

## **Crime tip hotline information**

### **PURPOSE**

Marina del Rey Sheriff Station has created a new “crime tip” hotline- (310) 482-6002. This hotline was developed to provide the communities of Marina del Rey, Windsor Hills, Ladera Heights and View Park an easy-to-remember telephone number for reporting crime tips. This management directive will outline the policy and procedures related to the use of the hotline and subsequent follow-up investigations.

### **SCOPE**

This order shall apply to all station personnel assigned to Marina del Rey station detective bureau.

### **ORDER**

When a citizen calls the crime tip hotline to report information relating to a crime, they will listen to a brief message advising that if they have a life-threatening emergency or need to speak to Sheriff Station personnel, they should hang up and call 9-1-1. The message will then ask them to provide as much detailed information about the criminal activity they wish to report. The caller may identify themselves or remain anonymous.

After a call is received, the recorded message will be accessed and handled by authorized Marina del Rey Station detective personnel.

#### **Detective Personnel**

Marina del Rey Station detective personnel shall be responsible for follow-up investigation of the crime tips. The station’s Detective Bureau Lieutenant, or designee will be responsible for managing the tips received. This person shall be responsible for retrieving the recorded crime tip messages, evaluating its

content and ultimately assigning the tips to an investigator and / or field personnel for follow-up.

Within 30 days of the receipt of the crime tip, the unit investigator shall complete a case status. The case status will provide information as to the case (information lead to an arrest (case number), active investigation continuing, unable to proceed with information, information incomplete, false information, etc.)

Upon retrieval of the crime tip from the recorder, the Unit Investigator shall record the tip in a yearly date book, indicating the date, time and nature of the tip. The investigator shall also assign a Case Assignment status (i.e. investigating continuing, no workable, suspect arrested - case number, referred to another unit / policing agency etc.) at the end of 30 days. If the tip is investigated beyond 30 days, then it will “roll over” to the next 30 days.

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