

## POLICE SERVICES GUIDE

This guide is intended to assist the students, staff, and community of Los Angeles Unified School District (LAUSD) in understanding and utilizing the police services available and provided by the Los Angeles School Police Department (LASPD).

This is only a reference guide and it is not intended to cover every possible situation, crime, or emergency.

When calling the Communications (Dispatch) Center to report a crime(s) or incident(s): **Remember to stay on the phone until the Dispatcher tells you it is okay for you to hang up. Remain calm. Speak clearly.**

The LASPD is committed to providing quality law enforcement/police services to protect the lives, property, and tranquility of the students, staff, and community it serves.

### How to contact the LASPD:

Dispatch: (213) 625-6631  
Recruitment: (213) 742-8312  
Detective Unit: (213) 742-8316  
PAL/Explorers: (213) 742-8266  
Records Unit: (213) 742-8238  
Chief of Police Fax: (213) 742-0041  
Website: [www.laspd.com](http://www.laspd.com)  
1330 West Pico Blvd.  
Los Angeles, CA 90015

## LOS ANGELES SCHOOL POLICE DEPARTMENT

### MICHAEL BOWMAN

Chief of Police

#### HEADQUARTERS:

1330 West Pico Boulevard  
Los Angeles, California 90015  
(213) 625-6631

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#### DEPUTY CHIEFS:

TIMOTHY ANDERSON

Field Operations Bureau  
(213) 742-8207

JOSE SANTOME

Special Operations Bureau  
(213) 742-8234

JEFF CRAWFORD

Administrative Bureau  
(213) 742-8282

NANCY RAMIREZ

Systems Manager  
(213) 625-6631

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LASPD operates 24 hours a day, seven days a week. All calls for police services should be directed to the Police Dispatch Center at: (213) 625-6631. LASPD also operates out of the following sub-stations:

#### Valley West Division

17000 Haynes Street  
Van Nuys, CA 91406

**Emergency:** (213) 625-6631  
**Non-emergency:** (818) 654-3760

#### Valley East Division

12540 Pierce Avenue  
Pacoima, CA 91331

**Emergency:** (213) 625-6631  
**Non-emergency:** (818) 686-4060

#### West Division

11330 West Graham Place  
Los Angeles, CA 90064

**Emergency:** (213) 625-6631  
**Non-emergency:** (310) 477-2142

#### South Division

1656 East 118<sup>th</sup> Street  
Los Angeles, CA 90059

**Emergency:** (213) 625-6631  
**Non-emergency:** (323) 569-6314

## LOS ANGELES SCHOOL POLICE DEPARTMENT

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### Office of the Chief of Police

Office: (213) 742-8222  
Fax: (213) 742-0041

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### WATCH COMMANDER'S/ DISPATCH OFFICE:

Office: (213) 625-6631  
Fax: (213) 742-0221

LASPD Official Website:  
[www.laspd.com](http://www.laspd.com)

## LOS ANGELES SCHOOL POLICE DEPARTMENT (LASPD)

The LASPD is a full service police department providing law enforcement service to the students, staff, and property of the Los Angeles Unified School District (LAUSD) 24 hours a day, seven days a week.

### SUPPORT SERVICES

- **Detective Unit:** Investigates crimes against persons, property crimes, benefit abuse, and serves low-level search warrants.
- **Training and Backgrounds Unit:** Coordinates LASPD recruitment, training, equipment, and Peace Officer Standards and Training compliance. Completes background investigations on all LASPD applicants.
- **Police Activities League (PAL):** Provides opportunities for the youth of the LAUSD to interact with law enforcement and develop core values, ethics, and standards.
- **Records Unit:** Conducts crime analysis for directed enforcement, compiles statistical data, and tracks all Department reports.
- **Citation Control Unit:** Processes all citations issued by the LASPD.
- **Anti-terrorism Unit:** Ancillary assignment to liaison with local, state, and federal agencies to network, identify, and address issues affecting the LAUSD.
- **Public Information Office (PIO):** Provides specific information to the media about law enforcement issues, liaises with the LAUSD PIO, provides information regarding proactive LASPD public projects and events.

### FIELD SERVICES

- **Police Communications/Dispatch:** Receives and coordinates all LASPD calls for service, dispatches and oversees all field operations, and makes appropriate notifications.
- **Campus Police Officer (CPO):** Provides law enforcement services, resource expertise, and proactive uniformed presence to students and staff at secondary schools.
- **Patrol Officer:** Provides patrol to six geographic Divisions during the day and three off-hour watches. Provides law enforcement services to students and staff at primary schools, LAUSD offices, and as a back up resource to campus police officers.
- **School Safety Officer (SSO):** Provides uniformed security at secondary schools/ LAUSD facilities.
- **Motor Unit (Motor Strike Force):** Provides traffic enforcement and traffic safety presentations. Rapid response team for strategic incidents.
- **K-9 Unit:** Conducts narcotics, article, and building searches. Makes school safety/drug prevention presentations.
- **Parking Enforcement Unit:** SSOs provide parking enforcement and traffic control at primary and secondary schools.
- **Benefit Abuse Unit (BAU):** Provides investigative services for crimes involving benefit abuse and workers' compensation fraud.
- **Adult School:** provides law enforcement and security services to LAUSD campuses at night.
- **Team (SRT):** Ancillary assignment to respond to strategic/tactical incidents and serve medium level warrants.

### DISPATCH/CALLING CHECKLIST

In order to receive prompt and accurate service when calling to report a crime or other emergency incident, please have as much of the following information available for the Police Communications Representative (Police Dispatcher):

**Remember: Stay on the phone. Remain calm. Speak clearly.**

- What is your name and call back phone number?
- What is your current location?
- What is the type of incident or crime?
- What is the location of the incident or crime?
- When did the crime or incident occur?
- Where did the crime or incident occur?
- Is the crime or incident still occurring (in progress)?
- Are there any weapons involved?
- How many people are involved?
- Is there a victim(s)? If so, what is his/her name(s), if known?
- Is there a suspect(s)? If so, what is his/her name(s), if known?
- Are there any injuries? If so, what are they?
- Are there additional concerns or hazards involved (i.e. Chemicals, Explosives, Unknown Substances, Gas Leak, Narcotics, Ammunition, Fire, etc.)?
- Do you need any additional services (i.e. OEHS, Water and Power, Gas Company, Electric Company, Carpenter, etc.)?
- Are there any traffic issues/concerns (i.e. Accidents, etc.)?