



# COUNTYWIDE CRIMINAL JUSTICE COORDINATION COMMITTEE



**June 26, 2020**

**TO:** Supervisor Kathryn Barger, Chair  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Janice Hahn

**FROM:** Mark Delgado  
Executive Director, CCJCC

**Robin Toma**  
Executive Director, Los Angeles County Commission on Human Relations

**SUBJECT:** **Stemming the Rise in Hate and Violence**  
**(Item No. 12, Agenda of October 1, 2019)**

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Following a series of hate-motivated mass shootings in Gilroy, California; El Paso, Texas; and Dayton, Ohio; the Los Angeles County Board of Supervisors (Board) took preventative action by seeking to enhance the County's ability to prevent and respond to hate-motivated incidents. On October 1, 2019, the Board approved a motion requesting the Countywide Criminal Justice Coordination Committee (CCJCC) to convene a workgroup with the Los Angeles County Commission on Human Relations (LACCHR) to develop and update law enforcement agency strategies for preventing and responding to acts of hate.

The CCJCC-convened workgroup was comprised of executive-level representatives and senior staff from the LACCHR, Sheriff's Department (LASD), Los Angeles Police Department (LAPD), Los Angeles County Police Chiefs Association, and the District Attorney's Office (DA). As instructed in the motion, the workgroup built on the best practices outlined in previous reports, in alignment with the most current reforms to state law. Items consulted as foundational to this effort included:

- [\*Best Practice Recommendations for Law Enforcement Agencies\*](#) – In 2016, CCJCC's Task Force on Hate Crime Outreach and Response developed a report on best practices related to:
  - coordinating swift responses to hate-based terror incidents that could occur;
  - preventing an outbreak of hate crimes in the immediate aftermath of such incidents; and

- sharing best practices among law enforcement and government agencies that strengthen outreach efforts and other actions that can deter threats and acts of bias-motivated violence.
- [\*Protecting Vulnerable Communities: A Review of the Los Angeles County Sheriff Department's Hate Crime Policies, Procedures, and Training\*](#) – In May 2018, the California State Auditor released a report on hate crimes statewide between 2014 and 2016 and addressed procedures among three law enforcement agencies (San Francisco State University Police Department, Orange County Sheriff's Department, and LAPD) for identifying, reporting and/or responding to hate crimes.

To ensure that the County was compliant with the State's findings, the Board requested the Office of Inspector General (OIG) – in consultation with LASD, Office of Immigrant Affairs, and County Counsel – to review existing LASD hate crime policies, procedures, and trainings, in accordance with AB 1985, and determine whether LASD's policies were up-to-date. The effort included reviewing model policies and best practices on hate crimes investigations put forth by the California Peace Officers Standards and Training Commission (POST) resources, the California Attorney General, the International Association of Chiefs of Police, and the CCJCC Task Force on Hate Crime Outreach and Response.

- [\*California Assembly Bill 1985\*](#) – In June 2018, Governor Brown signed California Assembly Bill 1985 (AB 1985) into law, amending Section 422.56 of the Penal Code relating to hate crimes to clarify that “a disability is protected under the law regardless of whether it is temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness,” and adding Chapter 2.5 (Section 422.87) to “require any local law enforcement agency that updates an existing hate crime policy or adopts a new hate crime policy to include, among other things, the model policy framework developed by POST and information regarding bias motivation.”

In addition to highlighting these items for the workgroup's review, the Board's October 2019 motion identified several areas of focus for the workgroup to address. The focus areas, specific issues, and workgroup responses are outlined below.

## **POLICIES AND BEST PRACTICES**

### ***I. BUILDING AND MAINTAINING ONGOING RELATIONSHIPS WITH LEADERS OF COMMUNITIES AND INSTITUTIONS WHOSE MEMBERS HAVE BEEN TARGETED FOR HATE IN THE PAST***

- [\*Addressing the needs and fears of vulnerable communities\*](#)

Law enforcement agencies have taken multiple steps to enhance their outreach efforts following audits from the State Controller and the Department of Justice and their own internal reviews.

LAPD operates a Community Relationship Division to engage and effectively communicate with diverse communities, build lasting relationships, and foster trust.

LASD advises that, in addition to traditional outreach efforts to local groups throughout the County, the department partners with and promotes the use of “Crime Stoppers,” an anonymous reporting system where individuals can provide tips and report crimes if they prefer not to communicate directly with law enforcement. Crime Stoppers is a resource available to law enforcement agencies throughout the county and can be an effective reporting alternative for immigrant and other communities that experience hate crimes but may be reluctant to report them.

***Next Steps:***

Areas for improvement remain, particularly as it relates to supporting communities and victims who may be fearful of reporting. LACCHR’s [annual report on hate crime](#) cites evidence that immigrant victims of crime are underreporting hate crime to police in recent years due to an atmosphere of increased federal immigration law enforcement.

To that end, the following strategies will be explored:

- Law enforcement partnerships with LACCHR, the Commission’s Network Against Hate Crime effort, and the recently launched Anti-Hate Initiative (AHI) to enhance their outreach and connections with service providers and community organizations
  - Periodic meetings hosted by LACCHR with service providers and law enforcement agencies to help improve communication and address underlying trust issues between communities and law enforcement
  - The development of a master list of service provider organizations that can support victims of hate crime and hate-related incidents
  - Utilization of 2-1-1, which is now a contracted partner of the County’s AHI, to receive reports of hate and offer callers a wide range of services. The AHI also has a contracted partnership with the nonprofit Special Services for Groups (SSG) to build its network of Community-Based Organizations (CBOs) that will assist individuals and communities affected by hate crimes and hate-related incidents.
- ***Providing victims and communities an up-to-date brochure on hate crimes***

Penal Code Section 422.92 requires every law enforcement agency in the state to make a brochure on hate crimes available to victims and the public. Representatives from LASD, LAPD, and the County Police Chiefs Association indicate that agencies throughout the County have generated and distribute such information.

LAPD’s brochure includes contact information for each of the 21 divisional Community Resource Offices and for each departmental area hate crime coordinator. The Sheriff’s

Department developed “[A Brief Guide to Hate Crimes](#)” and is in the process of developing a Spanish version of its brochure.

***Next steps:***

Stakeholders agreed that incorporating hate crimes information on agency websites is an important strategy for reaching the community and keeping information current.

Finally, the County Police Chiefs Association recommended that while multiple law enforcement agencies have developed brochures on hate crimes, it may be beneficial to have a shareable brochure to provide consistent information to victims countywide.

- ***Communicating the policies and practices that ensure protection from hate crime regardless of immigration status***

LACCHR emphasizes that this is a critically important issue, especially in the current environment. When immigrants and their family members do not feel safe to report matters to law enforcement, crimes become more difficult to investigate and prosecute. Departmental policies stating that officers will not inquire about immigration status – and making sure that immigrant communities can be confident such policies are followed – increase the willingness of victims and witnesses to come forward.

LAPD has been an exceptional leader in this arena, with the department’s Special Order 40 prohibiting the questioning of suspects or victims for the sole purpose of determining their immigration status. The department’s website includes seven “Special Order 40” video Public Service Announcements in English and Spanish.

LASD’s staff report that [the department’s current policy](#), like LAPD’s Special Order 40, prohibits the questioning of suspects or victims for the sole purpose of determining immigration status. They aim to have a Spanish version of this policy available soon.

## **II. PROMPTLY AND THOROUGHLY INVESTIGATING HATE CRIMES WITH MARKERS OF BIAS MOTIVATION, UTILIZING A HATE CRIMES INVESTIGATIONS’ CHECKLIST, AND KEEPING VICTIMS AND COMMUNITIES UPDATED REGULARLY AND IN A TIMELY MANNER**

When matters are reported to law enforcement, agencies investigate to determine if a crime has occurred and, if bias motivation is suspected, whether it meets the criteria of a hate crime.

LAPD currently utilizes two checklists for hate crime investigations. One is for patrol, and the other is a supplemental checklist used by detectives during an investigation. This helps them ensure that hate crimes get coded correctly with descriptions of the elements of the crime. It also helps to track that appropriate follow-up is completed.

LASD currently does not utilize a dedicated hate crimes checklist, but it does have a broader checklist that is used for all crimes. This checklist includes a section to document when bias motivation is suspected.

LASD considered adopting a hate crime investigation specific checklist, but it ultimately determined that it would be redundant. The department advises that their hate crimes coordinator has not encountered issues with receiving hate crime reports.

### **III. REVIEWING THE REQUIREMENTS SET FORTH IN CALIFORNIA ASSEMBLY BILL 1985 AND TAKING ACTIONS TO ACHIEVE COMPLIANCE WITH THEM**

The workgroup reviewed available policies against the requirements outlined in AB 1985. Findings and actions taken were as follows:

- LASD revised the department's policy during the course of this workgroup's activity. The new [hate crimes policy](#) – which complies with AB 1985 – is attached and is also available for review on LASD's website.
- LAPD helped POST draft the now published Hate Crimes Policy Guidelines and Model Framework Policy as a resource for all law enforcement agencies in the state. LAPD staff shared that it incorporated much of the work from the previous CCJCC Taskforce report and that they are currently in process of finalizing the department's own updated policy.
- Most of the county's municipal police departments subscribe to Lexipol, a service that provides policy templates for departments. Lexipol updates the templates regularly to address changes to Federal and State law or changes resulting from adopted case law. Members can then adapt from Lexipol's policy templates to meet the needs of their individual agencies.

Based on feedback from the workgroup, the County Police Chiefs Association, represented by the Alhambra Police Chief, helped draft revised hate crime policy language in compliance with AB 1985 and provided it to Lexipol. The policy template language has now been updated by Lexipol and pushed out to subscribing departments countywide.

## **TRAINING**

### ***I. INCORPORATING TRAINING ON UNDERSTANDING AND REDUCING IMPLICIT BIASES IN BOTH ACADEMY AND IN-SERVICE TRAINING***

Workgroup members agreed that updated academy and in-service trainings would benefit agencies, personnel, and the communities served. LAPD shared that, given its size, implicit bias training is only provided during academy training. Specifically, POST offers training dealing with bias and hate crimes during academy classes. There is no standalone hate crime

specific in-service training, and there is presently no existing standardized class on this topic. Similar challenges exist for departments throughout the county.

***Next Steps:***

The group recommends that the County explore developing a web-based training video that could be used by law enforcement throughout the region. Although there is a county training video on implicit bias awareness developed by the Department of Human Resources, training developed specifically for police officers would be beneficial. The proposed training course would include a focus on understanding and reducing implicit biases to help promote fair policing practices. The workgroup believes a web-based video would be the best approach, as it could easily be distributed and readily adapted for use around each agency's specific training program. Resources would need to be identified to develop such a training.

LACCHR is supportive of developing web-based training with subject matter experts. It also expressed that by leveraging technology, it may be possible to create a powerful tool in reducing implicit or unconscious biases.

***II. ARRANGING FOR DETECTIVES AND OTHER INVESTIGATING OFFICERS TO REGULARLY UNDERGO UPDATED TRAINING TO IMPROVE THE RECOGNITION AND INVESTIGATION OF HATE CRIMES FOR ALL LAW ENFORCEMENT AGENCIES IN THE COUNTY***

LASD operates its own internal training program with an assigned captain who oversees training. LAPD also operates its own training program; however, hate crime training is only provided during academy classes. There is no standalone hate crime specific in-service training, and there is presently no existing standardized class on this issue. Budget limitations present funding challenges for law enforcement departments to address hate crime training needs on an ongoing basis.

***Next Steps:***

The workgroup recommends exploring the feasibility of developing a training video that can be used by law enforcement throughout the region. If funding is available, LASD and LAPD both may have the capacity to produce this in-house.

Separately, LASD advised that it has begun training station level Hate Crime Liaisons and is moving forward with internal plans for training detectives at their respective stations utilizing their Hate Crime Coordinators as trainers and force multipliers. This would allow LASD to train station detectives frequently with minimal disruption to additional personnel.

***III. ALERTING THE LOCAL GOVERNMENT, THE COUNTY, LOCAL HUMAN RELATIONS COMMISSIONS, AND/OR OTHER RELEVANT ORGANIZATIONS TIMELY OF HATE CRIMES AND HATE-RELATED INCIDENTS WHEN THEY ARE REPORTED***

Law enforcement agencies report a range of internal and external practices regarding notification of suspected hate crimes. When a hate crime/incident occurs in the County's jurisdiction, LASD circulates a Chiefs' memo within the organization. When a hate crime/incident occurs in the City of Los Angeles, LAPD provides notification to the City

Council. Similarly, municipal police departments often provide notification to the City Manager and/or City Council when a suspected hate crime occurs within their jurisdiction.

Additionally, some departments engage chaplain groups or other community organizations to inform the community when a hate crime occurs that may affect them. These notices are often the result of informal arrangements with community groups that have established relationships with the department.

***Next Steps:***

LACCHR expressed their interest in being included in law enforcement notifications regarding hate crimes. As coordinators of resources to support affected communities within Los Angeles County, LACCHR's early involvement is critical. The office can help identify trends and can help target resources to prevent further hate incidents from flaring up.

LACCHR requested that LASD include their office on their hate crime notifications. LASD is supportive of this and will provide LACCHR preliminary information when hate crimes or incidents occur. It was also suggested that the joint FBI-LAPD-LASD task force on hate crimes, which is activated when certain types of hate crimes occur, could provide notification to LACCHR and the appropriate elected body relevant to the jurisdiction in which the crime occurs. LACCHR is committed to continue to provide outreach to affected communities.

**ALTERNATIVE SENTENCING / EDUCATIONAL PROGRAMS**

***I. DEVELOPING AND IMPLEMENTING STRATEGIES TO ENSURE THAT HATE CRIME DEFENDANTS CAN BE PLACED INTO ALTERNATIVE SENTENCING PROGRAMS AND/OR OTHER EDUCATIONAL AND EXPERIENTIAL PROGRAMS, WHEN APPROPRIATE***

This is a key area that the workgroup supports, and stakeholders believe further discussion is warranted to develop such strategies.

According to District Attorney staff, the primary alternative sentencing options for offenders charged with hate crime are probation and community service. The Museum of Tolerance is currently one of the few options available as an alternative sentence for hate crime offenders. Other programs include the Superior Court's "Stop Hate and Delinquency by Empowering Students" (SHADES) program and the Los Angeles City Attorney's dispute resolution services.

However, there is a limited number of programs specifically designed to address the underlying bias of a hate crime perpetrator. While there are many other high-quality organizations in the community, the DA's office reports that some organizations are reluctant to accept a hate crime offender for programming within their agency, especially if the perpetrator's crime targeted their community.

Another challenge for implementing appropriate alternative sentencing programs is that hate crime perpetrators may often also present mental health treatment needs. Identifying

programs to address bias and hate-motivated crimes – as well as mental health treatment needs – is difficult.

***Next Steps:***

The workgroup welcomes guidance on programs in the County that can support alternative sentencing options. LACCHR partners with community organizations throughout the County, and the workgroup recommends that those partnerships be leveraged to conduct an assessment of existing programs and whether they include educational or experiential components that deal with addressing bias-motivated anti-social attitudes and behaviors.

Additionally, the workgroup recommends that the County focus on developing a program where defendants can be referred to address the underlying biases of their hate crime. The workgroup supports the development of such programs with a mechanism for measuring outcomes, including some measure of recidivism for hate crimes. The workgroup also believes that programs for juvenile offenders should be a core focus of this work.

**ADDITIONAL AREAS OF DISCUSSION**

***I. REGIONAL APPROACH TO HATE CRIME SUPPRESSION***

Hate activity is not limited by jurisdictional boundaries. As such, workgroup members discussed the advantages of a regional approach to hate crime suppression efforts.

Specifically, law enforcement leadership expressed that increased communication about hate crimes that occur within a shared region could help identify emerging trends, prevent flare ups, and coordinate effective responses. Department leaders plan to explore options for incorporating hate activity as an ongoing topic during countywide and regional scheduled meetings between LASD and municipal police departments.

***II. TARGETING PREVENTION AT AN EARLY AGE***

Law enforcement leaders also emphasize that hate crime prevention efforts and cultural competency education within the school systems should be a core priority. Indeed, the focus on early childhood education and intervention was a common theme throughout much of the workgroup's discussions.

Law enforcement agencies are willing partners in support of such efforts and expressed their interest in participating in discussions with students on important human relations topics such as cultural competency and hate crimes. Additionally, it was suggested that the development and expansion of school lesson plans that incorporate implicit bias/human relations training for students would be beneficial.

Consistent with that approach, LACCHR reported on encouraging steps taken by the County's own Community Schools Initiative (being piloted at 15 high schools). Students in these schools are provided with an information packet that includes details on contacting 211 to report hate-motivated hostility or harassment, including bullying. If a call is received by 211, a service



provider would be contacted to offer assistance to the student and their parents/guardians, as well as to the school staff and administration.

LACCHR has also developed the [RISE \(Resilience and Intergroup Solidarity Education\) Guidebook](#), which is a collection of lessons aimed at developing human relations knowledge and skills in students. Additionally, law enforcement agencies are exploring whether programs utilized in other jurisdictions – such as the “KNOW HATE” campaign from the Orange County Human Relations – can be adapted in their jurisdiction.

### **CONCLUSION**

Hate crimes are particularly impactful crimes – both to individual victims and the community. Not only do they victimize individuals because of who they are, they can also raise fear within targeted communities. Though they do not rise to the level of a crime, hate-motivated incidents can have similar impacts.

Effective responses by law enforcement are critical for helping to combat hate crimes and hate-motivated incidents. This includes diligent tracking and investigation of hate activity. This also includes purposeful engagement with communities to cultivate strong relationships, build trust, encourage reporting, and respond to community concerns.

As discussed in this report, law enforcement agencies continue to amend policies and refine practices to address these areas in support of their goals and in compliance with applicable law. As the report addresses focus areas identified by the Board, it also offers recommended next steps that can advance efforts in this regard. Continued commitment to these matters by law enforcement, human relations experts, and other partner stakeholders remain critical moving forward in order to combat hate activity and protect all our community.

### Attachment

c: Sheriff Alex Villanueva  
Sachi Hamai, CEO  
Celia Zavala, BOS Executive Officer  
Mary Wickham, County Counsel

## 5-09/510.00 - Handling Hate Crimes

### Hate Crime:

Any criminal act or attempted criminal act directed against the victim, in whole or in part, because of the actual or perceived characteristics of the victim.

Pursuant to 422.55 PC and 422.56 PC, the characteristics for a hate crime and their definitions are:

- Disability – Includes mental or physical disability regardless of whether the disability is temporary, permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness;
- Gender – Means sex, and includes a person's gender identity and gender expression, such as a transgender person;
- Nationality – Includes citizenship, country of origin, and national origin;
- Race or Ethnicity – Includes ancestry, color, and ethnic background;
- Religion – Includes all aspects of religious beliefs, observance, and practice, including agnosticism and atheism;
- Sexual Orientation – Means heterosexuality, homosexuality, or bisexuality; and/or
- Association with a person or group with one or more of the above characteristics – Includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, a community center, educational facility, family, individual, office, meeting hall, place of worship, private institution, public agency, library, or any other entity, group, or person that has, or is identified with people who have, one or more of the characteristics listed above.

A victim of a hate crime may be a person, group, or place. Penal Code section 422.56(i) states a victim includes, but is not limited to:

- Community center;
- Educational facility;
- Entity;
- Family;
- Group;
- Individual;
- Office;
- Meeting hall;
- Person;
- Place of worship
- Private institution;
- Public agency;
- Library; or
- Other victim or intended victim of a hate crime.

Penal Code section 422.55 uses the phrase "in whole or in part" in the definition for a hate crime. This phrase is defined in 422.56(d) PC where the bias motivation must be a factor in the crime, whether or not other

factors also exist. There is no requirement the bias motivation be the main factor of the crime, or that the crime would not have been committed had the actual or perceived characteristic existed, but must be a substantial factor in bringing about the particular result.

A “bias motivation” is a preexisting negative attitude toward actual or perceived characteristics (disability, gender, nationality, race or ethnicity, religion, sexual orientation, and/or association with a person or group with one or more of these characteristics). A bias motivation may include, but is not limited to:

- Hatred;
- Animosity;
- Resentment;
- Revulsion;
- Contempt;
- Unreasonable fear;
- Paranoia;
- Callousness;
- Thrill seeking;
- Desire for social dominance;
- Desire for social bonding with those of one’s own kind; or
- A perception of vulnerability of the victim due to the victim being perceived as being weak, worthless, or “fair game.”

For disability-bias hate crimes, deputies should consider whether there is any indication the suspect was motivated by a bias that was inspired by a dislike of persons who arouse fear or guilt, a perception the person with disabilities is inferior and therefore a “deserving victim,” a fear of persons whose visible traits are perceived as being disturbing to others, or resentment of those who need, demand, or receive alternative educational, physical, or social accommodations. Deputies should also consider whether the suspect perceived the victim to be vulnerable, such as a suspect targets a person with a particular perceived disability while avoiding other vulnerable-appearing persons, such as inebriated persons or persons with perceived disabilities different than those of the victim. Any of these indicators could be evidence that the suspect’s motivation includes bias against persons with the perceived particular disability and shall be reported as a hate crime.

In May 2018, the California State Auditor’s Office conducted an audit regarding law enforcement and hate crimes. It was found that victims underreport incidents of hate crimes and law enforcement did not always identify the hate crimes, especially in antidisability and antigender hate crimes. Deputies should always keep in mind when interviewing a victim whether there was an underlying bias by the suspect and if a hate crime was actually committed. The bias does not have to be the only reason for the crime, nor does it have to be the primary motive of the crime. If a deputy is unclear as to whether a hate crime has occurred, the deputy shall contact their supervisor for direction.

Hate Incident:

Any non-criminal act, including words, directed at a person(s) motivated by bias against a person, group, or place. A hate incident follows all of the same policies and laws as described in a hate crime.

Hate incidents include, but are not limited to, the following:

- Utterance of epithets;
- Distribution of hate materials in public places;
- Posting of hate materials without causing property damage; and
- The display of offensive materials on one's own property.

Gang-Related Hate Crimes:

All hate crimes and non-criminal hate incidents should be considered gang-related when the suspect or victim, acting individually or collectively, is believed to be a gang member or gang affiliate. When the suspect is unknown, a hate crime and non-criminal hate incidents should be considered gang-related when:

- The nature of the offense or the fact the participant was wearing or using common gang identifying signs, symbols, or colors; or
- The circumstances of the crime or the expert opinion of a gang investigator indicates the incident is gang-related.

**NOTE:** A gang-related hate crime should not be confused with a gang-motivated crime. Motivation is used for investigative and prosecutorial purposes only. Gang motivated is a state of mind that can be proven in a court of law by the totality of circumstances, or by statements.

DUTIES AND RESPONSIBILITIES:

Complaint Desk:

Information regarding hate crimes or hate incidents received at the complaint desk will be entered into the Department's computer-aided dispatch system (CAD), assigning the call to the attention of the appropriate field supervisor and dispatched immediately. "Hate crime" or "hate incident" shall be referenced in the remarks section of the call prior to dispatching.

Handling Deputy Responsibilities:

Deputies receiving possible hate-related calls shall give them higher priority than other non-emergency calls. For example, a hate-related vandalism report would take priority over a burglary report; however, a hate-related vandalism report would not take priority over crimes in progress, burglary or robbery alarms, or medical emergencies.

Deputies handling a hate crime or hate incident shall prepare an Incident Report (SH-R-49). In addition to the incident report, the Crime Analysis Supplemental Form shall be completed indicating the bias motivation. Hate crime reports shall not be deferred. Hate incident reports may be deferred with the approval of the watch sergeant.

All gang-related hate crimes or hate incidents shall be reported and documented with the statistical code 860.

In conducting the initial investigation of a hate crime or hate incident, the handling deputy shall:

- Give the victim time to voice their immediate concerns and express their feelings;
- Express empathy for the victim;
- Express the Department's official position on the importance of these cases, the measures that will be taken to apprehend the perpetrator(s), and the deputy's and Department's interest in the victim's well-being;
- Assist the victim in identifying and contacting community-based individuals or agencies that may provide support and assistance;
- Give the victim the brochure entitled, "A Brief Guide to Hate Crimes" and document the victim received the brochure in the incident report;
- Advise the victim they have a right to have their name and address remain confidential pursuant to Government Code section 6254(f)(2) and document their response in the incident report;
- Notify the field supervisor of the hate crime or hate incident and, if appropriate, request they respond to the scene;
- Ensure the "Bias-Motivated Incident" section of the Crime Analysis Information form – M.O. Factors is completed;
- Ensure that the proper hate crime statistical code (520-529) is used; and
- If the suspect is in custody, immediately notify a member of the Hate Crime Task Force. If after business hours, the member of the Hate Crime Task Force may be contacted through the Sheriff's Information Bureau (SIB).

Field Sergeant Responsibilities:

Provide the watch commander with the pertinent information on the hate crime or hate incident as soon as possible.

Watch Sergeant Responsibilities:

The watch sergeant shall:

- Review all hate crime and hate incident reports for appropriate classification;
- Ensure the deputy documented in the incident report he or she gave the victim the brochure entitled "A Brief Guide to Hate Crimes";
- Ensure the deputy documented in the incident report whether or not the victim wanted their name and address to remain confidential;
- Assign all hate crimes to station/unit detectives unless incidents would ordinarily be assigned to Operations Safe Streets Bureau (OSS), Homicide Bureau, Major Crimes Bureau, Arson Explosives Detail, or Special Victims Bureau. These shall be assigned after consultation with their respective on-call investigator;
- Assign all hate incidents to patrol;
- All hate crime or hate incidents reports shall be considered active;
- Special Request Distribution (SRD) all hate crime and hate incident reports to the Hate Crime Task Force; and
- Ensure all notifications, including date and time of notification, are documented in the Incident Report.

Watch Commander Responsibilities:

The watch commander shall:

- Ensure an operational log entry has been completed for hate crimes or hate incidents. All hate crimes or hate incidents shall be recorded in the watch commander's summary log and documented with a chief's memorandum to the station/unit's concerned division chief; and
- Notify the station's/unit's hate crimes coordinator of the hate crime or hate incident.

Station Detective Responsibilities:

The station/unit detective shall:

- Review the report within ten business days of the hate crime or hate incident to ensure the proper classification (or declassification) of the report as a hate crime or hate incident. Any changes shall be brought to the attention of the station's/unit's hate crimes coordinator and the Hate Crime Task Force; and
- If a case is assumed by the Hate Crime Task Force, station detectives shall close their case by completing a case clearance supplemental report using clearance code: 112 – Reassigned to Other Agency. The case clearance supplemental report shall indicate that the case will be handled by the Hate Crime Task Force.

Unit Commander Responsibilities:

The unit commander's involvement in the process provides command emphasis that builds community confidence and maintains the integrity of the community partnership. This is a vital component in the Department's effort to reduce hate crimes and hate incidents, and reduces the spread of misinformation through education and enforcement. Therefore, unit commanders shall:

- Ensure key station/unit personnel meet periodically with neighborhood groups and/or residents in target communities to provide information and share concerns;
- Express to the community the Department's concern for, and response to, hate crimes and hate incidents;
- Establish liaison with community-based organizations, commissions, and task forces that deal with the issue of hate crimes and hate incidents. When a hate crime or hate incident occurs, ensure that these organizations are briefed on actions taken and/or intended actions by the Department;
- Identify impacted groups to allay fears and relay the Department's concern over and response to these hate crimes or hate incidents;
- Develop procedures that reduce the potential for violence and provide safety, security, and crime prevention information regarding hate crimes and hate incidents;
- Ensure a process is in place to provide direct and referral assistance to victims and/or their families;
- Participate in public meetings on hate-related threats and violence; and
- Establish liaison with local community organizations and leaders.

Station/Unit Hate Crime Coordinator Responsibilities:

The station/unit hate crime coordinator shall:

- Review reports to ensure all appropriate reports have been completed;

- Ensure that all hate crime and hate incident reports have been SRD'd to the Hate Crime Task Force;
- Liaison with the handling investigator, the community, and any applicable community-based organizations;
- Act as an information resource for deputies at their station/unit regarding hate crimes and hate incidents; and
- Expand, where appropriate, existing preventive programs.

Station/Unit Clerical Staff Responsibilities:

A copy of all hate crime and hate incident reports shall be immediately faxed to the Hate Crimes Fax Distributors list in Outlook and a copy SRD'd to the Hate Crime Task Force and the unit's hate crime coordinator as soon as possible.

Reporting Requirements:

Section 13023 of the Penal Code requires all law enforcement agencies to forward to the Department of Justice (DOJ) all hate crimes and hate incidents statistics. Therefore, it shall be the responsibility of the LASD member of the Hate Crime Task Force to provide the Crime Analysis Program (CAP) with the hate crime and hate incident statistics. At the end of each month, CAP shall continue to process and report hate crime and hate incident information in compliance with County, State, and Federal requirements.

Hate Crime Task Force:

The task force shall seek the most effective investigation and prosecution with consideration given to both State and Federal laws.

See section 4-11/012.00, Hate Crimes, for additional information on hate crime or hate incident reporting, clarifying distribution, and handling procedures.

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