle Code 21055 do not apply to investigators/detectives using vehicles without emergency equipment.

In instances where it is expected enforcement operation may occur, all efforts to obtain a marked unit shall be exhausted before using OCATT vehicles, unless supervisory approval is obtained prior to the enforcement stop (e.g., surveillance pre-planning). A marked patrol unit should be used for any pre-planned operation (48 hour notice).

Transport Vehicle

[REDACTED] outfitted with a patrol cage and barrier screen, shall be used as a transport vehicle (TV) for all pre-planned operations (48 hour notice) involving the physical arrest of suspects. The TV should be used for all suspects being transported. Transportation in OCATT vehicle other than the TV shall be cleared with an OCATT supervisor.

Bait Vehicle Program

Bait vehicles have been successfully used by the Orange County Auto Theft Task Force (OCATT) and other law enforcement agencies for several years. The Bait Vehicle Program is an opportunity to increase the effectiveness and efficiency of interdicting vehicle theft activity through the use of advanced technologies. [REDACTED]

Initial training will be provided to OCATT personnel by trained staff prior to initial deployment of bait vehicle and operation of the bait vehicle.

The OCATT will be responsible for the following:

- Proper deployment of the bait vehicle and personnel consistent with established training methods.
- Encouraging maximum effectiveness of the bait vehicle program by utilizing available data and field input for selecting deployment times and locations.
- Ensuring affected law enforcement agencies are notified prior to a deployment of the bait vehicle. The notification should include a proposed bait vehicle operational plan.
- Providing briefings to all affected personnel prior to deployment of bait vehicle to include response protocol to bait vehicle activation, deployment location, vehicle description, and communication details.
- Identifying circumstances unique to Orange County, either in location or dates of deployment that would make the bait vehicle deployment impractical or unsafe.
- Making uniformed officers immediately available to the OCATT for response to bait vehicle operations.

OCATT personnel should ensure there are adequate personnel resources committed for the safe deployment of the bait vehicle.

Prior to the deployment of bait vehicle in a geographic region, a site survey should be completed. The site survey can be accomplished by driving a bait vehicle through the proposed deployment area while actively monitoring the vehicle on the associated bait laptop. If a loss of signal is detected during the sight survey, an alternate deployment location should be selected.

It is highly recommended that the bait vehicle, while deployed, is monitored at all times by OCATT personnel using the bait laptop tracking computer. This procedure will ensure the security of the vehicle.

When the bait vehicle is deployed,

the bait vehicle should be retrieved by available personnel as soon as possible. If this is not possible, the bait vehicle shall continue to be monitored for status until such time that it can be secured or assigned personnel can return to the operation.

Upon intrusion notification or attempted theft of a bait vehicle, the following actions are to occur:

- I [REDACTED]
- I [REDACTED]
- I [REDACTED]
- I [REDACTED]
- I [REDACTED]
 - I [REDACTED]
 - I [REDACTED]
 - I [REDACTED]
 - I [REDACTED]
 - I [REDACTED]

[REDACTED]

- I [REDACTED]

I [REDACTED]

I [REDACTED]

I [REDACTED]

I [REDACTED]

I [REDACTED]

I [REDACTED]

[REDACTED]

[REDACTED]

OCATT shall be responsible for all minor routine maintenance of their assigned bait vehicle.

Bait vehicles sustaining damage should be driven or towed to the appropriate OCATT facility. Traffic collisions involving the bait vehicle shall be documented by the law enforcement agency with jurisdiction.

Evidence

The case detective/investigator shall be responsible for coordinating the collection and the disposition of all evidence.

OCATT evidence will be booked at the OCSD evidence facility (Primary) or respective allied agency (Secondary). The case detective/investigator is responsible for the chain-of-custody of all seized evidence up to the point it is booked in the evidence room. OCATT personnel will ensure evidence is properly booked.

[REDACTED]

Money, jewelry, and other valuables shall be inventoried and witnessed with another OCATT member present. All money shall be booked into evidence prior to the conclusion of the shift. When booking money procedures listed in OCSD Field Operations Manual Section 19, items #8 and #9 shall be followed.

- When currency is seized along with other evidence, the amount of currency and whether it is U.S. or foreign must be clearly marked on the evidence tag. The deputy conducting the inventory will book the currency separate from other items of evidence, and the outside of the envelope will contain the number of denominations and total amount of currency. Currency up to \$2,500 may be placed in a temporary property / evidence locker.
- When large amounts of currency (excess of \$2,500) or other valuables requiring exceptional security are collected, deputies will adhere to these procedures:
 - The seizure should be inventoried immediately prior to booking and packaging with seals attached to detect tampering. The inventory should include the number of denominations, and total amount or value. A supervisor prior to sealing the envelope will verify the count of the money. Both the deputy and supervisor will date and initial the seals that are placed over the opening of the envelope.
 - The deputy will transport the verified and sealed envelope to the Central Property / Evidence Office and give it to the Property / Evidence supervisor who will place the currency into the safe. If it is after hours, the Watch Commander will notify the Property / Evidence supervisor, who will respond to secure the currency.

[REDACTED] Quarterly audits will be conducted by the assigned OCATT supervisor for evidence procedures, compliance, and evidence/property for all remaining items until their final disposition.

Audio and Video Recording

[REDACTED]

OCATT employees shall review their parent agency's policy regarding the use of audio and video recordings during enforcement contacts. If parent agency policy requires OCATT employees to possess and activate a video recording device during OCATT operations, a meeting shall be conducted

with the parent agency and the OCATT Commander to discuss a resolution.

OCATT personnel are issued audio recording devices. If audio devices will be utilized during any OCATT operation, it shall be mentioned in the corresponding OCATT operations plan (OP).

OCATT will not provide or replace any video recording devices required and/or issued by a parent agency. Audio recordings involving OCATT operations shall be handled in accordance with OCATT evidence procedures.

VEHICLE RECOVERIES / SEIZURES

Vehicles or component parts recovered by OCATT personnel shall be stored at the time of recovery. OCATT's contract tow service should be used for all recoveries and/or evidence seizures. OCATT supervisor approval shall be obtained to utilize another tow service. A CHP 180 form (Notice of Stored Vehicle) shall be used for all impounds. All original CHP 180 forms shall be given to the assigned OCATT supervisor for proper filing.

OCATT personnel shall complete and mail the Notice of Seized Vehicle (22852 VC) no later than the next business day of the date of impound to facilitate notification of the victim/owner of vehicle, as required by the California Vehicle Code.

OCATT personnel shall contact the victim/owner of the vehicle via in person and/or telephone within 24 hours of the recovery. OCATT personnel shall note on the top of the CHP 180 whether or not contact was made and date and time of notification.

OCATT personnel shall send a locate or remove the vehicle from the Stolen Vehicle System (SVS) as soon as practical, but no later than 24 hours from the time of recovery. An OCATT supervisor shall be notified when any foreseeable delays in removing a vehicle(s) from SVS arise.

Recovered or seized vehicles may be transported and stored temporarily at the OCATT facility for further follow up when inspection is required.

CONFIDENTIAL INFORMANTS

Establishing Informants

OCATT personnel shall adhere to the Orange County Informant Policy, Rules and Guidelines, established by the Orange County District Attorney's Office at all times when activating, using or terminating a relationship with an informant.

Under no circumstances shall OCATT personnel socialize with an informant while off-duty or conduct any personal business with informants at any time.

An OCATT supervisor shall be notified by OCATT personnel of their intent to use an informant prior to contacting the Orange County District Attorney's Office OCII Coordinator. An OCATT supervisor shall in turn notify the OCATT commander.

Informant Files

[REDACTED]

The *Informant Activity Log* in the informant file shall be used for recording activities on behalf of the OCATT, dollar amounts paid to the informant, or other actions taken on behalf of the informant.

OCATT personnel shall review and update their informant files on a quarterly basis. OCATT supervisors shall audit and review informant files quarterly with the establishing OCATT member. Informants who have not been active for 12 months may be deactivated or retained with the approval of the OCATT supervisor and OCATT commander.

To deactivate or disqualify an informant, the establishing OCATT member should submit a memorandum to an OCATT supervisor summarizing the informant's activities and the reason for disqualification or deactivation. The memorandum will be placed in the informant's file. All deactivated and terminated files will be kept permanently.

The Orange County District Attorney's Office shall also be notified so they can make a notation in their files.

SPECIAL FUNDS AND REIMBURSEMENTS

The Office of the District Attorney, in order to facilitate task force operations, [REDACTED]

[REDACTED]

Confidential Investigations Cash Fund

A confidential investigation cash fund (CISF) exists to finance certain confidential expenditures incurred during an investigation. This fund is established through the OCATT budget specifically for the purpose of providing special investigation funding. The OCATT commander is responsible for administering the OCATT CISF. This fund is generally used for the following:

- Pay informant expenses
- Pay for contraband
- Pay for miscellaneous expenditures necessary to facilitate an investigation

When it is determined that funds are required for the furtherance of an investigation, OCATT personnel shall contact an OCATT supervisor and explain the circumstances surrounding the request to use CISF.

If approved, the CISF can only be accessed by an OCATT supervisor or OCATT commander. An OCATT supervisor or OCATT commander shall complete the CISF log when removing or replacing money from the fund. [REDACTED] The OCATT commander shall be notified prior to any transaction.

An expenditure of a CISF form shall be completed for all fund expenditures. This includes investigative purchases, informant expenditures, etc. Include all available information including the OCATT member's name, identification number, informant identification number, description of purchase and applicable case number. Expenditure of a CSIF form shall be given to an OCATT supervisor for review and processing. One copy will be attached to the informant case file and the original will be attached to the CSIF log.

All payments to informants will require an OCATT supervisor as a witness. Those transactions shall be documented on an OCATT Expenditure of Confidential Funds form.

A receipt shall accompany all requests for reimbursement unless expenses occur as the result of an undercover contact where obtaining a receipt would compromise the safety of OCATT personnel.

The CSIF shall not be used as a petty cash fund. Petty cash purchases shall be reimbursed through the submission, to an OCATT supervisor, of a request for Petty Cash Reimbursement Form accompanied by receipt.

Reimbursement Claims

Claims for reimbursement of travel, per diem, lodging, materials, or services necessary to perform task force activities shall be submitted on an approved claim form specific to OCATT operations. All claims are subject to approval by the OCATT commander and the County of Orange policies and procedures. Upon approval, the reimbursement claims shall be forwarded to the OCATT accounting staff for payment processing within 90 days of receipt of claims.

EQUIPMENT

OCATT employees are expected to properly care for OCATT equipment assigned to them. Occasional loss or damage to personal or OCATT property may occur while performing assigned duties. Certain procedures are required depending on the loss and ownership of the item.

Employees shall be responsible for the safekeeping, serviceable condition, proper care, and use of OCATT equipment assigned to them. An employee's intentional or negligent abuse or misuse of OCATT equipment shall lead to notification of their parent agency and may be cause for removal from OCATT.

Employees shall promptly report to a, OCATT supervisor or the OCATT Commander, any loss, damage to, or unserviceable condition of any OCATT issued equipment assigned for their use.

The use of damaged or unserviceable OCATT equipment should be discontinued as soon as practicable and replaced as soon as available and following notice to an OCATT supervisor.

Except when otherwise directed by an OCATT supervisor or required by exigent circumstances, OCATT equipment shall only be used by those to whom it was assigned. Use shall be limited to official purposes and in the capacity for which it was designed.

OCATT equipment shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authorization from an OCATT supervisor.

In the event that any OCATT equipment becomes damaged or unserviceable, no employee shall attempt to repair the equipment without prior approval of an OCATT supervisor.

Hand held mini-radios and cellular telephones will be acquired in cooperation with the County of Orange County Executive Office and paid for by the OCATT fund. The OCATT commander, each supervisor, and each detective/investigator will be provided this equipment. This SOP details procedures to ensure proper use and accountability of this equipment.

Additional equipment including surveillance equipment, office equipment, computers, hand tools, binoculars, video cameras, etc. will be purchased by the OCATT fund and provided to members from OCATT inventory on a needed basis.

Equipment Log

The Equipment/Inventory Log shall be kept up to date at all times. OCATT personnel using any OCATT equipment shall sign it in/out when finished. Any discrepancies in equipment accountability shall be immediately reported to an OCATT supervisor or the OCATT commander.

An OCATT supervisor will be designated to account for the security and accounting of equipment. This OCATT supervisor will ensure that the log is kept current and will also conduct a quarterly equipment inventory.

Loaning of Equipment

Upon request from allied agency or other taskforces to use/borrow OCATT equipment and/or vehicles, an OCATT supervisor approval shall be obtained. Additionally, an OCATT hold harmless agreement shall be completed by the requesting allied agency or taskforce. The original shall be retained by OCATT and a copy given to the agency accepting the equipment.

Gun Lockers

[REDACTED]

[REDACTED]

OCATT personnel shall not access another member's gun locker at any time unless they receive proper permission from said member, obtain an OCATT supervisor's authorization, or exigent circumstances require immediate access.

OFFICER INVOLVED SHOOTING / USE OF FORCE INCIDENTS

It is imperative OCATT personnel exercise sound professional judgment in addition to deploying authorized force options within their respective departmental policy and procedures.

OCATT personnel that are involved in a Use of Force (UOF) and/or shooting incident will comply fully with their parent agencies policies and procedures.

Any member of OCATT who is involved in a use of force and/or discharges his/her weapon during the performance of duty will immediately notify an OCATT supervisor. The OCATT supervisor shall immediately notify the OCATT Commander. An OCATT supervisor or OCATT commander will notify the parent agency from which the member is employed.

Any UOF investigation initiated by an OCATT member, shall be conducted by the OCATT employee's parent agency. This will ensure parenting agency policy and procedures are properly investigated with investigators familiar with their respective agencies UOF policy. .

The investigation of officer-involved shootings shall be conducted according to the Orange County Chiefs' of Police and Sheriff's Association Officer Involved Shooting Protocol. Further investigation or concurrent investigation may be conducted by the OCATT member's parent agency.

VEHICLE OPERATIONS

Vehicle Usage

OCATT personnel will be responsible for properly maintaining those vehicles obtained through the task force. Each vehicle shall be kept clean, presentable, and in sound mechanical condition. [REDACTED]
[REDACTED] A maintenance contract is maintained with a local auto repair garage via OCATT funding to perform vehicle repair and maintenance [REDACTED] Repairs and maintenance of non-OCATT assigned vehicles issued to OCATT members by their agency will be the responsibility of the parent agency.

OCATT vehicles shall not be utilized for personal use nor in any manner that would bring discredit upon either OCATT or the parent agency.

OCATT personnel will be issued a [REDACTED] credit card to use for fueling OCATT vehicles. (Certain exceptions apply, i.e., DMV and NICB). OCATT personnel shall obtain a receipt each time the [REDACTED] card is used. The receipt shall be attached to the OCATT [REDACTED] credit card receipts form and turned in prior to the end of each month.

Vehicle Accidents

Should OCATT personnel become involved in a traffic collision, he/she shall immediately notify the agency with investigative responsibility. The OCATT member shall also notify an OCATT supervisor immediately. The OCATT supervisor shall notify the OCATT commander. The OCATT supervisor will coordinate the administrative investigation with a liaison supervisor from the parent agency.

In those cases where death or serious injury is related to the operation of a motor vehicle, the jurisdictional agency will handle the full investigation. Nothing precludes further investigation by the OCATT member's parent agency.

The Orange County District Attorney requires a County Vehicle Collision Incident Report be submitted through channels within three business days following the collision. The OCATT supervisor notified of the collision shall be responsible for ensuring the form is completed and submitted.

In the event the local agency with primary investigative authority refuses to respond to take an OCATT collision report, the OCATT supervisor shall request CHP for a Courtesy Report.

Vandalism/Theft

Should an OCATT vehicle be broken into or vandalized, the appropriate investigative agency shall be notified, and a report requested. An OCATT supervisor shall also be notified who in turn shall notify the OCATT Commander.

Parking Citations

In the event OCATT personnel receive a parking citation(s) on their assigned vehicle, the OCATT member will be responsible for insuring the proper disposition of the citation. OCATT funds shall not be utilized for citation fine reimbursement.

Pursuits

A vehicle pursuit is defined as an active attempt to stop a moving motor vehicle when the driver of such vehicle is aware that they are being pursued and is resisting apprehension by maintaining or increasing speed, avoiding apprehension by other driving maneuvers, or by ignoring the officer's attempt to stop the vehicle.

[REDACTED]

[REDACTED]

[REDACTED]

TELEPHONE AND FAX USE

Cellular Telephone Use

When available, OCATT members will be provided a County of Orange cellular phone. These phones shall strictly be used for OCATT related business only. Personal use shall be limited expect in case of emergency.

OCATT personnel adhere to County of Orange cellular phone policy upon acceptance of an OCATT cellular phone. OCATT personnel shall not use OCATT assigned cell phones for the following:

- Inappropriate phone calls.
- Inappropriate text messages.
- Personal photos.
- Downloading non-work related applications.
- Browsing inappropriate websites.
- Any other non-OCATT related job functions.

Any violation of County of Orange cellular phone policy or OCATT SOP may be cause for removal from OCATT.

Task Force Facility Telephone/Fax Procedures

The OCATT facility telephone system and OCATT fax machine are to be utilized for OCATT business purposes only.

ORGANIZATIONAL STRUCTURE

Roles and Responsibilities

Executive Committee: The Executive Committee shall act as the Board of Directors of the Orange County Auto Theft Task Force and direct the affairs of such. The Executive Committee shall be comprised of members from the participating law enforcement agencies. The composition of the Executive Committee may be adjusted by a majority vote of the existing Committee members. Members of the Executive Committee should meet as needed to review task force operations and provide guidance and input. The Chief of the District Attorney's Bureau of Investigation Unit shall serve as Director and Chairperson of the Executive Committee. Voting of the Executive Committee shall be by majority vote and by committee members only. Board vacancies shall be filled by majority vote of the Executive Committee.

Task Force Coordinator / OCATT Commander: A Lieutenant of the California Highway Patrol will staff the Task Force Coordinator's (Commander) position. The Coordinator will be responsible for management of the task force and will be accountable to the Executive Committee. The Coordinator will dedicate that amount of time necessary to efficiently manage OCATT. The Parties to this MOA agree that the Coordinator's salaries and benefits will not be reimbursed by the task force fund. The Coordinator will be responsible for implementing a reporting system, which tracks team activities, statistics, and accomplishments of task force operations. This reporting system will serve as the basis for quarterly reports to the Executive Committee and ensure accountability of resources, personnel and equipment. The Coordinator will submit an operational report to the Executive Committee on an annual basis.

Supervision: The task force staff will be comprised of two investigative teams assigned by the Coordinator, dictated by vehicle theft trends and demographics. Supervision of the investigative teams will be the responsibility of a sergeant, a working member of the team. Selection of task force supervisors will be based upon level of expertise, previous performance and availability. Selection of the supervisors will be from a qualified pool of candidates provided by participating agencies. The selection shall be the responsibility of the Coordinator with concurrence of the Executive Committee. Supervision consists of one Sergeant of the California Highway Patrol and one Sergeant of the Orange County Sheriff's Department.

Prosecution Staff: The District Attorney's Office will assign one prosecutor and one investigator to work alongside task force members. The prosecutors will provide legal review and file task force cases warranting criminal complaints. All task force cases will be vertically prosecuted. The District Attorney's investigator will act as liaison between task force members and prosecutors and participate in investigations and the filing of criminal cases.

Investigators: The task force shall be staffed by qualified detectives/investigators. Assignment to the task force shall be for a minimum of three years. Due to the sensitive nature of the position, personnel recommended for assignment will be subject to selection interviews by the Coordinator and supervisors. Consideration for assignment is based on previous performance, investigative experience and ability to work well with others in a covert and close environment. Personnel not meeting acceptable standards of performance or refusing to comply with task force policies and procedures may be removed from the task force assignment. Should the Coordinator have cause to remove a task force staff member, he/she shall discuss the issue with the participating agency. If the participating

agency does not concur with the Coordinator's decision to remove the member, the issue shall be forwarded to the Executive Committee for resolution. It is agreed, however, the resolving of operational issues at the lowest level serves the best interest of the task force.

Administrative Support Staff: The Office of the District Attorney will assign up to two attorney clerks to the task force. These positions will support office/administrative operations and task force personnel and provide clerical liaison between participating agencies. An accounting staff member will be assigned by the Office of the District Attorney to handle all aspects of accounting, budgeting, purchasing, financial reporting including receipt, disbursement, and reconciliation of task force fund. This position will be responsible for providing a quarterly and/or annual accounting of the fund.

Crime Analyst: The Office of the District Attorney will assign a crime analyst to the task force. The crime analyst provides the OCATT personnel with relevant information, in the form of reports, presentations or maps, so that they can efficiently deploy resources to prevent or control crime. Crime analysis involves looking at existing reports and data, analyzing statistics to identify patterns and trends and to prepare useful products (i.e. reports or maps) in a timely manner so that criminal activity can be predicted, monitored or suppressed.

PROCUREMENT & REQUISITIONS

In an effort to suppress vehicle theft crimes and address mounting public concern, the California Legislature passed into law Senate Bill 2139 (Vehicle Code Section 9250.14). This bill authorizes the Board of Supervisors to impose a one-dollar fee on all vehicles registered in the County at the time of registration renewal to enhance the capacity of local law enforcement and prosecutors to deter, investigate, and prosecute vehicle theft crimes.

On January 12, 1993, the Orange County District Attorney, in conjunction with the Orange County Chiefs' and Sheriff's Association, requested the Board of Supervisors adopt a resolution pursuant to Vehicle Code section 9250.14 specifically to fund a multi-jurisdictional vehicle theft task force. Resolution No. 93-54 was adopted unanimously, which results in an additional \$1.00 fee to be charged on each Orange County new and renewal vehicle registration. Assembly Bill 767 (2013) amended Vehicle Code section 9250.14 to eliminate the repeal date and thus extend the \$1.00 fee to be charged on vehicle registrations and the continuous appropriation to fund the multi-jurisdictional vehicle theft task force indefinitely.

Salaries and Benefits: The Coordinator, participating investigators from the Department of Motor Vehicles and the California Highway Patrol, will not be reimbursed for salaries and benefits. The salaries, benefits of all remaining task force staff participants will be reimbursed to the participating agencies by the task force fund. It shall be the responsibility of the Coordinator to institute a system of checks and balances, whereby, the hours of each participant will be authorized and audited for accuracy. This information will be reported to the participating agencies' time analyst, with a copy to the task force accounting staff. The task force coordinator will retain a copy of this record. Members assigned to the task force whose salaries and benefits are reimbursed by the task force fund shall be assigned as a full-time position. The administrative processing to determine payroll by the participating agencies will not be reimbursed.

Overtime: The overtime expenses for the two officers from the California Highway Patrol and one investigator from the Department of Motor Vehicles, Investigations Division will be reimbursed by the task force fund. The Executive Committee may approve a "not to exceed" monthly allocation of overtime to be utilized by the task force. Monthly amounts exceeding this allocation will require written justification by the task force coordinator for approval of the Executive Committee.

Indirect Costs: The County of Orange, through the Office of the District Attorney, receives and is the financial administrator for all source funds for the task force. As such, a significant amount of management time is consumed for the administration of funds, approval process of invoices, other expenditures associated with these funds, and other various administrative tasks associated with administering the MOA and OCATT program in general, thus incurring indirect costs. For these Indirect Costs, District Attorney's office will be reimbursed by the task force fund using an Indirect Rate calculated annually and approved by the County Auditor Controller.

Right to Audit: Each party to this agreement shall make available to the County, at all reasonable times, and their financial records relating to this agreement. The County or independent auditor may audit such records and, should the County determine ineligible costs have been reimbursed, the agency shall immediately repay that amount deemed ineligible. If not repaid within 30 days, the County may withhold the amount deemed ineligible from future reimbursements. The parties shall maintain the original copies of the required records for a period of three years after the date the expense is reimbursed.

Special Fund: The Office of the District Attorney, in order to facilitate task force operations, shall establish a special appropriation fund. These funds shall be used only as necessary in the performance of duties relating to task force activities. Use of special fund will be limited to special and extraordinary expenses incurred during the investigation of vehicle thefts in accordance with Government Code Sections 29400 through 29407. Authorization to use these funds will be determined by the Executive Committee through its Chairperson.

Liability: Each participating agency involved in the task force shall have full financial responsibility for their respective employees assigned to the task force, including vehicle accidents and industrial injury claims. Additionally, the agency shall be responsible for any and all workers' compensation claims of their respective employees in the event of injury during the course and scope of duties while assigned to the task force. The County, its officers, agents and employees shall not be deemed to have assumed any liability for the negligence of participating agencies, officers or employees, and participating agencies shall hold the County, its officers and employees harmless from claims and damages resulting there-from. Participating agencies and the County shall hold each other harmless from the liability for acts or omissions of the other. Each Party to this agreement agrees to defend, indemnify, and hold harmless the other Parties to this agreement, in regard to liability imposed on the agreeing Parties, due to acts or omissions of another Party's assigned employees.

Participant Claims for Reimbursement: The personnel assigned and to be funded by the task force will be paid by their respective agencies. Participating agencies, then, will request reimbursement for task force members' regular salaries, benefits and overtime, when applicable. Reimbursement will be based on actual hours of program participation. Overtime expense will be reimbursed using task force member's overtime pay rate at the time the overtime hours worked regardless of these hours being paid in cash or converted to compensation time off by participating agencies. Hence, to avoid duplicate billing, the compensation time off taken by task force members will not be reimbursed from the task

force fund. When OCATT investigators attend training not related to OCATT duties, i.e. riot training, bomb squad, scuba diving, those hours will not be paid by OCATT.

Operational Location: Appropriate space will be leased to house task force participants and equipment. The lease will be paid from the task force fund. The task force office will be centrally located within Orange County. Location will be selected by the task force coordinator in conjunction with County of Orange County Executive Office and approved by the Executive Committee.

RECIEPT OF ORANGE COUNTY AUTO THEFT TASKFORCE (OCATT) STANDARD OPERATING PROCEDURES (SOP)

This is to acknowledge I have received, reviewed, understand, and possess a working knowledge of the procedures outlined in the Orange County Auto Theft Taskforce (OCATT) Standard Operating Procedures (SOP), revision dated **January 2021**.

Furthermore, I understand any violation(s) of OCATT SOP may be sufficient grounds for removal from OCATT.

Employee Signature and I.D. Number

Date

Employee Printed Name

Supervisor Signature and I.D. Number

Date