6-35/113.60 After Hours Keeper

If the case will go over night or through the weekend, it is the responsibility of the office supervisor to make notifications to the following:

- The Field Supervisor who will be responsible for providing assistance after hours.
- The local law enforcement agency.
- Provide the office and after-hours contact telephone numbers.
- Sheriff's Information Bureau.
    - Provide the office and after-hours contact telephone numbers.

Compose an email to Sheriff's Information Bureau, Civil Management Bureau Operations, and carbon copy the Supervising Field Sergeant, advising the after hours keeper levy.

The following information must be included in the email:

- Date(s) and time(s) the levy will be in effect.
- Duration of the keeper levy
- Keeper name, description, and personal cell number
- Case name and number
- Amout to satisfy
- Local policing agency notified
    - Date
    - Time
    - Name and Rank of who was notified
- Installing Deputy's name and contact number

SAMPLE EMAIL FOR ALL

After Hour Keepers Installed

ALL EMAILS MUST HAVE THE BELOW INFORMATION

To: SIB ; CMB - Ops
Cc: Supervising Field Sergeant, Field Lieutenant
Subject: After Hour Sheriff Keeper Installed

On September 26, 2019, at 1000 hours, the Los Angeles County Sheriff's Department, Civil Management Bureau, San Fernando Office, installed civilian keeper John Doe at a 7-Eleven store located at 123 Main St. Sylmar, CA. 91342.

Keeper John Doe will be at the location for 12 hours (1000-2200 hours).

Cell phone is (XXX)XXX-XXXX.

Keeper description: Male/White, 40 years old, 6'1, 200 lbs., eye glasses, blue collared shirt, blue Jeans, and brown boots.

Case name and number: Doe, John vs. Stores Inc., #xxxxxxx.

Amount to satisfy debt: $5000.00.

LAPD Foothill Division, Sergeant Doe was notified at 1729 hours.

Any questions please call installing Deputy's name and contact number.

Note: This information shall be noted on the Master Keeper Log and shall be repeated each evening until the case has concluded.