

Fraud & Cyber Crimes Unit Orders

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LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU

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LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-01

Subject: BUREAU ORDERS, PLANS, and GUIDELINES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

All personnel assigned to the Fraud & Cyber Crimes Bureau shall become familiar with the following bureau-specific orders, plans, and guidelines. It shall be the responsibility of each manager, supervisor, deputy, and civilian employee to comply with these guidelines and endeavor to meet the stated goals of the included plans.

Updated copies of the Bureau Orders will be kept in a notebook and shall be maintained by each unit lieutenant and civilian manager.

In addition to complying with applicable local, state, and federal laws, legal process, Department Policies and Procedures and other guidelines, and Detective Division Orders, all employees shall be familiar with and strive to live up to the standards described in the following:

- Departmental Mission Statement
- Departmental Core Values Statement □ Departmental Creed

• 01-02 Court Liaison Plan / e-Subpoena System



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-02

Subject: COURT LIAISON PLAN / E-SUBPOENA SYSTEM

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the policies regarding subpoenas and court appearances by Bureau personnel.

Subpoenas

The Fraud & Cyber Crimes Bureau's subpoena process is as follows:

All subpoenas issued by the District Attorney will be distributed to and acknowledged by employees via the Sheriff's Data Network (SDN) mail system in accordance with Field Operations Directive 10-02 and appropriate Manual of Policy and Procedures sections.

Upon receiving an e-Subpoena, employees shall immediately open and acknowledge receipt of the electronic subpoena by clicking the appropriate ACKNOWLEDGE hyperlink.

Subpoenas not issued by the DA's office (i.e., Public Defender, another Judicial Agency, or Administrative Office) shall continue to be served via personal service of a paper original.

Personnel shall respond to a must appear subpoena or seek permission to be placed on call through the District Attorney's Office. Deputies placed on call shall be available to receive telephone calls and maintain a response time of one hour or less.

Courtroom Demeanor

Courtroom demeanor, including the quality of testimony given and the professional relationships developed with court officials, the District Attorney's Office, and others, has long been a priority of this Bureau. Courtroom demeanor, and the manner in which testimony is presented in court, are a subject which is taught to investigators during their initial indoctrination training.

COURT LIASON PLAN

Departmentally produced video training tapes concerning courtroom testimony are used to impart

this instruction. It is necessary to maintain courtroom demeanor discipline as part of our professional appearance and standards.

Dress Code

Personnel appearing in court are required to wear appropriate business attire or a Class A uniform, per Manual of Policy and Procedures section, 3-01/050.80, Grooming and Dress Standards and 3-01/050.95, Court

Cases.

Monitoring / Auditing of Performance

Fraud & Cyber Crimes Bureau personnel will be trained as to the Department's court appearance policy as outlined in Section 5-07/250.00, Criminal Subpoena and Court Appearances.

Periodically, each Bureau sergeant will monitor the courtroom testimony of at least one of his or her investigators. This monitoring shall be documented in a memorandum to the Team Lieutenant. Lieutenants shall ensure that the results of these reviews are included in the investigator's evaluation.

Court Overtime Management

All personnel shall adhere to the Department's goal of reducing court overtime to that which is essential to the successful prosecution of the criminal case. Personnel shall attempt to be placed on call when possible.

As a general rule, due to the flexible scheduling in place at the Fraud & Cyber Crimes Bureau, it is unlikely that any overtime will be generated as a result of court appearances.

However, if overtime should be incurred, a copy of the **court time stamped subpoena** must be attached to the overtime slip.

• 01-05 Overtime Usage and Tracking



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-05

Subject: OVERTIME USAGE AND TRACKING

Effective Date:	May 1, 2001	Last Date Revised	October 16, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to provide guidance for the usage of overtime and the managerial responsibilities for tracking overtime expenditures incurred by Bureau personnel. These guidelines are intended to ensure the Bureau's strict compliance with Department regulations and assure the judicious use of overtime.

GUIDELINES

Bureau personnel shall not work overtime when their job can be performed during regular work hours. Investigators, and most first-line supervisors assigned to Fraud & Cyber Crimes Bureau, work a Flex 40 schedule, a 9-80 schedule or a 4-10 schedule. Each schedule shall be assigned to better manage their regular work hours and adjust their schedule to meet the needs of their investigations while keeping paid overtime at a minimum.

Approval for paid overtime shall be received from the team lieutenant prior to the overtime being worked. When an investigator or unit supervisor determines a need for overtime, the prior approval of the team lieutenant must be obtained. In the absence of the team lieutenant, the approval will be authorized by the Operations Lieutenant. The approving supervisor's name and the anticipated number of pre-approved overtime hours shall be noted on the overtime slip.

All operations which require the use of overtime will be carefully evaluated in terms of cost-effectiveness.

OVERTIME USAGE AND TRACKING

CALL-BACK OVERTIME

Bureau personnel who are called-back to work **after completing** their 40-hour work week will be compensated according to their applicable MOU.

However, the authorization to return back to work shall be approved by the team lieutenant or the team sergeant. Bureau personnel shall receive four hours of compensation for any call-back. This minimum applies whether or not the employee actually works a full four hours.

TRACKING OF OVERTIME USAGE

Various procedures will be utilized to measure the Bureau's effectiveness in managing overtime expenditures. They are prepared by the Bureau Operations timekeeping coordinator. They include:

- Weekly overtime report - This report reflects paid non-reimbursed and saved overtime worked by all Bureau personnel on a weekly basis. It is prepared for Detective Division headquarters for distribution to the executives.
 - Monthly overtime report - This report reflects both paid and saved overtime worked by all Bureau personnel for the month. This report reflects the current month's overtime, the year to date overtime, and compares these to the prior year's overtime.
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• **01-06 Wrong Door and Damage Repair**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-06

Subject: BUREAU ORDERS, PLANS, and GUIDELINES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this policy is to inform and assist personnel in handling situations where forced entry into a wrong location occurs or when property is damaged and it may be the Department's responsibility to repair or secure the location.

Additionally, this policy ensures that appropriate notifications are made in order to protect the Department and its personnel against needless civil liability (refer to section 5-7/290.00 of the Manual of Policy and Procedures).

GUIDELINES

Whenever forced entry into the wrong location occurs, or when circumstances exist in which the Department may be obligated to repair the damage, the following shall apply:

1. The team lieutenant shall be notified immediately.
2. The team lieutenant shall respond to the location and notify the Bureau Commander.
3. The concerned Station Commander or Chief of Police shall be notified as soon as practical.
4. The Risk Management Bureau, Civil Litigation Unit, shall be notified as soon as possible, but no later than the next business day.
5. Provide the owner or resident with a Department claim form and, if necessary, assist in completing the form.
6. The on-scene team sergeant shall assist the owner or resident with arrangements for repairs. If immediate repairs are required to secure the location, they shall be coordinated through Risk Management Bureau, Civil Litigation Unit, at (323) 890-5400 during regular business hours or through the SIB - (DOC) at (213) 229-2222.

WRONG DOOR

7. In the event that there is no resident or other responsible party at the location, the on-scene team sergeant shall arrange for deputy personnel to remain at the location until a responsible party has arrived or the location has been repaired or secured.
8. The I/O shall submit a memorandum to the Bureau Commander fully explaining the circumstances of the incident. Included with the memorandum shall be photos of the location depicting the specific damage.

• 01-07 Internet and Intranet Web Sites



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-07

Subject: INTERNET and INTRANET WEBSITES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

This order sets forth Fraud & Cyber Crimes Bureau's policy regarding the Bureau's website.

GUIDELINES

The Operations Lieutenant or his designee shall be responsible for checking the website monthly to ensure that it is current and accurate. Major updates shall not be posted on the website without prior approval of the Bureau Commander.

Each team lieutenant shall ensure that their unit's portion of the Bureau's web site is accurate, updated and appropriate. Periodic updates should not extend beyond a one year time frame. Major update requests should be submitted to the Operations Sergeant and Lieutenant, who will then forward the request to the Bureau Commander for approval.

The Bureau Commander will designate a site web Author, who will maintain the websites on regular basis.

• 01-08 Employee Medical Emergencies



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-08

Subject: EMPLOYEE MEDICAL EMERGENCIES

Effective Date:	May 1, 2001	Last Date Revised	October20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the procedures for handling employee medical emergencies.

GUIDELINES

In the event that an employee experiences a medical emergency while at the Bureau offices and medical care is necessary, the following procedures are established:

1. If the emergency is obviously life threatening or the employee is unconscious,

DIAL 9 - 1 - 1

Norwalk Station will answer and the appropriate emergency equipment will be dispatched to the Bureau. Be sure to advise the Norwalk Station desk personnel of the exact location of the office (MI 01 , MI 04, etc.) within the STARS Center complex, as this information may not appear on the Station 9 - 1 - 1 console screen.

2. If the emergency is less than life threatening and the employee is capable of traveling via automobile, the employee may be transposed by another Bureau employee to the nearest contract hospital.

Whittier Presbyterian Hospital

12401 Washington Boulevard

Whittier, CA 90602

(562) 698-081 1

Additionally:

Concentra Urgent Care

10400 Norwalk Boulevard Suite #100

Santa Fe Springs, CA 90607

(562) 968-1300

The above is a Return-to-Work Unit approved 24 hours, 7 days a week clinic specializing in the treatment of work related injuries (not an emergency room).

For North County facilities, refer to the above emergency procedures and advise your local jurisdiction of your exact location and what resources are needed. The following hospitals have been identified for North County facilities.

Henry Mayo Newhall Memorial Hospital 23845 W. McBean Pkwy.

Valencia, CA 91355

(661) 253-8000

Antelope Valley Hospital 1600 Ave J

Lancaster, CA 93534

(661) 949-5000

Providence Holy Cross Medical Center

15301 Rinaldi Street

Mission Hills, CA 91345

(818) 496-1270

As soon as possible, a Bureau supervisor will follow up on the condition of the employee and ascertain the exact nature of the emergency.

The supervisor will ensure that all appropriate documents such as Employee Injury Reports and Treatment Authorization forms are completed. The Operation's Assistant I will be responsible for seeing that these reports are processed in a timely fashion. (Note: injury or illness that occurs at work is not automatically industrial in nature)

In the event of serious injury or illness, the Return-to-Work Unit (213) 229-3199 will be contacted immediately for advice and assistance. Immediate notification to the Unit Commander and Operations Lieutenant shall also be made.

• **01-09 Notifications**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-09

Subject: NOTIFICATIONS

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the procedures for making notifications for both routine and unusual or possible high profile events. The Units within Fraud & Cyber Crimes Bureau (FCCB), each of which have unique and diverse responsibilities, generate a myriad of complex investigations. Many of the activities of the personnel within the units require timely notifications to FCCB Operations in order to ensure a smooth working environment. Additionally, there are a number of notifications that have mandated time frames for completion and submission of the documentation. FCCB Operations is directly responsible for ensuring that the mandated time frames are met.

GUIDELINES

Because of the need for immediate communications, the reporting of unusual circumstances must be consistent throughout the Bureau. Therefore, the following events shall immediately be reported to FCCB Operations:

- Any media request or any investigation that might generate media interest.
- All Civil Claims, Claims for Damaged Property, Use of Force, Traffic Collisions, IOD's, or other risk management issues.

Ideally, e-mail communication provides the best process to document the events and provides the ability to forward the indicated documentation up the chain of command. However, when in the field, phone notifications are encouraged. If you are not sure if an incident should be reported or not, to error on the side of notification is recommended,

FILING SYNOPSIS

The intent of this part of the order is to highlight not only the accomplishments of our personnel and the complex financial cases we investigate, but also to communicate these significant investigations to the specific commands from which these cases were generated.

To that end, a Filing Synopsis should be written to capture those cases of significant interest. This brief synopsis should include cases of media interest, high dollar losses or unique financial crimes.

The intent of this synopsis is not to regenerate the entire investigation, but rather to provide a very brief note to station commanders, or designated personnel for cases that they or their contract cities would have an interest.

• **01-10 Bureau Fund**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-01

Subject: EMPLOYEE MAINTAINED FUND (BUREAU FUND)

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The Bureau maintains an employee fund for the benefit of Bureau personnel, and in some cases, members of their families. The Fund is commonly known as The Fraud & Cyber Crimes Bureau Fund.

EMPLOYEE MAINTAINED FUND

The Fraud & Cyber Crimes Bureau Fund is open to all Bureau members.

The Bureau Fund is operated by the Bureau Fund Committee (BFC), which is the representative voice of the Bureau Fund Members (BFM). Committee membership is open to all Bureau Fund Members. The list of current representatives is listed in Appendix #1 and shall be maintained by the operations lieutenant. Appointments to the committee should be the sole discretion of the unit commander.

The following guidelines will remain in effect:

It will be a Bureau Fund with all benefits available to each contributor based upon paid contribution.

Contribution is \$20.00 per year (Sworn) and \$10.00 per year (Professional Staff). Participation is

optional; however, all bureau members are encouraged to participate.

An audit of the Bureau Fund will be held as often as deemed necessary to oversee the security and appropriateness of fund expenditures. However, an audit shall be conducted at least quarterly by the administrator of the fund.

Benefits of the Bureau Fund consist of the following:

- A. Plant/Flowers/Baskets/Cards for qualifying situations with an \$80.00 maximum limit. Examples Include:
 - a. Death of Bureau Fund Member (BFM), a spouse, child, BFM's parent, brother, sister, or parent-in-law.
 - b. Major illness or injury for all persons listed above. Major illness or injury is defined as a life threatening or severely disabling medical condition usually requiring hospitalization.
 - c. Childbirth of a Bureau Fund Member
- B. Card only qualifying situation
 - a. Any circumstance wherein it becomes necessary for the Bureau
 - b. Fund to express a group sentiment to any employee,
- C. Retiree/Transfer/Promotion plaque,
 - a. An FCCB plaque will be given to all current Bureau Fund Members who have been assigned to the bureau for at least one year, upon retiring, transfer or promotion.
- D. Only Bureau Fund Members are eligible to participate in the prize raffle for prizes purchased by the Bureau Fund.

Contributions:

The annual dues entitles BFM's to all benefits. The amount of the annual dues will be reviewed by the Bureau Fund Committee annually.

The primary membership enrollment period is during the months of December and January, for the latter calendar year. However, membership is available at any time. Membership dues will not be prorated. The fund operates on a calendar year.

ADMINISTRATIVE

- 1. The following items shall be kept under the control of the Fund Administrator.
 - A. The transaction book, which records money received and expended* All transactions shall be initialed by the Fund Administrator and the Bureau Commander.
 - B. The Bureau Commander shall approve all expenditures over \$50.00.
 - C. The Bureau Fund checkbook. The only persons authorized to write checks are the Authorized Check Signers. Two signatures are required on any check.

- D. The Bureau Fund log which shows current fund membersu
- E. The Monthly bank statements.
- F. Membership list.

- 2. A monthly reconciliation report, containing all transaction receipts, will be generated by the Fund Administrator and reviewed by the Bureau Commander.
- 3. Any expenses not specifically addressed in this order, or any deviation of the listed expenses, may be made with the concurrence of the Bureau Commander.

RELATIVE POLICY SECTIONS

- MPP 3-05/090.00 EMPLOYEE MAINTAINED FUNDS
- MPP 3-05/909.05 BANKING PROCEDURES
- MPP 3-05/090.10 METHOD OF COLLECTION
- MPP 3-05/090.15 RESPONSIBILITY

APPENDIX #1

Fraud & Cyber Crimes Bureau Fund Committee Members for 2020

Committee Members: Lt. Shawn Kehoe OAll Jinna Reese
(Minimum of 6) Sgt. Alex Gilinets Sgt, Jacqueline Luna
ITC Dinorah Ruvalcaba CA Elizabeth Rodriguez

Committee Chariman: OAll Jinna Reese

Fund Administrator: Sgt. alex Gilinets
Sgt. Jacqueline Luna

Asst. Fund
Administrator:

Lt. Shawn Kehoe

Authorized Check
Signers:

(Minimum of 3)

Sgt. Jacqueline Luna

Sgt. Alex Gilinets

OAll Jinna Kannan

• **01-11 Work Schedules**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-11

Subject: WORK SCHEDULES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to clarify already established policy and procedures regarding work schedules. This order is not all-inclusive. It shall be the responsibility of all investigators and supervisors to be knowledgeable of all applicable Department rules and regulations regarding timekeeping.

GENERAL GUIDELINES

The purpose of allowing Fraud & Cyber Crimes Bureau personnel to work flex or modified work schedules are for the betterment of service to the citizens of Los Angeles County and/or the

Department.

All personnel shall, whether they are on a modified schedule or not, have a general work pattern of Monday through Friday during regular business hours.

Note: For example, if an investigator is on a flex schedule, his regular work pattern may be a 4/1 0 with Fridays off. Caseload requirements may force that employee to adjust his hours on any given week, but if no adjustments, they would work the 4/1 0 pattern.

All personnel shall be assigned a general work pattern by their direct supervisor. Any changes to this work pattern shall be pre-approved by their direct supervisor, or the team lieutenant if the direct supervisor is unavailable, unless an emergency prevents this. If a change in schedule is unavoidable due to an emergency, the employee shall notify their direct supervisor as soon as possible.

There are numerous timekeeping and Policy and Procedures Manual sections that deal with this issue. Here are a few Timekeeping policies that are applicable (this list is not all inclusive):

TK-01/003.55 Overtime and Adjusting Schedules

Employees who work flex schedules, including positions where starting and ending times vary due to requirements and commitments associated with the position shall not adjust their schedules for the purpose of working an overtime assignment. Schedule adjustments may be made to meet the needs of the Department, and if, doing so, the opportunity presents itself to work an overtime assignment, the employee may be permitted to do so with the approval of the employee's Unit Commander or Designee.

TK-01/003.60 Changing Work Schedules

Every schedule has an assigned code, which is called a Work Pattern. A work pattern is determined by considering all aspects of an assigned schedule, such as the shift, the number of working days per week, number of hours worked per day, and the days of the week identified as regular days off (RDO).

The scheduling unit and/or supervision may adjust an employee's work schedule to meet the needs of the Department.

MPP-3-02/290.05 General Guidelines

County employees shall not work overtime while using vacation time or during the same shift they elected to take off, except on two specific circumstances:

1. Pre-approved special projects
2. Court time

Note: Court time referred to above is a subpoenaed court appearance, not Department court overtime.

• **02-01 County Vehicles**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 01-01

Subject: BUREAU ORDERS, PLANS, and GUIDELINES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The use of individually assigned County vehicles brings with it various responsibilities. The purpose of this order is to provide Bureau policy for the use of the Fraud & Cyber Crimes Bureau vehicle fleet.

GUIDELINES

1. No vehicle shall be issued to Fraud & Cyber Crimes Bureau personnel without the approval of the Operations Lieutenant or the Bureau Commander.
2. County issued equipment shall not be left unsecured or left in the vehicle overnight. Reasonable caution shall be exercised in leaving equipment in an unattended vehicle during regular work hours.
3. County vehicles shall not be used during off-duty hours, with the exception of traveling to or from an assignment, scheduled maintenance or to a car wash location or a county facility for gas fill up. Personnel who have a need to drive a County vehicle during off-duty hours, shall obtain prior approval from the Operations Lieutenant.
4. Personnel on IOD status shall return their vehicles to the Operations Lieutenant at STARS Center.
5. County vehicles shall be properly maintained. Personnel shall be responsible for:
 - a. Ensuring that County vehicles receive scheduled maintenance.
 - b. Ensuring that County vehicles are kept clean, inside and out, unless the cleanliness of the vehicle may impede an investigation.
6. The Bureau LET shall institute a vehicle mileage reporting procedure for the units,
7. Should a traffic accident or other damage occur, the notifications and related reporting procedures

required by the Manual of Policy and Procedures sections 3-09/070.00 and 3-09/070.05 shall be followed.

8. One set of vehicle keys shall be kept by the Bureau LET.
 9. The Semi-Annual Vehicle Inspection and Justification forms shall be completed by the Bureau LET and approved by the Operations Sergeant by no later than January 1 and July 1 of each year.
 10. No storage of firearms overnight in vehicle unless secured in a designated locked secure gun safe or box.
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• **03-01 Investigative Expenses and Claims**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 03-01

Subject: INVESTIGATIVE EXPENSES and EXPENSE CLAIMS

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to establish procedures for the use of investigative funds. This order is not all-inclusive. It shall be the responsibility for the individual requesting the use of the funds and the supervisors approving the use, to be familiar with Manual of Policy and Procedures section 3-05/050.05, Bureau Order 3-01 , and Government Code section 29435.

INVESTIGATIVE FUNDS

Fraud & Cyber Crimes Bureau has funds at its disposal for use in investigations. Only the Operations Lieutenant and the Bureau Commander have access to the funds. As the funds are spent, they are reimbursed by Fiscal Administration.

AUTHORIZED EXPENSES

Government Code section 29430 establishes a Sheriff's Special Appropriations Fund. In accordance with Government Code section 29435, this fund is only to be used for:

- Expenses incurred in criminal cases arising in the county, and/or
- Expenses necessarily incurred in the preservation of peace, and/or
- Expenses necessarily incurred in the suppression of crime.

Authorized expenditures are considered as, but not limited to:

- A. Admissions
- B. Investigations — Undercover
- C. General: expenses not covered by other categories but which are essential to the successful completion of an investigation and which have specific approval of the Division Chief or Commander
- D. Wagers
- E. Purchases necessary for the specific investigation
- F. Informant or Witness payments
- G. Investigative travel, subsistence, mileage, and parking

GUIDELINES

When an investigator needs funds for an investigation, they shall do the following:

- A. Complete a Blue Slip
 - a. File number required. If no file number, write "no file" and have the lieutenant initial it.
 - b. Date the slip
 - c. Amount received: After the dollar sign, write the amount out on the second line, spell out the amount as you would on a check. Example: Three Hundred-OO/100.
 - d. Write reason. Example: "Fraud Investigation"
 - e. Received by: Sign and print your name on the line above.
 - f. Employee Number
- B. Give the Blue slip to the appropriate unit lieutenant for approval.
- C. If the team lieutenant is unavailable. Seek approval from another Bureau lieutenant.
- D. Accompany the lieutenant to the safe.
- E. The lieutenant will note the transaction on the Investigative Funds
 1. Write "advance" and the line number of the transaction on the log on top of the Blue Slip.
- F. The lieutenant will give the investigator the funds and put the Blue slip in the funds box. The lieutenant will give the investigator the funds and put the Blue slip in the funds box.
- G. The investigator is responsible for the funds given to them. Immediately upon conclusion of the investigation, the investigator shall complete a Special Appropriation Expense Claim form (checking the individual claim box) and supply documentation supporting the dispersal of the

funds. A memorandum, detailing the need for the expense, is always required along with any report(s), receipts, or other forms of documentation. The investigator shall give the claim form, memorandum, and supporting documentation to their supervisor for approval. Claims will be submitted no later than 1200 hours on Tuesday. Claims will cover the previous week (Monday - Sunday).

- H. If the investigator did not use all of the funds given to him or her, the unspent funds will be kept in the safe in an envelope with the investigator's name and the case number on it, until Fiscal Administration reimburses the amount the investigator disbursed. Periodically, the investigator shall have the unit lieutenant check to determine if the reimbursement has arrived. If the investigator did not use all of the funds given to him or her, the unspent funds will be kept in the safe in an envelope with the investigator's name and the case number on it, until Fiscal Administration reimburses the amount the investigator disbursed
- I. Periodically, the investigator shall have the unit lieutenant check to determine if the reimbursement has arrived. Upon receiving the reimbursement, the lieutenant will count the reimbursed funds. The total of the reimbursement, and any unused funds (if any) shall total the amount of funds disbursed on the Blue slip. The lieutenant will write "canceled" and the date on the "Blue" slip, and complete the return section of the Investigative Funds Log. The investigator shall then make a copy of the "Blue" slip and give it to the lieutenant. The lieutenant shall place the copy in the log book and give the original "Blue" slip to the investigator.

SUPERVISOR RESPONSIBILITY

The Operations Lieutenant shall be responsible for the distribution of the funds, completing the Investigative Funds Log, and approving the "Blue" slip.

When a supervisor receives a Special Appropriation Expense Claim form, he or she shall review it and make sure the supporting documentation has been attached. He or she will complete a Special Appropriation Expense form. The claim form and documentation shall be given to the Operations Lieutenant or Operation Sergeant.

The Operations Lieutenant or Operations Sergeant shall review the claim form and documentation submitted by the supervisor. The Operations Lieutenant or Operations Sergeant shall review the completed Special Appropriation Expense Claim form for the entire Bureau, checking the Bureau claim box. The complete package shall be forwarded to the Bureau Commander for final review and approval.

The Operations Lieutenant or Operations Sergeant shall be responsible for completing the monthly Outstanding Blues Audit form, and the yearly Investigative Funds Audit worksheet.

The funds are reconciled with Detective Division Headquarters and then a check cut to the unit or employee.

• 03-02 Information Fees - Accounting Procedures



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 03-02

Subject: INFORMANT FEES - ACCOUNTING PROCEDURES

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
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PURPOSE

During the course of an investigation, a Fraud & Cyber Crimes Bureau investigator may find it necessary and appropriate to pay a fee to an informant to obtain information. In those instances, the below procedure will be followed.

PROCEDURE

1. The investigator desiring to pay an informant fee will advise his unit sergeant in advance of payment.
2. If the team sergeant feels the payment is justified, he will advise his team lieutenant, again in advance of payment.
3. The team lieutenant will evaluate the worth of the information, activity of the informant, and the amount of the fee. If the lieutenant determines the payment is justified, he or she will verbally authorize such payment.
4. After receiving authorization, the investigator will ascertain if the informant has an active confidential informant package on file. If the informant is not an active informant, create a package following the procedure in MPP 3-01/1 10.65 —Informant Packages.
5. If the informant has a package on file, but the informant has not been active in the preceding 180 days, reactivate the informant by adding an updated RAP sheet to the informant package. The RAP sheet shall be signed by the unit lieutenant. Obtain the money for the payment from the Bureau or Headquarters Special Appropriations fund. All procedures regarding the receipt and reimbursement of Special Appropriations money will be followed. Refer to Bureau Order No. 03-01 , Investigative Expenses and Expense Claims.)
6. At the time the money is paid, have the informant sign a receipt for the payment. This receipt will be placed in the informant package.
7. The activity of the informant and the money paid on the informant's Record of Accomplishments form in the informant package.

8. Payments to informants will not occur unless there is an active informant package on file.

This order is a guideline and does not supersede MPP 3-01/1 10.60 — Use of Informants or MPP 3-01/1 10.80 — Informant payments.

• **04-04 Warrant Service and Document Retention**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 04-04

Subject: WARRANT SERVICE and DOCUMENT RETENTION PROCEDURES

Effective Date:	May 1, 2001	Last Date Revised:	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to establish baseline operational and document retention procedures for the service of search and/or arrest warrants by personnel assigned to the Fraud & Cyber Crimes Bureau. This order is not allinclusive. It shall be the responsibility of all investigators and supervisors involved in search operations to become familiar with MPP 5-09/465.00- Search Operations.

GENERAL GUIDELINES

The entire search warrant documentation including search warrant, the operations plan, the search warrant preparation check list etc., shall be provide to the Bureau Commander or his designee for approval at least 24 hours prior to the service of the search warrant, unless otherwise dictated by the Incident Commander.

On large scale multi-location search operations, it is recommended that the Bureau Commander received the documents within 72 hours prior to the operation taking place.

Personnel taking part in a search operations shall be guided by the above referred section.

RECORD RETENTION AND "STORAGE PROCEDURES"

At the conclusion of the search operations, the team sergeant shall be responsible for the original audio/video documentation, and shall ensure that the file number and date is written on the CD's. The investigator shall attach the Search Warrant Documentation Checklist (SH-AD-689) to the outside of a 9x12 manila envelope (Search Warrant Retention Package). The envelope shall contain the following:

- Original entry and after search video/audio tape(s),
- Original search warrant checklist (RIB),
- Original operations plan,
- Original briefing roster,
- Copies of the first and supplemental reports,
- Copy of the search warrant and search warrant affidavit,
- Copies of receipts for property/money,
- Copies of computer checks (if applicable), Copies of the scribes notes, Sketch of location.

Search Warrants for phone records, bank records, etc, (mailed or faxed warrants) do not require a warrant package.

The search warrant retention package shall be reviewed and signed off by the team sergeant and lieutenant before being given to the Operations Sergeant for filing. All packages will be maintained for five years. The following shall also be adhered to:

- All signatures and initials that are pre-typed or stamped, require a written signature or initials.
- The shaded box on page 2 of checklist must be completed by I/C or I/O for "Records Only" warrants.
- I/O must initial when "Records Only" box is checked.
- Document inside an envelope should be in order listed on front cover.
- Cover sheet (SH-AD-689) must have written signature and date of reviewing supervisor.

It shall be the responsibility of the team sergeant and lieutenant to ensure all search packets are accounted for and turned into FCCB Operations in a timely manner. Because FCCB investigations are typically complex in nature and often require forensic examination of computer equipment, investigator should attempted to have all packets turned into their team sergeant in a timely manner. As a standard practice, investigators should have all packets turned into their team sergeant within 30 days of a search operation, The team lieutenant shall be notified of search packets that need an extension past 30 days. The Operations Sergeant is responsible for the centralized storage and filing of all search operations packets upon receipts of the final package from the team sergeants,

ARREST WARRANTS

The service of an arrest warrant is generally more of a fluid situation than a search warrant and Department requirements for an arrest warrant service is not as specific. Therefore, the following

guidelines shall be followed by personnel involved with the service of an arrest warrant:

Verif Warrant:

Prior to the service of an arrest warrant, the originating agency and the validity of the warrant shall be verified.

Notifications:

Personnel shall notify the local sheriff's station or police agency having jurisdiction over the area in which the warrant is to be served prior to the actual service of the warrant.

Back round Check:

A background check on the suspect shall be made, and the potential for violence evaluated with input from the team sergeant. At a minimum, the work-up shall include:

- RAPS or RAPS1, if CII number is known
- LARCIS
- SPSR
- CCHRS
- WPS
- SRF
- ROS
- JAI (optional, depending if juvenile history would be useful)

The list above is only a baseline requirement. Individual investigators may find it appropriate to query other systems as a part of their investigation. Should that option be pursued, copies of all queries shall be incorporated in the case folders

Assess the Potential for Violence:

If the potential for violence appears to be significant, consideration shall be given to requesting the warrant be served by the Special Enforcement Bureau, Per the Warrant Check List.

Incident Command:

Low Risk Warrant services, with prior approval from the team sergeant, shall be accomplished with a minimum of two sworn personnel; (unless faxed) one of whom shall be designated as the Investigating Officer (I/O), and another as the

Communications Officer (C/O). In the event the incident goes "hot" the I/O shall be the Incident Commander pending the arrival of a FCCB Bureau supervisor, or being relieved of incident command according to Department procedures. Low Risk Warrants are generally for phone or bank records. Personnel working in a task force operation shall clarify under whose authority the warrant is being served, and identify which agency and person is in charge of the activity. In the event of an

unusual occurrence during the service of the arrest/search warrant, the lead agency for the warrant service shall be deemed in charge and will be responsible for decisions and management/control of the situation.

Notifications:

Personnel shall notify the local sheriff's station or police agency having jurisdiction over the area in which the warrant is to be served prior to the actual service of the warrant.

When conducting a surveillance and the suspect's location has been established, the I/O involved in the investigation shall cause a notification to the local sheriff's station or police agency having jurisdiction in the area that an active investigation is taking place. If time permits, the sheriff's station or local police agency shall be notified prior to actually making the arrest. However, should the situation evolve so quickly that a prior notification is not reasonable, the locals shall be notified at the conclusion of the incident that the suspect is in-custody and an investigation is no longer being conducted in their area.

Personnel making the warrant service shall ensure that their team lieutenant is kept informed of their activities and the general area in which the investigation is being conducted.

• **04-08 Building Evacuation Plan**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 04-08

Subject: BUILDING EVACUATION PLAN

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to establish guidelines and responsibilities for Bureau personnel in the event that a building evacuation becomes necessary.

GUIDELINES - RESPONSIBILITIES

Should a major disaster occur during a time when the Bureau offices are occupied, the following shall occur:

Ranking Officer

The ranking officer present will evaluate the situation and may initiate the evacuation of the building, having all members report to a safe location outside. Personnel will be accounted for at this time.

At the direction of the ranking officer and depending upon the amount of damage to the structure, building security may be initiated.

As soon as possible, a report will be made to the Detective Division

Headquarters regarding the level of damage to the Bureau offices or any other significant information.

Team Sergeants

Team Sergeants are responsible for his or her team and will advise Operations personnel of their status. Team Sergeants will secure all safes, files, and evidence if it is determined that the building is unfit for occupancy.

Buildin Emer enc Coordinators

The Bureau Commander shall designate an Emergency Coordinator for each of the Bureau buildings. The coordinators shall be responsible for:

1. Shutting off all utilities, if appropriate. The coordinators shall become familiar with any utilities at their respective location.
2. Coordinating a survey of the building for structural damage, if relevant.

EVACUATION PLAN

All personnel will exit via the nearest safe door and proceed to the nearest open area free of falling structures and safely away from any other hazards.

The following assignments are designated as of October 20 2020:

Emergency Coordinator for Building M

Operations
Sergeant

Operations Sergeant Emergency Coordinator
for Building G

Operations
Sergeant

Emergency Coordinator for Stevenson
Ranch/Lancaster

Fraud
Sergeant

Emergency Coordinator for
Chatsworth

Identity Theft -
North
Sergeant

Emergency Coordinator for
Tech Operations/Santa Fe Springs

CIC
Lieutenant

• **04-09 Use of Surveillance Aircraft**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 04-09

Subject: USE OF AIRCRAFT

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to provide information for the use of and gaining the required authorization for the deployment of aircraft assets for surveillance purposes.

GUIDELINES

Department aircraft may be utilized in conjunction with routine Sheriff's

Department law enforcement surveillance activities within Los Angeles County. All requests for aircraft shall be coordinated through the Aero Bureau

Surveillance Operations Sergeant or Watch Sergeant. This permits control and coordination of investigative teams and prioritization of air support.

Aero Bureau policy authorizes pilots conducting a surveillance to maintain a surveillance within the following counties:

1. Orange County
2. Ventura County
3. Kern County
4. San Bernardino County
5. Riverside County
6. San Diego County
7. Imperial County
8. Santa Barbara County

If the need arises to proceed beyond these parameters, the Investigating Officer (I/O) in charge of the surveillance shall have the responsibility for obtaining authorization.

Prior to an air surveillance, the Investigator shall discuss with the air operations supervisor and assigned crews his/her intentions and the probabilities of an extended surveillance so that appropriate approvals may be obtained in advance and flight contingencies planned. Investigators requesting the service of Aero Bureau's "King Air" shall notify their respective team lieutenant who will get authorization from the unit commander. The I/O shall request all necessary paperwork from Aero Bureau's Operations staff, which will be presented to the unit commander for signature.

• **11-01 Fictitious Identification Documents**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 11-01

Subject: FICTITIOUS IDENTIFICATION DOCUMENTS

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the procedures for the handling and control of employee fictitious driver licenses and related documents.

POLICY

Various employees assigned to Fraud & Cyber Crimes Bureau or other

Department units working in direct conjunction with Fraud & Cyber Crimes Bureau are authorized to obtain fictitious California Driver Licenses and other forms of fraudulent identification, such as Social Security Cards, Resident Alien Cards (Green cards), etc.

Fictitious identification documents are not to be routinely maintained by the employee for whom they were created and are not to be used for any purpose other than the direct furtherance of a criminal investigation. When not being actively used in the furtherance of a criminal investigation, fraudulent identification documents shall be maintained by the team lieutenant.

Team Lieutenants are responsible for the maintenance and accounting of fraudulent identification documents. Fraudulent identification documents shall be maintained in a locked repository at the Fraud & Cyber Crimes Bureau office of the supervisor in charge of them. Physical safe-keeping of fraudulent identification documents may be delegated to respective team sergeants at the discretion of the team lieutenant.

The Fraud & Cyber Crimes Bureau Operations Office is responsible for maintaining a complete list of all fictitious identification documents. Any request for new fictitious identification documents must be approved by the Operations Lieutenant or above, through channels.

When fictitious identification documents are no longer needed, or when an employee transfers out of the Bureau, all fictitious identification documents shall be returned to the Operations Lieutenant, through channels, The Operations Lieutenant will be responsible for their appropriate destructions and/or disposition of all fictitious identification documents.

• 13-01 Case Level Evaluation, Assignment & Tracking System C.L.E.A.T.S.



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 13-01

**Subject: CASE LEVEL EVALUATION AND TRACKING SYSTEM
(C.L.E.A.T.S.)**

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the policies regarding the use of The Case Level Evaluation and Tracking System (C.L.E.A.T.S.) by investigators, supervisors and professional staff assigned to Fraud & Cyber Crime Bureau. It is intended to ensure uniform case management procedures in accordance with established Department standards.

BACKGROUND

In an effort to improve Fraud & Cyber Crime Bureau's case management procedures, C.L.E.A.T.S. was implemented January 1, 2009. C.L.E.A.T.S. has given investigators the ability to better manage their individual cases, supervisors the ability to better manage the Bureau caseload, and provides managers with multi-layered information to better evaluate Bureau effectiveness and efficiency.

This case management system further provides improved case management information for a unit commander, and allows managers, supervisors and the individual detectives to better manage their responsibilities. C.L.E.A.T.S. was also designed as an adjunct to LARCIS. This database was able to fill a niche where LARCIS fell short.

SCOPE OF ORDER

This policy is directed to all Fraud & Cyber Crimes Bureau personnel, specifically those involved with the input, assignment, investigation, documentation, processing, review, approval and filing of Bureau casework.

ACCOUNTABILITY

Proper reporting procedures shall be followed. All personnel involved will be held directly accountable for the concise, accurate and complete reporting and review required in the case management process.

TRAINING

The Bureau Commander will ensure that all personnel have been thoroughly briefed on this order. Special attention will be given to newly assigned personnel to ensure they are properly trained and familiar with all aspects of this order and the C.L.E.A.T.S. system functions.

ORDER

A. Case Assignment

When any case is assigned, reassigned or inactivated, both C.L.E.A.T.S. and LARCIS shall be appropriately updated in a timely manner by a designated supervisor or an appropriate professional staff member. Investigators shall acknowledge the assignment of their cases in both C.L.E.A.T.S and LARCIS.

B. Case Journals

Any investigative information received or developed regarding the case shall be documented in the database case file utilizing the investigators case journal contained in the C.L.E.A.T.S program. The electronic case journal was designed to replace "Red Books" and investigator logs and to document the current disposition or status of each case. This feature also allows the team supervisor to monitor and review each case too further ensure appropriate investigative procedures are being followed per this Bureau Order.

C. Automated Reports and Statistical Information

The C.L.E.A.T.S. system was designed to reduce redundancy in certain data entry tasks performed daily by Fraud & Cyber Crime Bureau investigators. For this reason, a number of forms, reports and statistical information were automated. For the sake of consistency, these automated forms and statistical modules shall be utilized to document and update case information and inactivate or close cases.

Some team cases may be self-generated and involve the use of informants. With prior approval from the Bureau Commander, said teams may use C.L.E.A.T.S. for statistical purposes only. It shall be incumbent upon all investigators to have their case work, case logs, personal logs and statistical information current and up to date prior to the 1st day of every month.

Failure to provide this information will cause the monthly Bureau reports to reflect inaccurate statistical information.

Supervisors shall routinely review all C.L.E.A.T.S. generated logs and reports. Upon verifying the

information contained within these logs and/or reports to be accurate and complete, an immediate supervisor shall sign with the name, employee number and date his/her approval.

D. C.L.E.A.T.S. Database Maintenance and Programing

Any and all modifications of the C.L.E.A.T.S. program shall have the prior approval of the Bureau Commander. Only a designated administrator(s) shall be authorized to make any modifications of the C.L.E.A.T.S. program. This includes, but is not limited to; adding or deleting personnel to the local workgroups, adding or deleting teams to the local workgroups, adding or deleting classifications or court names for the automated reports, editing the operations menu, accessing, compacting or repairing the C.L.E.A.T.S. database, etc. Unauthorized persons who are not involved in the administrative process of the C.L.E.A.T.S program may damage the system resulting in irreparable changes.

The intent of this order is to provide guidelines necessary to make certain that Bureau casework, as it specifically pertains to the C.L.E.A.T.S. database, is inputted, completed, reviewed, approved and processed in a thorough, consistent, accurate, and uniform manner and precludes unauthorized individuals from making changes to or damaging the system.

• 15-01 Detective Uniforms



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 15-01

Subject: DETECTIVE UNIFORMS

Effective Date:	May 15, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the policies regarding Fraud & Cyber Crime Bureau Detective uniforms. It is intended to ensure all members of this Bureau are in accordance with established Department Standards. The Department's Manual of Policy and Procedures (MPP section 3-01/050.80 — Grooming and Dress Standards) will supersede this order in the event there is a

discrepancy.

BACKGROUND

In recent years, Fraud & Cyber Crime Bureau member's uniform appearance has been a variety of both uniforms and business attire. This order is intended to unify and update this Bureau's uniform appearance.

SCOPE OF POLICY

This order is directed to all Fraud & Cyber Crimes Bureau personnel, specifically those involved with investigations and contact with the public.

ACCOUNTABILITY

All personnel involved will be held directly accountable for their appearance.

ORDER

A. Uniform requirements

Sworn personnel shall wear clothing most applicable to their job duties for the day. They may wear a uniform, bureau attire, or casual (soft) clothing. All Fraud & Cyber Crimes Bureau sworn personnel are required, to have readily available, a Class A uniform and business attire. Business attire for men is described as slacks, dress shirt, tie, and jacket.

When business attire is worn, a suit jacket must be available and worn when conducting department business.

Business attire for females is described as a dress, dress suit, skirt and blouse, pantsuit, or blouse and pants appropriate to a businesslike appearance.

Class A uniform consist of a Class A pants, short or long sleeve shirt, A Class A long sleeve is the uniform of choice and personnel shall wear their respective Sam or Sally brown gun belt when out in public.

The green raid jacket shall only be worn over business attire (shirt and tie) during emergent roll outs from the office. The raid jacket shall not be worn with a Class A or B uniform.

Professional staff shall dress professional at all times.

B. Court appearance

When Fraud & Cyber Crimes Bureau personnel are called to give testimony in court or for any formal court proceeding (e.g. in camera hearings, motions, depositions at non-court locations etc.) appropriate business attire shall be worn at all times.

SPECIAL OPERATIONS

Undercover operations - Personnel engaged in authorized undercover or surveillance operations shall wear attire most appropriate for the operation as directed by the supervisor.

Tactical operations, including warrant operations, a Class B uniform may be worn along with all other tactical gear. Tactical thigh holsters shall only be worn during tactical operations when accompanied by a tactical vest. Class B uniforms will consist of Class B uniform top and Class B pants or green tactical pants. Soft clothing is authorized at the discretion of the Investigating Officer for warrant operations. When soft clothing is worn, clearly identified Sheriff tactical vest and/or approved raid jacket must be utilized during warrant service.

- **17-01 Wall Mounted Rifles and Shotguns**



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

FRAUD & CYBER CRIMES BUREAU

Bureau Order Number: 07-01

Subject: WALL MOUNTED RIFLES AND SHOTGUNS

Effective Date:	May 1, 2001	Last Date Revised	October 20, 2020
Date Reviewed:	October 20, 2020	Next Review Date:	October 20, 2021

PURPOSE

The purpose of this order is to outline the procedures for the placing and securing of rifles and/or shotguns in locking wall mounted racks, during working hours, at FCCB facilities equipped with locking wall mounted racks.

GUIDELINES

The first sworn deputy that arrives at a FCCB facility equipped with locking wall mounted rifle/shotgun racks will have the responsibility of removing the rifle/shotguns from the facilities' gun safe and locking/securing them in the racks.

- A visual check of the weapon's chambers will be made to ensure no round is in the chamber.
- When placing the rifle/shotgun in the rack, ammunition for both will be connected to the weapon, **BUT NO ROUND IS TO BE CHAMBERED**. The reason for this, is that the triggers are exposed and can be depressed while in the rack. It is not possible for a round to be chambered while the weapon is secured in the rack.
- The tactical vest, if utilized at the facility, will also be made available.

The last sworn deputy leaving a FCCB facility equipped with locking wall mounted rifle/shotgun racks has the responsibility of removing the rifle/shotgun from the rack and securing them in the gun safe.

- A visual check of the weapon's chambers will be made to ensure no round is in the chamber.
- The magazine is to be detached from the rifle and placed within the gun safe.
- The tactical vest, if utilized, will also be returned to the gun safe.

The gun safe is not to be left open during business hours, or during hours when sworn personnel are not present. Once the need to access the gun safe is taken care of, the gun safe needs to be locked. A spare rifle/shotgun rack key will be kept in the safe.

• 25-02 CASE MANAGEMENT- QUARTERLY TEAM MEETINGS



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT DETECTIVE DIVISION FRAUD & CYBER CRIMES BUREAU



Unit Order Number: **25-02**

Subject: **CASE MANAGEMENT- QUARTERLY TEAM MEETINGS**

Effective Date:	May 13, 2026	Last Date Revised:	May 13, 2026
Date Reviewed:	May 13, 2026	Next Review Date:	May 12, 2027

PURPOSE

The purpose of this Unit Order is to outline the procedures for Quarterly Team Meetings (QTM) at Fraud & Cyber Crimes Bureau.

UNIT ORDER

All Fraud & Cyber Crimes Bureau (FCCB) teams shall meet, at a minimum, one-time each quarter. These meetings will be referred to as "Quarterly Team Meetings" or "QTM's." These QTM's require mandatory attendance and shall consist of all detectives assigned to the team, led by the team sergeant. Team meetings should be held during the first month of each quarter.

EXAMPLE:

1. January 2026
2. April 2026
3. July 2026
4. October 2026
5. January 2027
6. April 2027
7. July 2027
8. October 2027

Quarterly meetings are the minimum. Sergeants are encouraged to hold meetings more often when needed.

DISSEMINATION OF INFORMATION

Team sergeants shall begin each meeting by disseminating information gained from (Supervisor & Manager) monthly meetings as well as other sources of reliable Department, Division or Bureau-related topics of interest to detectives.

BRIEFING AND PEER REVIEW

During the QTM, each detective on the team shall individually discuss at least one of their active cases in a “Roundtable” setting consisting of the entire team. This will allow the handling detective to brief the entire team regarding: 1) summary of the facts which brought the case to them initially, 2) progress and investigative steps taken so far, 3) any obstacles encountered and 4) plan for future investigative steps towards solving of the case.

In the “Roundtable” format, other detectives on the team shall give input and advice on possible investigative techniques or resources which could assist in the solving of the case or overcoming indicated obstacles. Also, suggestions of potential questions that may be raised by defense attorneys should be discussed and answered (“*Steel-Man*” or “*Devil’s Advocate*” scenarios). Such discussions should positively facilitate a thorough investigation and may help bring the investigator closer to the truth.

OUTSIDE EXPERTS

Teams shall coordinate with outside experts in a relevant field to attend the meetings. These outside experts serve two purposes: 1) To teach investigators in a standard instructional format and 2) if appropriate, participate in Peer Review, as described above.

Detectives and team sergeants are encouraged to seek out experts in the fields which will help detectives

improve their investigative skills, techniques and build their investigative resources. A balance shall be made between experts who serve what detectives **want** to learn about, and what detectives **need** to be taught.

These outside experts may include, but are not limited to Deputy District Attorneys, specialized Deputy District Attorneys, crime lab professionals, retired FCCB deputies, other detectives from outside FCCB (i.e., other Detective Division detectives, detectives from other agencies, etc.), doctors and social workers specializing in elder abuse cases, real estate agents, attorneys, banking experts, crime analysts, computer program experts (i.e., Excel, Word, Operating Systems, etc.), cyber experts, etc.

Additional topics/formats may be added, and teams may meet for the instructional format portion by the outside expert, then break up to discuss cases if desired. Multiple teams may also discuss cases together in the peer review format if teams have similar disciplines/topics (e. Elder Fraud Detail and Real Estate Fraud or North ID Theft and South ID Theft) or demonstrate a benefit from this format.
