

## HOMICIDE BUREAU

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**• CHAPTER 1 ADMINISTRATION**

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**• • 1-2 MAINTENANCE AND USE OF BUREAU ORDERS**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 1-2**

**Subject: MAINTENANCE AND USE OF BUREAU ORDERS**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2019
Last Date Reviewed:	03/08/2021	Next Review Date:	03/08/2022

Homicide Bureau Orders are developed as a means of clarifying and disseminating policy and procedures of the Homicide Bureau.

In conflicts of interpretation between Bureau Orders and Departmental Orders, Departmental Orders shall take

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precedence. In conflicts of interpretation between Bureau Orders and Detective Division Orders, Division Orders shall take precedence.

## A. MAINTENANCE

Homicide Bureau shall maintain a complete up-to-date file of all Bureau and Detective Division Orders.

## B. USE

Bureau managers and supervisors shall ensure that all personnel under their supervision are familiar with and adhere to the contents of each Bureau and Division Order. Familiarization with the Order shall be an integral part of the orientation program for newly assigned Bureau personnel.

## C. DISTRIBUTION

Bureau Orders will be distributed to the Unit Commander and maintained in Operations. Bureau personnel may suggest a revision, addition, or deletion of the Bureau Orders to the Unit Commander through channels. Any such changes shall use the above heading format and be coordinated through the Bureau Manuals and Orders Lieutenant.

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## • • 1-3 EMPLOYEE MAINTAINED FUNDS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 1-3**

**Subject: EMPLOYEE MAINTAINED FUNDS**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

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## I. CONCEPT AND ISSUES

### A. PURPOSE

The purpose of this bureau order is to define the process or the maintenance and oversight of employee

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maintained funds.

### **B. BACKGROUND**

Homicide Bureau utilizes and retains employee maintained funds.

### **C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

### **D. TRAINING**

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### **E. ACCOUNTABILITY**

The Unit Commander.

### **F. CONCLUSION**

The intent of this policy is to establish methods for maintenance, banking, method of collection, and responsibility of the fund.

## **II. POLICY**

Any deviation in the use of employee maintained funds will require the notification and approval of the Homicide Bureau Captain.

The process for handling employee maintained funds is delineated in the Manual of Policy and Procedures under Section 3-05/090.00.

The process provides for the maintenance, banking, method of collection and responsibility of the fund. Any Unit or Employee Fund that does not meet the criteria of the Manual of Policy and Procedures will not be used by any Unit or such Unit of the Homicide Bureau.

Likewise, the acquisition of monies for any Employee Fund will be through contributions of employees or sales of items purchased from the Fund. The appropriation of monies or other property in any other manner is unacceptable.

The Homicide Bureau Unit Commander shall administer the Employee Fund. It is the responsibility of that person to review Section 3-05/090.00 of the Manual of Policy and Procedures to ensure that the Employee Fund is maintained in conformance with those parameters.

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## **• • 1-4 HOMICIDE BUREAU MANUAL**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 1-4**

**Subject: HOMICIDE BUREAU MANUAL**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2019
Last Date Reviewed:	03/09/2021	Next Review Date:	03/09/2022

Any deviation in the use of these orders will require the notification and approval of the Homicide Bureau Captain.

Procedures and investigative practices contained within the Homicide Bureau Manual shall be the guiding principles utilized by investigators in the course of homicide and all other death or officer/deputy involved shooting investigations. These principles too shall be followed regarding subsequent court proceedings, documentation, and preservation of cases and evidence within the Bureau.

**• • 1-5 RISK MANAGEMENT**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 1-5**

**Subject: RISK MANAGEMENT**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2019
Last Date Reviewed:	03/16/2021	Next Review Date:	03/16/2022



## I. CONCEPT AND ISSUES

### A. BACKGROUND

It is the Homicide Bureau's Mission to provide the highest quality investigations to the community and other units in the Department. One facet of the Homicide Bureau's quality service plan is to enable our investigators and other employees to perform their duties in a risk-reduced work environment. The Homicide Bureau will accomplish this by:

- Continually identifying and evaluating activities that have a high risk and liability potential.
- Aggressively managing personnel health and safety issues.
- Inspecting and auditing targeted Bureau operations; and
- Proactively managing potential high liability incidents.

### B. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

### C. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### D. ACCOUNTABILITY

The Unit Commander.

### E. CONCLUSION

The intent of this policy is to establish procedures for ensuring the highest levels of managing risk.

## II. POLICY

The Operations Lieutenant is designated as the Homicide Bureau Risk Manager. The Homicide Bureau Risk Manager is responsible for coordinating Bureau level risk management efforts, disseminating risk liability information, keeping the Bureau level risk management plan current and ensuring its implementation. The Homicide Bureau Risk Manager will serve as the Bureau's representative on the Divisional Risk Management Committee.

It is the responsibility of every Homicide Bureau employee to recognize and make appropriate notifications of any potential high liability incidents. High liability incidents shall be reported immediately to the Homicide Bureau Risk Manager.

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## • • 1-7 COLLATERAL AND ISSUES



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 1-7**

**Subject: COLLATERAL DUTIES**

Effective Date:	12/16/2002	Last Date Revised:	12/16/2002
Last Date Reviewed:	04/12/2021	Next Review Date:	04/12/2022

**I. CONCEPT AND ISSUES**

**A. PURPOSE**

The purpose of this bureau order is establish procedure for the assignment of and adherence to collateral duties.

**B. BACKGROUND**

Collateral duties have historically been distributed amongst Homicide Bureau Supervisors to ensure compliance with policy and procedure.

**C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other Detective Division personnel working within the bureau.

**D. TRAINING**

Homicide Bureau Sergeants and Lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

**E. ACCOUNTABILITY**

The Operations Lieutenant will monitor compliance and assign and reassign collateral duties when deemed necessary.

## II. POLICY

Any deviation in the use of these duties will require the notification and approval of the Homicide Bureau Captain.

### Operations Lieutenant

Bureau Applicants	Logistics
Clerical	Manual and Orders
Disaster Preparedness	Personnel
Offsite Facilities (SBI)	Risk Management
Facility Maintenance	Timekeeping
HIA Fund (Homicide Investigators' Association Fund)	Vehicle Maintenance

### Unsolved/Missing Persons/ViCAP Lieutenant

Computer Applications	Unsolved Unit
Missing Person's Unit	

### Team Lieutenants

Investigation Follow-up	Training
Station & Unit Liaison	Library
Property and Evidence	

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## • CHAPTER 2 PERSONNEL

2-2 WORK TIME ACCOUNTABILITY (Revised 03/10/21)

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- 2-3 ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT (Revised 12/30/14)
  - 2-5 TRAINING (Revised 05/06/21)
  - 2-6 MENTORING FOR NEWLY ASSIGNED INVESTIGATORS (Revised 04/27/21)
  - 2-7 MENTOR-NEWLY ASSIGNED INVESTIGATOR - STANDARD OF CONDUCT  
(Revised 09/01/21)
  - 2-10 PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS (Revised 04/19/21)
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### • • 2-2 WORK TIME ACCOUNTABILITY



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 2-2**

**Subject: WORK TIME ACCOUNTABILITY**

Effective Date:	09/01/1995	Last Date Revised:	03/10/2021
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

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### HOMICIDE BUREAU SIGN IN SHEET

The Homicide Bureau sign in sheet will be maintained by the team supervisor. All investigators assigned to Homicide Bureau will sign in at the beginning of their shift and sign out at the end of their shift. This may be accomplished by telephone. In addition, investigators will ensure that they are available to the Bureau either telephonically or via County cell phone.

Additional sign in sheets are provided for employees assigned to Operations, the Unsolved Unit, Missing Persons, Violent Criminal Apprehension Program (VICAP) and Secretariat for each working week. It is the responsibility of each employee to sign in and sign out each day.

The Operations Lieutenant and Team Lieutenants shall inspect unit sign in sheets to ensure proper compliance.

## INVESTIGATOR'S DAILY REMINDER BOOK

All Homicide Bureau investigators will maintain a "daily reminder" or "red book," as provided by the Department.

These books will provide information as to the investigator's daily activities, including mileage, partners, and cases under investigation.

Each investigator shall record his/her work effort in the daily activity book. Information shall include, but not be limited to:

- Time on and off duty as reflected on official Departmental payroll documents.
- Partners.
- Locations visited.
- File or code numbers investigated.
- Brief synopsis of activities (including call outs, arrests made, cases cleared).

It will be the responsibility of the Team Lieutenant to randomly examine and audit investigator's books on a monthly basis.

Additionally, these books shall be retained by the investigator as Departmental records for a period of one year after the last dated entry.

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## • • 2-3 ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number:**

**Subject: ASSISTANCE FOR PERSONNEL AT RETIREMENT CHECKOUT**

Effective Date:	09/01/1995	Last Date Revised:	12/30/2014
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

Any deviation in the use of these procedures will require the notification and approval of the Homicide Bureau Captain.

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Prior to beginning the checkout process, the retiring employee shall advise their Lieutenant of their tentative checkout plans. This should be done 1-2 weeks in advance of the planned date.

Upon learning of the impending retirement of Bureau members, the concerned Lieutenant will notify the Operations staff, at least one week prior to the date the employee is scheduled to check out with Logistics and Personnel.

The Operations staff will ensure that a member of staff accompanies the employee and assists them as needed with the process, to avoid problems or delays. In this way, we can show our appreciation for their valuable contributions to the Bureau and Department during their many years of service, recognize their dedication, and make the process of leaving one which is handled with the appropriate dignity.

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## • • 2-5 TRAINING



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 2-5**

**Subject: TRAINING PROGRAM**

Effective Date:	09/01/1995	Last Date Revised:	05/06/2021
Last Date Reviewed:	05/06/2021	Next Review Date:	05/06/2022

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## I. CONCEPT AND ISSUES

### A. PURPOSE

The Homicide Bureau will provide an ongoing relevant training program designed to achieve the following objectives:

- To use all training time as effectively as possible.
- To meet all state mandated training requirements.
- To meet all POST mandated training requirements.
- To meet all Departmental mandated training requirements.
- To enhance the effectiveness of the Homicide Bureau by increasing the skill, abilities, and/or

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awareness in relevant subjects of all Bureau personnel.

- To utilize special schools to maximum benefit.

## **B. BACKGROUND**

Homicide Bureau prides itself on having the highest level investigators and it has always been imperative the highest levels of training and training compliance are maintained.

## **C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel along with any personnel working within the Homicide Bureau in any permanent or temporary capacity.

## **D. TRAINING**

Homicide Bureau lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this order.

## **E. ACCOUNTABILITY**

Operations Staff.

## **F. CONCLUSION**

The intent of this policy is to establish procedure for the ongoing training of personnel at Homicide Bureau.

## **II. POLICY**

Any deviation in the use of these orders will require the notification and approval of the Homicide Bureau Captain.

### **I. RESPONSIBILITIES**

A. Bureau Commander has overall responsibility for the management of training. He/she provides guidance for development of the training program, allocates resources, and monitors and evaluates the results. He/she is specifically responsible for the training of Lieutenants and the Bureau staff as a team.

B. Bureau Training Lieutenant is responsible for the detailed planning and conduct of training. The Training Lieutenant must be cognizant of and provide for different levels of training reflective of the varying proficiency levels of individual deputies and each element within the Homicide Bureau. The training program must be multi-level in nature, dealing with both individuals and teams, and aimed at their relative levels of proficiency. The Training Lieutenant shall regularly inspect the conduct of training.

C. Bureau Training Lieutenant will maintain records of training including:

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- Recurrent training presentation and recordation.
- Bureau's yearly training plan.
- Monthly training report to Division Headquarters.
- Mandated training (State, Department, Division and Court Ordered).
- Monthly training schedules, which shall include not only Bureau personnel being trained, but training given to other Units and agencies by Bureau personnel. This shall include the agency or Unit being trained, the approximate number of students, the training site, and the date of the training, the instructor and the person in charge of the training.
- Rosters of attendance at training.
- Lesson plans of all training provided by Bureau personnel.
- Posting of Individual Training Records and the provision of assistance to Bureau Lieutenants and Sergeants in conducting training.

The training Lieutenant is also responsible for the following:

- Develop, plan, prepare, conduct and evaluate training in specific subject areas.
- Proactively institute training areas where need is demonstrated. This training is not limited to the published Training Schedule.
- Establish and maintain a Graphic Aids Library, which shall include videos, slides, overheads, posters, and other aids to enhance instruction and retention of training.
- Establish and maintain liaisons with special organizations and counterparts in the civilian communities and encourage exchange of information.

D. Bureau Team Lieutenants shall:

- Plan, prepare and conduct training which is consistent with the yearly Training Plan and which addresses the needs of personnel.
- Submit a lesson plan or insure that one is on file for each skill area of training conducted.
- Submit an APIS Attendance Roster for each class conducted.
- Insure that scheduled training is completed and the results are reported.
- Insure that each investigator assigned completes Department mandated training, i.e., pistol requalification, and recurrent briefings.

## II. MANDATED TRAINING

There are numerous mandated training classes with varying time requirements and frequency of completion. The State, P.O.S.T., court ordered, Department and Division all require unique mandated training, with courses often added. Classes which are ongoing and must be updated include:

- First Aid - 8 hours refresher every 2 years
- CPR - 4 hours refresher every 3 years
- Continuing Professional Training - 24 hours every 2 years (Sergeant and below must have 14 hours Perishable Skills)



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- Range - Quarterly qualification
- Racial Profiling – Once every 5 years (13519.4(i) PC)
- Supervisor's Sexual Harassment – Every 2 years (AB 1825)
- Recurring Vehicle Pursuit – Every year (Lieutenant and below)

These, as well as numerous one time only mandated training courses, are all managed, tracked, scheduled and recorded by the Bureau Training Lieutenant.

### III. UNIT OPTIONAL TRAINING

A. Unit optional training is normally intended to provide training that is not mandated, but a need is identified. These programs are often job specific and may include, but are not limited to:

- Seminars, Institutes, etc.
- Criminal Investigations Course
- Advanced Criminal Investigations Course
- Basic Homicide Investigation
- Advanced Homicide Investigation
- Blood Pattern Training
- Officer Involved Shooting Training
- Courses developed at the Unit level
- Interview and Interrogation Training
- Other outside vendor training

B. Participation in specialized training courses sponsored by other agencies and outside vendor training is encouraged. As these courses are of limited value if only those attending benefit, it is mandatory that any Homicide Bureau member attending outside specialized training be prepared to convey any newly learned methods, techniques, procedures, etc., to his/her fellow Bureau members.

### IV. RECURRENT POLICY TRAINING

A. Recurrent Policy Training must be accomplished every 120 days. The policies which require regular training are:

1. Use of Firearms
2. Use of Code 3 and Pursuit Driving
3. Use of Force
4. Officer Survival
5. Code of Ethics
6. Service Oriented Policing

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B. The method in which this information is delivered, received and ultimately documented is vital to the operation of this Department. Training on these topics must be accomplished in a manner that strengthens an individual's comprehension to the extent that he/she can confidently carry out policy objectives under emergency circumstances.

C. To measure an individual's understanding and ability to comply with a policy, a discussion centering on required performance standards must be initiated by the Team Lieutenant. That discussion must include a series of questions and answers designed to gauge the individual's understanding of policy requirements.

D. Testing on a selected policy area shall be conducted concurrent with the training process. Testing will include the following steps:

1. On a quarterly basis during Team training sessions, supervisors shall pose questions structured to measure the employee's level of understanding of a particular policy.
2. Following this testing process, a discussion period designed to strengthen the learning process shall be led by the supervisor.
3. Sample test questions found in the Detective Division Orders may be utilized for the testing process. Additional questions should be developed by Team Lieutenants.
4. Supervisors must provide on-site remedial training for observed deficiencies and evaluate understanding of the required policies for subsequent supervisory certification of competence.
5. Recurrent training rosters documenting the date of training will be maintained by the Team Lieutenant.

E. Reference materials for training are located in the following documents:

1. MPP 3-10-200.00 - Use of Firearms and Deadly Force
2. MPP 3-01/300.00 – Deputy-Involved Shootings
3. MPP 3-10/440.00 – Homicide Bureau Responsibilities
4. MPP 5-09/200.00 Emergency Driving Policies
5. MPP 5-09/210.00 Pursuits
6. Guidelines for Discipline
7. MPP 3-10/010.00 – Use of Force
8. MPP 3-10/100.00 – Use of Force Reporting Procedures
9. Department Mission Statement
10. Department Core Value Statement
11. Force Training Unit Handouts
12. Training Bulletins and other related materials

## **V. SCHEDULED TRAINING CLASSES**

A. Upon receiving a "Scheduled Training" memo from Headquarters training, the Homicide Bureau member will make every effort to attend the training class. If a conflict should arise where the Homicide Bureau member cannot attend the scheduled training prior approval must be

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obtained from the Training Lieutenant and a written notice will be presented listing the reason for non-compliance and must be submitted two days prior to the scheduled training.

B. Unforeseen attendance problem will occur such as, last minute subpoena summons, etc., whereas the Homicide Bureau member will be unable to make the 24 hour nonattendance notification to the Training Lieutenant. The Homicide Bureau member will telephone the Training Lieutenant as soon as possible and submit a memo within three days explaining the reason for non-attendance. In the case of a court appearance the memo will include the following information:

- Case File Number
- Name of the Court of Appearance
- Name of the Judge
- Name of the handling Deputy D.A. & the Court Case Number.

C. Failure to comply with the aforementioned may result in disciplinary action.

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### • • 2-6 MENTORING FOR NEWLY ASSIGNED INVESTIGATORS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 2-6**

**Subject: MENTORING FOR NEWLY ASSIGNED INVESTIGATORS**

Effective Date:	09/01/1995	Last Date Revised:	04/27/2021
Last Date Reviewed:	04/27/2021	Next Review Date:	04/27/2022

Any deviation in the use of the Homicide Bureau Manual will require the notification and approval of the Homicide Bureau Captain.

### **MENTORING PERIOD**

Newly assigned investigators shall undergo a one year period of mentoring. The mentoring period may be

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extended beyond the year if a new investigator is experiencing problems or has not had sufficient exposure to important areas to be considered competent. In no case will the mentoring period be less than one year.

### **PROGRESS EVALUATIONS**

The investigator assigned as the mentor, his/her Team Lieutenant and the Bureau Training Lieutenant will meet with the Bureau Commander a minimum of once every four months to discuss the mentoree investigator's progress. Information pertinent to the mentoree will be discussed with the investigator by the Team Lieutenant subsequent to the formal meeting with the Bureau Commander. The Team Lieutenant will continuously monitor the mentoree's progress and will recommend to the Bureau Commander the mentoree's successful completion of training.

### **MENTORING GUIDELINES**

Newly assigned investigators will be required to respond to as many death scenes (criminal or non-criminal) as feasible during the investigator's first month of assignment to the Bureau. This will mean rollouts with Bureau members not of his immediate team. This exposure is vital to the mentoree's overall progress in determining the difference between murder and other kinds of deaths. After the first month, the mentoree will respond to any unusual cases for a period of two months. Again, the rationale is that of exposure and comparison. The investigator (evaluator) assigned as mentoring investigator will use the Bureau Mentoring Package to evaluate the new investigator's progress.

### **TRAINING GUIDELINE FORM**

The Bureau Mentoring Package has been devised to assist the evaluator and the Team Lieutenant monitor the progress of the newly assigned investigator. All pertinent information and areas of concern to homicide investigations and reporting procedures are covered in a timely and systematic fashion.

During the course of mentoring, the assigned mentoring evaluator will check the appropriate boxes, date and sign the listed areas as they are accomplished.

Explained means that the category or subject has been thoroughly explained to the new investigator. Exposed indicates that the mentoree has performed, observed or is familiar with the category or subject, and Competent shows that they need no further training in the area and have the ability to perform competently without supervision.

When only the major category has check off boxes, the sub listed items are included in that category for rating purposes.

The Training Guideline form may be obtain from the Operations Sergeant or Training Lieutenant.

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## **• • 2-7 MENTOR-NEWLY ASSIGNED INVESTIGATORS- STANDARD OF CONDUCT**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 2-7**

**Subject: MENTOR-NEWLY ASSIGNED INVESTIGATORS STANDARD OF CONDUCT**

Effective Date:	09/01/1995	Last Date Revised:	09/01/2021
Last Date Reviewed:	09/01/2021	Next Review Date:	09/01/2022

The Homicide Bureau Commander has established a work environment wherein no hazing or discourtesy shall occur. Moreover, all conditions of the Detective Division Mentor-Newly Assigned Investigator Principles shall be followed.

To assist the Homicide Bureau Commander to enforcing this mandate, the "Principles" shall be briefed by the Team Lieutenant to every investigator assigned the responsibility of mentoring a newly assigned individual.

All personnel assigned to the Homicide Bureau will treat a newly assigned investigator with respect and courtesy. Any failure to comply with this order shall be investigated, documented and appropriately corrected.

Mentor-Newly Assigned Investigators Principles

It is accepted by all parties that the relationship between the detective trainer and newly assigned investigator is one of the most important relationships between two individuals which exists within the Sheriff's Department. Future service to the community, to a large extent, begins with the lessons and examples provided by the detective mentor, and the effort to learn and develop provided by the newly assigned investigator.

There are certain principles relating to the mentor and the newly assigned investigator relationship which are deemed essential for the good of the concerned individuals, the organization and the community. These principles are considered by all the parties to this unit order as inviolable.

The principles include the following:

- The detective mentor occupies his/her position after careful selection based on his/her experience,

## HOMICIDE BUREAU

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fitness to train others, and demonstrated ability. His/her performance shall serve as a model to the newly assigned investigator and embody Department philosophies and employ Department procedures.

- The newly assigned investigator represents an individual entrusted by the Department to act in the capacity of an investigator serving the community but who, because of limited experience, is expected to participate fully in a formal mentoring program.
  - Both the mentor and the newly assigned investigator are viewed as highly valued members of the organization and must view one another in the same manner. Mutual respect is essential and a requirement in the relationship.
  - The mentor, being empowered with the confidence of the Department, is in charge and will direct the activity of the newly assigned investigator at all times.
  - The detective mentor and the newly assigned investigator will, to a large extent, contribute to the manner in which our Department serves the community in the future. A positive relationship between these two parties will set the tone of that service and cause the Department to be ultimately successful in this service.
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### • • 2-10 PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 2-10**

**Subject: PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS**

Effective Date:	09/01/1995	Last Date Revised:	04/19/2021
Last Date Reviewed:	04/19/2021	Next Review Date:	04/19/2022

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### POLICY

Homicide Investigators reflect a range of experience, ability and commitment. The evaluation process of investigators must be fair, objective and uniform. The Homicide Bureau management has set clear, appropriate performance standards for investigators; within the framework of the County "Report on Performance Evaluation" form. Specific investigative activities have been noted, which, if performed properly and consistently, should support strong ratings.

Individuals who would like to strive for "outstanding" evaluations should pay particular attention to the quality of

## HOMICIDE BUREAU

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their performance in these specified investigative areas.

An excellent performance is expected from each homicide investigator. It is, however, understood that each of us brings some personal and professional strengths and some weaknesses to this difficult and extremely important job. The extent to which the investigator uses his/her strengths and mitigates weaknesses in completing the homicide investigation will certainly be a factor in the evaluation process.

### **QUANTITY**

- Amount of work performed.
- Number of murder, deputy/officer involved shooting and special cases assigned during the rating period.
- Number of solved cases and if those cases are difficult or otherwise challenging.
- Completion of work on schedule.
- Timely pursuit of all investigative leads.
- All initial supplemental reports submitted within 30 days.
- All investigative books submitted within 90 days.

### **QUALITY**

- Accuracy, neatness of work product and thoroughness.
- The location and documentation of all relevant evidence and witnesses.
- The pursuit of all reasonable investigative leads.
- Creativity and utilization of appropriate resources within and beyond the Department (Cases that serve as examples of performance in this area shall be included in the evaluation).
- Oral expression.
- Interview and interrogation skills.
- Ability to articulate cases for criminal filings.
- Ability to provide effective courtroom testimony.
- Written expression.
- Ability to produce investigative reports, warrants and related documents that are clear, complete and grammatically correct.

### **WORK HABITS**

- Observance of working hours.
- Willingness to flex and adjust work times to accommodate cases and activities required by investigations.
- Attendance, observance of rules and regulations, orderliness in work, compliance with work instructions and application to duties.
- Willingness to do whatever is reasonably necessary to accomplish the goals of the Department and the Homicide Bureau.

### **PERSONAL RELATIONS**

## HOMICIDE BUREAU

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- Getting along with fellow employees.
- Cheerfully cooperating with co-workers and supervisors to investigate and solve cases.
- Meeting and handling the public.
- Routinely interfaces with other agencies in a professional and positive manner.
- Shares his/her job knowledge and expertise freely with others in the law enforcement community in a manner that brings credit to this Department.
- Demonstrates a high level of sensitivity for the emotional state of victims' family and friends and assists those persons in an appropriate manner.

\*The rater will provide examples of recent performance in this area from commendations and/or personal observations. The rater will also list work related activities, i.e., teaching and participation or leadership in professional organizations.

### **ADAPTABILITY**

- Performance in new situations.
  - Consistently utilizes appropriate investigative strategies in unusual cases.
  - Performance in emergencies.
  - Always safeguards crime scenes and appropriate investigative protocol under chaotic or emotional conditions.
  - Performance with minimum instructions.
  - Related rating factors specific to the Homicide Bureau.
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### **• CHAPTER 3 FISCAL**

- 3-2 TRAINING AND TRAVEL EXPENSE – NON-CRIMINAL MATTERS (Revised 04/27/2021)
  - 3-3 DISTRICT ATTORNEY MAINTAINED FUNDS (Revised 03/10/21)
  - 3-4 GASOLINE CREDIT CARDS & REPAIRS TO VEHICLES WHILE OUTSIDE OF LOS ANGELES COUNTY (Revised 03/10/21)
  - 3-5 USE AND CONTROL OF OVERTIME (Revised 01/15/18)
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### **• • 3-2 TRAINING AND TRAVEL EXPENSE – NON-CRIMINAL MATTERS**



## **HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS**



**Bureau Order Number: 3-2**

**Subject: TRAINING AND TRAVEL EXPENSE – NON-CRIMINAL MATTERS**

Effective Date:	09/01/1995	Last Date Revised:	04/27/2021
Last Date Reviewed:	04/21/2021	Next Review Date:	04/21/2022

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**I. CONCEPT AND ISSUES**

**A. PURPOSE**

The purpose, therefore, of this order is to establish procedures for funding travel expenses related to non-criminal matters.

**B. BACKGROUND**

Homicide Bureau personnel on occasion attend events such as training, meetings, conventions, conferences, business or legislative travel and as a result, expenses are incurred that must be funded.

**C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

**D. TRAINING**

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

**E. ACCOUNTABILITY**

The Unit Commander.

**F. CONCLUSION**

The intent of this policy is to establish procedures for funding non-criminal travel expenses.

**II. POLICY**

Persons planning to attend events such as training, meetings, conventions, conferences, business or legislative travel and who desire to claim reimbursement for the expenses involved, must obtain approval from the Assistant Sheriff prior to attending the event.

## HOMICIDE BUREAU

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Request for travel to such events and the authorization to claim reimbursement shall be submitted to the Homicide Bureau Commander on a SHAD-32A.

Approval by the concerned Assistant Sheriff is necessary prior to forwarding to Fiscal Administration. The request should be submitted at least six weeks in advance of the event.

The following criteria should apply on all requests for travel:

Conference travel, etc., shall be restricted to one Departmental representative unless there is overwhelming justification for additional attendees. Such justification shall be stated in the request.

The purpose of the trip must be directly related to Departmental operations and the information gained must be of substantial benefit to the County.

The request for travel shall include the following information:

- Name of the requestor
- Title and location of the meeting, conference, convention, etc.
- The specific organization, Departmental assignment, etc., which require the trip
- Date(s) of the meeting
- Means of transportation
- Time of departure and time of return
- Whether or not a travel advance is requested for expenses
- Whether the travel request is to "attend only" or also includes salary, or reimbursement for meals, lodging, transportation, registration or other fees
- Benefit to the County and the Department

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### • • 3-3 DISTRICT ATTORNEY MAINTAINED FUNDS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 3-3**

**Subject: DISTRICT ATTORNEY MAINTAINED FUNDS**

Effective Date:	09/01/1995	Last Date Revised:	03/10/2021
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Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022
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## I. EXTRADITION FUND

Travel in furtherance of extraditions of defendants is handled by the District Attorney through Major Crimes Bureau (MCB) – Metro Detail, Detective Division. That unit is responsible for performing all extraditions. Should Homicide Bureau investigators be assigned an extradition, it must be for a Homicide Bureau case. Employees assigned to extradition cases become state agents and must complete the mandated training prior to engaging in any extradition. All expenses in connection with extradition assignments are claimed through the District Attorney’s Extradition Office and will be facilitated by the extradition unit of MCB.

At the time of assignment, the employee will be advised of all allowable expenses. Upon completion of such a trip, the employee shall submit to the District Attorney’s Extradition Office a detailed expense account and all necessary receipts, in order to obtain reimbursement.

## II. CALIFORNIA WITNESS RELOCATION AND ASSISTANCE PROGRAM (CALWRAP)

This fund is maintained and controlled solely by the District Attorney’s Office. When the assigned investigator or Deputy District Attorney has a witness who is in need of special protection, assistance or relocation, the Bureau investigator is responsible for completing the CALWRAP application and submitting it to the District Attorney’s Office. The application and tracking of issued funds shall be completed in collaboration with the Homicide Bureau Operations Office. Timely closure and reimbursement for the received funds is the sole responsibility of the Homicide Bureau investigator making the application.

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## • • 3-4 GASOLINE CREDIT CARDS & REPAIRS TO VEHICLES WHILE OUTSIDE OF LOS ANGELES COUNTY



**HOMICIDE BUREAU**

**DETECTIVE DIVISION**

**BUREAU ORDERS**

**Bureau Order Number: 3-4**

**Subject: USE OF GASOLINE CREDIT CARDS AND REPAIRS TO COUNTY VEHICLES WHILE OUTSIDE OF LOS ANGELES COUNTY**

## HOMICIDE BUREAU

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Effective Date:	09/01/1995	Last Date Revised:	03/10/2021
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

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### **GASOLINE CREDIT CARDS**

Gasoline credit cards will be issued to Homicide Bureau investigators at the discretion of the Bureau Commander. The gasoline credit cards shall be used to purchase gasoline for County vehicles when it is not practical or feasible to obtain gasoline from a County facility.

### **REPAIRS**

Gasoline credit cards may be used to pay for minor repairs under \$100.00 (fan belts, tire puncture, etc.) in emergency circumstances when standard County repairs are unavailable in a timely fashion. Minor repairs require the approval of the appropriate Team Lieutenant. All bills must be submitted to the Automotive Craft Services unit of Fleet Operations.

All credit card receipts for the purchase of gasoline and repairs must show the County vehicle number and vehicle license number on the receipt. Receipt signatures shall be legible. The receipt shall be submitted to the Team Lieutenant for approval, then to the Operations Sergeant.

### **AUDITING PROCEDURE**

When utilizing the gas cards, a Bureau member shall collect appropriate receipts and submit them with a memo outlining the reason or necessity for the expenditure.

These memos and receipts shall then be collected, reviewed, and signed by the appropriate Team Lieutenant as proper County expenses prior to forwarding them to the Operations Sergeant.

Once the charge card bill is received, the Operations Lieutenant shall review the previous month's memos to ensure that each expenditure is accounted for. If an expenditure has not been documented, the Operations Lieutenant shall contact the appropriate Team Lieutenant who shall provide proper documentation.

The review and auditing of gasoline credit card expenditures shall be the responsibility of the appropriate Team Lieutenant. They shall review the bill and sign it attesting that the expenditures are proper County charges. Attention should be given to charges on weekends or holidays, excessive fill-ups, etc.

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### **• • 3-5 USE AND CONTROL OF OVERTIME**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 3-5**

**Subject: USE AND CONTROL OF OVERTIME**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	03/09/2021	Next Review Date:	03/09/2022

It is the responsibility of all Bureau managers and supervisors to ensure that all overtime is used in accordance with Department policy as enumerated in the Manual of Policy and Procedures, Sections 3-02/280.00 through 3-02/090.05.

While recognizing that the investigative requirements of the Homicide Bureau are unique and that all Manual guidelines may not be applicable to our operations, Bureau managers shall, at a minimum, adhere to the following:

1. All overtime shall be pre-approved.
2. Overtime shall be authorized only when the job cannot be accomplished during normal working hours.
3. Non-critical investigative functions shall be scheduled during normal working hours.
4. Whenever possible, shift hours shall be adjusted to reduce the expenditure of overtime.
5. Personnel shall be scheduled for mandated training during normal working hours whenever possible.
6. The use of overtime during travel shall be kept to an absolute minimum, consistent with the needs of the investigation. Investigators shall utilize the resources of outside agencies whenever possible to eliminate or reduce the need for travel.
7. Case related travel shall not be scheduled for RDOs. Adjustment of weekly RDOs may be permitted to accomplish the desired travel.

**• CHAPTER 4 EQUIPMENT**

- 4-1 EQUIPMENT CHECK IN/OUT RECORDS (Revised 01/15/18)
- 4-2 VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION (Revised 01/15/18)
- 4-3 TAKE HOME VEHICLES (Revised 01/15/18)

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4-3a VEHICLE PROTOCOL FOR 120-DAY REHIRE (Revised 09/01/95)

4-7 OLEORESIN CAPSICUM (Revised 11/04/18)

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## • • 4-1 EQUIPMENT CHECK IN/OUT RECORDS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 4-1**

**Subject: EQUIPMENT CHECK IN/OUT RECORDS**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

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### I. CONCEPT AND ISSUES

#### A. PURPOSE

The purpose of equipment check in/out records is to provide an accounting system for the issuance and return of all Homicide Bureau equipment assigned to an individual.

#### B. BACKGROUND

With the turnover of Homicide Bureau personnel, the need to assign and retrieve bureau equipment is paramount.

#### C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

#### D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

**E. ACCOUNTABILITY**

The Unit Commander.

**F. CONCLUSION**

The intent of this policy is to establish procedures for the issuance and retrieval of equipment.

**II. POLICY**

The Bureau Commander shall be responsible for ensuring that all new personnel report to the Operations Sergeant as soon as possible to begin the required paperwork.

Records shall be maintained concerning the equipment checked out/in to individual investigators.

When Homicide Bureau personnel retire, terminate or transfer, the Operations staff shall ensure that all equipment is returned and that all paperwork is updated to reflect the change.

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**• • 4-2 VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 4-2**

**Subject: VEHICLE MILEAGE, SERVICE REPORTS AND INSPECTION**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

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**I. CONCEPT AND ISSUES**

**A. PURPOSE**

## HOMICIDE BUREAU

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The purpose of this order is to establish an accounting system for the Homicide Bureau assigned county vehicles.

### **B. BACKGROUND**

With the turnover of Homicide Bureau personnel, the need to assign and retrieve bureau equipment is paramount.

### **C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

### **D. TRAINING**

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### **E. ACCOUNTABILITY**

The Unit Commander.

### **F. CONCLUSION**

The intent of this policy is to establish accountability for county vehicles assigned to Homicide Bureau

## **II. POLICY**

The Law Enforcement Technician (L.E.T.) is responsible for maintaining the vehicles assigned to Homicide Bureau. It is the responsibility of each investigator and team lieutenant to assist the L.E.T. with this task.

### **Mileage**

By the 15th of each month, the L.E.T. will submit to each Bureau lieutenant a Vehicle Mileage Worksheet. The mileage for each vehicle shall be recorded on the form for the indicated date. The completed Vehicle Mileage Worksheet shall be returned to the L.E.T. by the 20th of each month. It is recommended that team lieutenants retain a copy of their team's Vehicle Mileage Worksheet for their own individual tracking purposes.

A sample of the Vehicle Mileage Worksheet is attached to this order.

### **Service**

The L.E.T. will submit, on an as needed basis, a memorandum to the concerned team lieutenant who will forward the memorandum to investigators when their assigned vehicle is due for service. All vehicles are to be serviced every 5,000 miles, but under no circumstances later than 6,000 miles. Vehicles that



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are not properly serviced on time will be removed from service, and the employee will be placed on mileage for a term specified by the Unit Commander. Once the investigator is notified that service is due, he/she shall immediately schedule an appointment. The work order for the service provided to the investigator by Fleet Management when the work is completed, shall be submitted to the team lieutenant, then forwarded to the L.E.T. for filing.

A sample of the Vehicle Service memorandum is attached to this order.

**Inspection**

On the 15th of each month, the team lieutenant is responsible for personally inspecting and completing a Vehicle Inspection Sheet for every vehicle assigned to the team. The Vehicle Inspection Sheets shall note the overall condition and cleanliness of the vehicle. Any damage observed must be reported per policy. The completed Vehicle Inspection Sheets shall be forwarded to the L.E.T. by the 20th of each month. Once all Vehicle Inspection Sheets have been collected, the L.E.T. shall submit the Vehicle Inspection Sheets to Operations for review, prior to filing in the vehicle maintenance file.

A sample of the Vehicle Inspection Sheet is attached to this order.

The Bureau Commander shall be responsible for ensuring that all new personnel report to the Operations Sergeant as soon as possible to begin the required paperwork.

Records shall be maintained concerning the equipment checked out/in to individual investigators.

When Homicide Bureau personnel retire, terminate or transfer, the Operations staff shall ensure that all equipment is returned and that all paperwork is updated to reflect the change

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• • **4-3 TAKE HOME VEHICLES**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 4-3**

**Subject: TAKE HOME VEHICLES**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
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## HOMICIDE BUREAU

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Last Date Reviewed: 04/15/2021	Next Review Date: 04/15/2022
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### I. CONCEPT AND ISSUES

#### A. PURPOSE

The purpose of this order is to establish policy for take home vehicles.

#### B. BACKGROUND

The majority of Homicide sworn personnel require the assignment of a take home county vehicle as their duties frequently require them to respond to scenes from their homes.

#### C. SCOPE OF POLICY

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

#### D. TRAINING

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

#### E. ACCOUNTABILITY

The Unit Commander.

#### F. CONCLUSION

The intent of this policy is to establish procedures for care and use of take home vehicles.

### II. POLICY

The use of take-home County vehicles by investigators and supervisory personnel assigned to Homicide Bureau has been authorized with specific limitations in order to facilitate the unique nature of our mission. The use of a take-home vehicle brings with it various responsibilities. This order will address some, but not necessarily all, of the issues and responsibilities associated with this privilege.

#### Authorization

The Homicide Bureau shall maintain appropriate documentation which identifies personnel who are assigned County vehicles and are subsequently authorized to take those vehicles home. This documentation shall include the location where the County vehicle will be parked during off-duty hours. Such documentation shall be reviewed at least once annually by the respective Area Commander.

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All personnel are not pre-authorized a take-home vehicle. When an occasion arises when driving a vehicle home would be cost effective, such as to deter the expenditure of overtime, or to benefit an investigation, permission shall be obtained from a lieutenant. The approval and the name of the lieutenant giving approval shall be noted in the investigator's notebook or "Red Book" for historical reference.

County vehicles shall not be utilized during off-duty hours, with the exception of those personnel who are in-transit to or from an assignment. Proper care shall also be utilized to maintain and protect County vehicles and County property stored within such vehicles. Additional information regarding the care of County property can be found within the Manual of Policy and Procedures.

Homicide Bureau personnel who have a need to drive a County vehicle while off-duty shall obtain prior approval from a supervisor of at least the rank of lieutenant.

There may be extremely limited situations wherein personnel may be specifically authorized to consume alcoholic beverage in order to maintain the covert nature of an investigation; however, at no time shall personnel drive a County vehicle or a mileage permittee vehicle while under the influence of an alcoholic beverage.

This order does not preclude Team Lieutenants from establishing more restrictive guidelines in regards to the use, care and maintenance of County vehicles.

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## • • 4-3A VEHICLE PROTOCOL FOR 120-DAY REHIRE



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 4-3a**

**Subject: VEHICLE PROTOCOL FOR 120 DAY REHIRS**

Effective Date:	09/01/1995	Last Date Revised:	09/01/1995
Last Date Reviewed:	04/19/2021	Next Review Date:	04/19/2022

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The following Homicide Bureau Order establishes guidelines regarding the use of a take home County vehicle by 120-Day rehires/investigators, with full peace officer status. As stated in Bureau Order 4-3, Homicide Bureau has authorized investigators with specific limitations to take home County vehicles to facilitate the unique nature of our mission.

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# HOMICIDE BUREAU

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## Authorization

The Homicide Bureau shall maintain appropriate documentation which identifies personnel who are assigned County vehicles and are subsequently authorized to take those vehicles home.

When the occasion arises where driving a vehicle home would be cost effective, such as to deter the expenditure of additional travel time, or to benefit an investigation, permission shall be granted. Should the occasion arise where the investigator is off-duty for an extended period of time, the County vehicle shall be returned to the Bureau.

Use and Care of County Vehicles

Refer to Bureau Order #4-3

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## • • 4-7 OLEORESIN CAPSICUM



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 4-7**

**Subject: OLEORESIN CAPSICUM**

Effective Date:	09/01/1995	Last Date Revised:	11/04/2018
Last Date Reviewed:	04/15/2021	Next Review Date:	04/15/2022

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## I. CONCEPT AND ISSUES

### A. PURPOSE

The purpose of this order is to establish an order for the deployment of Oleoresin Capsicum (OC) spray in compliance with current Department Use of Force Policy.

### B. BACKGROUND

Pepper Spray shall be carried by Homicide Bureau personnel while on duty. Exceptions must have the approval of a Lieutenant and shall be granted on a case by case basis.

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### **C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

### **D. TRAINING**

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### **E. ACCOUNTABILITY**

The Unit Commander.

### **F. CONCLUSION**

The intent of this policy is to establish procedures for the deployment of OC spray.

## **II. POLICY**

The following procedures shall be followed by Homicide Bureau personnel regarding the carrying and use of "Pepper Spray":

Personnel must attend Department sanctioned Oleoresin Capsicum (Pepper Spray) training prior to individual deployment.

Pepper Spray shall be carried by Homicide Bureau personnel while on duty. Exceptions must have the approval of a Lieutenant and shall be granted on a case by case basis.

The deployment of Pepper Spray falls under the guidelines of "Less Significant Force and each use of Pepper Spray requires an immediate verbal notification to the immediate supervisor. The supervisor shall then notify the Captain, interview the prisoner/person if practical, and complete and distribute a "Supervisor's Report, Use of Force" (SH-R-438) for each member who used force. A Department of Justice Oleoresin Capsicum (OC) Application Report must be completed and sent to the Force Training Unit following each use of Pepper Spray. In addition, all individuals sprayed with Pepper Spray shall have medical clearance prior to booking.

Any time there is a substantial use of the Pepper Spray, consideration should be given to replacing the canister to insure sufficient Pepper Spray is available for subsequent encounters.

Pepper Spray is optional to carry off-duty.

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## **• CHAPTER 5 INTERNAL BUREAU OPERATIONS**

5-1 TELEPHONE DEMEANOR AND PROCEDURES (Revised 03/08/21)

5-2 FELONY WARRANT MANAGEMENT (Revised 09/01/2021)

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- 5-3 NEXT-OF-KIN LETTERS (Revised 03/09/21)
  - 5-5 APPROVAL AND DOCUMENTATION - NO INVESTIGATOR RESPONSE (Revised 01/15/18)
  - 5-7 UNSOLVED UNIT (Revised 03/16/21)
  - 5-9 INTERACTION WITH PRIVATE INVESTIGATORS (Revised 09/01/95)
  - 5-13 HOMICIDE BOOKS – TIMELINES (Revised 03/10/21)
  - 5-14 SEARCH WARRANT NOTIFICATIONS (Revised 12/16/02)
  - 5-15 DESK OPERATION – HOURS (Revised 09/01/95)
  - 5-16 EVIDENCE PROCEDURES (Revised 09/01/95)
  - 5-17 BUREAU EVIDENCE AUDITS (Revised 04/28/21)
  - 5-18 SEARCH WARRANT PREPARATION CHECKLIST PROCEDURES (Revised 04/28/21)
  - 5-19 USE OF FORENSIC RESOURCES OUTSIDE THE CRIME LAB (Revised 03/09/21)
  - 5-20 INVESTIGATOR SEPARATION PROCEDURES (Revised 12/01/19)
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## • • 5-1 TELEPHONE DEMEANOR AND PROCEDURES



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 5-1**

**Subject: TELEPHONE DEMEANOR AND PROCEDURES**

Effective Date:	09/01/1995	Last Date Revised:	03/08/2021
Last Date Reviewed:	03/09/2021	Next Review Date:	03/09/2022

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All Bureau personnel receiving incoming telephone calls, whether the call originates externally or internally,

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shall:

- Give proper identification when answering the telephone. Unit and your title and name shall be given; i.e. "Homicide Bureau, Detective Jones. May I help you?"
  - Handle the call yourself, when possible, unless the caller asks to speak to a specific person.
  - When necessary to refer the caller to another Unit, explain the reason and provide the caller with the number.
  - Use message forms when taking messages. Write complete messages, include your name as the writer.
  - If the message is urgent, every effort should be made to contact the investigator or Team Lieutenant via County cell phone.
  - Return calls as soon as possible.
  - All conversations shall be polite and professional, without exception.
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## • • 5-2 FELONY WARRANT MANAGEMENT



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 5-2**

**Subject: FELONY WARRANT MANAGEMENT**

Effective Date:	09/01/1995	Last Date Revised:	09/01/2021
Last Date Reviewed:	09/01/2021	Next Review Date:	09/01/2022

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### I. CONCEPT AND ISSUES

#### A. PURPOSE

The purpose of this order is to establish procedures for managing felony warrants.

#### B. BACKGROUND

Homicide Investigators are responsible for serving felony homicide warrants issued as a result of their investigations. Investigators are responsible for tracking and updating the status of their arrest

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warrants. Additionally, investigators are responsible for complying with due diligence requirements.

### **C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

### **D. TRAINING**

Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### **E. ACCOUNTABILITY**

The Unit Commander.

### **F. CONCLUSION**

The intent of this policy is to establish guidelines for proper felony warrant management.

## **II. POLICY**

### **GUIDELINES**

Team Lieutenants shall be responsible for utilizing a warrant tickler file system for tracking arrest warrants. Moreover, Team Lieutenants shall ensure that case investigators and the Data Center personnel are utilizing the Countywide Warrant System (CWS) tracking due diligence requirements and for recording dates of service or attempted service of warrants.

Warrants shall be entered into NCIC cases involving felonies. Additionally, Team Lieutenants shall be responsible for NCIC validation.

### **WARRANTS MANAGEMENT GUIDELINES**

Case investigators shall be responsible for filling out the Initial Case Filing form (see attachment) and for submitting the forms to the Data Center personnel for entry into CWS.

When a felony arrest warrant is issued by the municipal court, a tickler file shall be instituted for tracking due diligence requirements. This tickler file shall be reviewed during semi-annual inspections.

Investigators shall attempt to serve arrest warrants within the first thirty days after issuance by the court. CWS shall be updated to reflect the attempted service date and time. Team Lieutenants shall pay particular attention to identifying those warrants that are invalid (for whatever reasons) and for initiating requests through the courts to quash the invalid or stale warrants. CWS shall be updated accordingly. Team Lieutenants shall review warrant files to ensure conformity with due diligence guidelines on an annual basis.



• • 5-3 NEXT-OF-KIN LETTERS



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 5-3**

**Subject: NEXT OF KIN LETTERS**

Effective Date:	09/01/1995	Last Date Revised:	03/09/2021
Last Date Reviewed:	03/09/2021	Next Review Date:	03/09/2022

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Absent extenuating circumstances, a letter shall be sent to the next of kin of every homicide victim. The letter will extend sympathy and provide the next of kin with information concerning the investigation in to the circumstances of the murder of their kin. The letter will identify the investigators assigned to the case and how they may be contacted. The letter will briefly explain investigation procedures and the release of information gathered during the investigation.

It is the responsibility of the Homicide Bureau Team Lieutenant to ensure that a next of kin input form is completed and submitted to the Captain's Secretary in all cases involving murders. The next of kin letter input form shall be included with the "murder memo" draft. If a murder does not require a "murder memo" the input form shall be submitted on the next day following the incident.

The next of kin letter will be generated by the Captain's Secretary, utilizing the next of kin input form.

Both a next of kin letter input form and a sample next of kin letter are attached to this order for your review.

All completed investigative books will have the next of kin letter included as an exhibit. Additionally, the next of kin letter will be listed in the table of contents.

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• • 5-5 APPROVAL AND DOCUMENTATION - NO INVESTIGATOR RESPONSE



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 5-5**

**Subject: APPROVAL AND DOCUMENTATION – NO INVESTIGATOR RESPONSE**

Effective Date:	09/01/1995	Last Date Revised:	01/15/2018
Last Date Reviewed:	04/19/2021	Next Review Date:	04/19/2022

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**I. CONCEPT AND ISSUES**

**A. PURPOSE**

The purpose of this order is to establish an approval process for non-response to certain death incidents.

**B. BACKGROUND**

The decision not to respond to a death incident requires the approval of the on-call team Lieutenant under certain circumstances.

**C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel and any other personnel assigned to Homicide Bureau in a temporary or permanent capacity.

**D. TRAINING**

Homicide Bureau Sergeants and Lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

**E. ACCOUNTABILITY**

The Unit Commander.

**F. CONCLUSION**

# HOMICIDE BUREAU

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The intent of this policy is to establish guidelines for non-response incidents.

## II. POLICY

When the Homicide Bureau desk is notified of a death situation and no investigator response is contemplated, an on-duty, or on-call, Homicide Bureau Lieutenant shall be contacted and concur with any decision not to send an investigator to the scene.

The above will include early morning hours. Bureau Lieutenants will be contacted by phone as necessary.

The fact that a Bureau Lieutenant has concurred and the Lieutenant's name that has concurred with the desk decision not to send an investigator to the scene will be included in the narrative of the log entry.

An exception to the above will be in situations where the decedent apparently succumbs to natural causes and is 60 years of age or older. In this type of situation the desk may dispense with contacting the on-duty or on-call Lieutenant.

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### • • 5-7 UNSOLVED UNIT



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 5-7**

**Subject: UNSOLVED UNIT**

Effective Date:	09/01/1995	Last Date Revised:	03/16/2021
Last Date Reviewed:	03/16/2021	Next Review Date:	03/16/2022

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The Homicide Bureau Unsolved Unit assumes investigative responsibility of dormant Homicide cases when the original investigators are no longer assigned to the Homicide Bureau. They also assume responsibility of dormant Homicide cases when new information prompts review or re-activation.

The Unsolved Unit investigators also act as outside agency liaison and assistants. They assist outside agencies with follow-up investigation of non-assigned Homicide cases. They also assist outside agencies in direction and identification of possible concurrent investigative interest.

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## HOMICIDE BUREAU

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The Unsolved Unit provides management for Task Force operations. They assist the primary investigator in case management and clue management.

The Unsolved Unit investigators provide training to Bureau and Department employees. They also provide training to outside agencies. The Unit is available to provide training and/or information for requests from throughout the community.

The Unsolved Unit provides consultation services to investigators in the areas of crime scene review, investigative review, psychological case evaluation and case procedural advice.

The Unsolved Unit is responsible for the management of clues received by the Bureau. (See Bureau Order 5-12 for details).

The management of foreign prosecutions is the responsibility of the Unsolved Unit. (See Bureau Order 5-11 for details of foreign prosecutions).

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### • • 5-9 INTERACTION WITH PRIVATE INVESTIGATORS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 5-9**

**Subject: INTERACTION WITH PRIVATE INVESTIGATORS**

Effective Date:	09/01/1995	Last Date Revised:	
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

Frequently, Homicide Bureau investigators come into contact with private investigators who represent the interest of various parties involved in homicide and missing person investigations. It is our policy to cooperate as much as possible with these individuals in the interest of justice.

Many private investigators are retired police officers or deputy sheriffs, some of whom have been assigned to Homicide Bureau. You are reminded that your access to confidential records is not to be shared with private investigators, regardless of any previous relationship or current friendships you may share. Releasing confidential information is a criminal offense and will not be tolerated.

HOMICIDE BUREAU

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Requests from private investigators for any confidential information shall be reported to a Bureau Lieutenant.

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• • 5-13 HOMICIDE BOOKS - TIMELINES



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 5-13**

**Subject: HOMICIDE BOOKS – TIMELINES**

Effective Date:	09/01/1995	Last Date Revised:	03/10/2021
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

All Homicide Bureau investigations shall be booked at 180 days or sooner. This will be regardless of whether or not investigative activity has concluded. Recordation of subsequent investigation will be added to the books as appropriate on an ongoing basis.

Team Lieutenants shall meet with the Bureau Commander to discuss the status of the investigation books.

In anticipation of a deviation from this order, the Team Lieutenant shall discuss the matter and the reason for the delay with the Bureau Commander. The conference shall take place prior to the 180 day deadline.

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• • 5-14 SEARCH WARRANT NOTIFICATIONS



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 5-14**

**Subject: SEARCH WARRANT NOTIFICATIONS**

Effective Date:	09/01/1995	Last Date Revised:	12/16/2002
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

Incidents where emergent conditions prevail or when telephonic search warrants are obtained, notification of pending warrants may be made via telephone. Telephone notifications shall be made by the Team Lieutenant through proper channels.

Prior to the use of a Special Weapons Team to serve a search and/or arrest warrant, prior notification must be made to a Detective Division commander. That commander or his designate will attend the pre-event briefing, and be present at the SEB/Investigator command post during the warrant service.

Operationally, within the Homicide Bureau, the above requirement will be accomplished by the concerned investigator(s) notifying their Team Lieutenant, who will in-turn notify either the Homicide Bureau Operations Lieutenant or Captain. After notification is made to this point, the Team Lieutenant may be directed to personally notify a division Commander, or this may be performed by the Operations Lieutenant or Captain, whichever is most expedient and effective.

Whenever possible, investigators should make notification as soon as they can after determining a need for Special Weapons Team assistance.

**• • 5-15 DESK OPERATION - HOURS**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 5-15**

**Subject: DESK OPERATION**

Effective Date:	09/01/1995	Last Date Revised:	
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

The scheduled hours for the desk shifts are as follows:

HOMICIDE BUREAU

**DAYS 0600 – 1400**

**PM 1400 – 2200**

**EM 2200 - 0600**

Modification of the above hours will be on a case by case basis. Changes will be with the concurrence of the concerned Team Lieutenant(s).

**• • 5-16 EVIDENCE PROCEDURES**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 5-16**

**Subject: PROPERTY AND EVIDENCE PROCEDURES**

Effective Date:	09/01/1995	Last Date Revised:	
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

This order sets forth the Homicide Bureau policy regarding the handling of evidence and property.

Bureau personnel shall adhere to the policy outlined in the Manual Sections 5 -04/000.00 et seq.

Bureau personnel shall make every effort to expeditiously retrieve evidence and property from Station Evidence and Property rooms and book such evidence and property in the Homicide Bureau Evidence room. Property should be sent to the Property Custodian at the earliest possible date. Property of no value, either for evidence or sale, such as broken bottles, glass, pieces of wire, open liquor bottles, etc., you wish destroyed, so indicate by marking the property tag, "No Value - Destroy at Station." The property may then be left at the unit for destruction. The supplementary report should reflect such disposition.

This order notes that money and valuables shall always be stored in the Bureau safe. In addition, it is the policy of the Homicide Bureau that monies, firearms or other obvious valuables shall not be released or disposed of without the approval of the Bureau Commander.

**• • 5-17 BUREAU EVIDENCE AUDITS**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 5-17**

**Subject: BUREAU EVIDENCE AUDITS**

Effective Date:	09/01/1995	Last Date Revised:	04/28/2021
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

Bureau evidence audits shall be conducted by the Homicide Bureau Lieutenant to verify that Departmental Manual Policy and Procedures, Chapter 5-04, Division Orders and Homicide Bureau Orders are being complied with as related to evidence procedures.

The Operations Lieutenant is assigned the responsibility of conducting audits for Homicide Bureau evidence. The audits shall be conducted every month. Upon completion, a report of audit findings shall be forwarded to the Division Chief, indicating the date of the audit, the persons conducting the audit, any items held over 90 days, including any investigations in progress regarding evidence discrepancies, and the date of the most recent safe combination change.

The audit procedure is as follows:

1. Ensure that items are properly entered into PRELIMS.
2. Items are properly packaged, labeled, stored.
3. Items receive appropriate dispositions in a timely manner.
4. Results of this audit shall be recorded in the comments section of the monthly and quarterly audit including, but not limited to, all discrepancies, corrections, explanations and suggestions.

**• • 5-18 SEARCH WARRANT PREPARATION CHECKLIST PROCEDURES**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**



**Bureau Order Number: 5-18**

**Subject: SEARCH WARRANT PREPARATION CHECKLIST PROCEDURES**

Effective Date:	09/01/1995	Last Date Revised:	04/28/2021
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

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Search warrant preparation items shall be stored in the case file.

- Copy of the completed search warrant checklist
- Copy of the Operations Plan
- Copy of the audio and video tape labeled with the file number, date, investigators name.

Any other items, including completed search warrant packets, shall be stored by the unit serving the warrant or in the case file, at the direction of the Team Lieutenant.

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**• • 5-19 USE OF FORENSIC RESOURCES OUTSIDE THE CRIME LAB**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 5-19**

**Subject: USE OF FORENSIC RESOURCES OUTSIDE THE CRIME LAB**

Effective Date:	09/29/2015	Last Date Revised:	03/09/2021
Last Date Reviewed:	03/09/2021	Next Review Date:	03/09/2022

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The purpose of this Homicide Bureau Order is to establish guidelines regarding the use of forensic resources outside those provided by the Sheriff's Department's Crime Lab.

The Crime Lab is now accredited in every forensic discipline, with the most recent accreditation being crime scene investigation. Because of the accreditation, the Crime Lab shall first be consulted by Homicide Bureau

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## HOMICIDE BUREAU

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investigators whenever there is a need for any type of case work that is under the purview of the various Crime Lab sections.

If Crime Lab personnel state that the requested work exceeds the capabilities of the Crime Lab, or the Crime Lab cannot meet agreed-upon timely deadlines, the Homicide Bureau investigator will discuss the request with the Homicide Bureau Team Lieutenant, who will contact the Assistant Director who oversees the applicable Crime Lab section.

If the Assistant Director concurs that the request exceeds the Crime Lab's capabilities, or agreed-upon timely deadlines cannot be met, the Assistant Director will be asked to send an explanatory email to the applicable Homicide Bureau Team Lieutenant, who will ensure it becomes a permanent part of the Homicide Bureau case file.

Thereafter, the Homicide Bureau investigator may seek forensic work from resources outside the Crime Lab. The investigator shall also seek suggestions from the applicable Assistant Director regarding appropriate outside resources.

Any expenses associated with the use of an outside resource or vendor must be approved through the approved procurement process via the Bureau Operations staff, prior to authorization of work.

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### • • 5-20 INVESTIGATOR SEPARATION PROCEDURES



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 5-20**

**Subject: INVESTIGATOR SEPARATION PROCEDURES**

Effective Date:	12/01/2019	Last Date Revised:	
Last Date Reviewed:	03/11/2021	Next Review Date:	03/11/2022

In an effort to facilitate an efficient transfer of personnel from Homicide Bureau, it is important to outline procedures so that the case intelligence is memorialized from the original Investigating Officers. Beyond the formal supplemental reports, the originally assigned Detectives have a working knowledge of the case and the nuances associated with the months or years of case work invested.

Inevitably, the original Investigating Officers will separate from Homicide Bureau because of retirement,

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promotion or other assignment transfer. In order to minimize the impact on the unsolved cases assigned to the separating detective, it is imperative that steps are taken to capture as much investigative insight as possible. To accomplish this goal, the following steps will be taken:

1. Recognizing the pending transfer, the Team Lieutenant shall remove the employee from the weekly rotation, in order to accomplish the tasks which are required to be completed prior to separation. It is recommended that this take place two - four months before the anticipated separation date, however this time period may be adjusted based on the volume of unsolved cases and the homicide tenure of the investigator. The investigator assigned for a decade will most certainly have more cases to clear than the investigator who was assigned for three years.
2. Via the Homicide Bureau Case Management System, the Team Lieutenant of the involved employee shall print a report:

FILE>REPORTS>CASE TRACKING>BY INVESTIGATOR. Enter BOTH for criminal and non-criminal, leaving the CASE STATUS blank and the date range default to zeros; click RETRIEVE. Print the report in its entirety.

3. With the investigator, review each listed case. Ensure that Case Management indicates:
  - A. 1<sup>st</sup> Sup. Written
  - B. Book Completed

Where items A or B are not completed, highlight the list to show where additional action is needed. After reviewing the list, the Team Lieutenant shall retain a copy and give the original to the employee to rectify.

4. Team Lieutenants shall monitor the progress by the investigator on a weekly basis.
5. Investigators shall note each unsolved case listed on the Case Tracking Report. In order to facilitate the review of unsolved cases, long after the original Investigating Officer has left Homicide Bureau, the investigator will prepare a case summary report in either written form or an audio recording. The summary should contain a basic overview of the case details and status of the case, as well as insight and intuitive details from the investigating officer. Lastly, the investigator shall assign a "potential solvability factor" from 1-10, to the case; ten being extremely solvable and one being no workable information at all. This subjective number will be based on the detectives overall impression of the case, based on the case work. The number shall be included in the audio recording or the written summary. This summary is not required to be extremely lengthy, but will provide an Unsolved Detective a general overview and insight into the case, without having to read the entire contents of the case file. The case summary, in either written or audio form, will be placed into the poor boy and clearly labelled "Case Summary", including the date and author's name.
6. Via the Homicide Bureau Case Management System, the Team Lieutenant will then open each assigned case listed on the Case Tracking Report, and ensure that each case has a library number assigned. If not, note the URN number and obtain the case from the investigator. After the case is booked, all reports are complete, and the case summary is included, the "poor boy" should be routed to the Librarian who will issue a library number. The case will then be catalogued and stored in the library.

• **CHAPTER 6 FIELD OPERATIONS**

- 6-1 REPORTING THE USE OF FORCE (Revised 04/30/21)
  - 6-2 BUREAU COMMANDER NOTIFICATIONS (Revised 04/30/21)
  - 6-4 ARRESTS (Revised 04/30/21)
  - 6-5 SEARCH WARRANT SERVICE (Revised 04/30/21)
  - 6-6 UTILIZATION OF CRIMINALIST AND CRIME SCENE PHOTOGRAPHER (Revised 09/01/95)
  - 6-8 ARSON – DEATH INVOLVED (Revised 04/30/21)
  - 6-9 CHILD ABUSE HOMICIDES (Revised 04/30/21)
  - 6-10 WRONG DOOR AND DAMAGE REPAIR PROCEDURES (Revised 04/30/21)
  - 6-11 NOTIFICATION TO OTHER AGENCIES (Revised 09/01/95)
  - 6-17 DOMESTIC VIOLENCE DEATHS INVESTIGATIONS – DCFS NOTIFICATIONS  
(Revised 02/28/17)
  - 6-18 REQUESTS FOR DIGITAL MEDIA (Revised 02/22/18)
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• • **6-1 REPORTING THE USE OF FORCE**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 6-1**

**Subject: REPORTING THE USE OF FORCE**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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Regarding the use of force, Homicide Bureau personnel shall adhere to Department Policy detailed in the Manual of Policy and Procedures section 3-10/100.00 – Use of Force Reporting Procedures.

## REPORTING FORCE USED BY BUREAU PERSONNEL

Any use of force:

(A) which is greater than that required for un-resisted Department-approved

1. Searching or handcuffing
2. Control holds or come-alongs
3. Hobbling, or

(B) Which results in an injury or a complaint of pain, constitutes reportable force and must be reported to their Team Lieutenant as soon as safely possible.

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## • • 6-2 BUREAU COMMANDER NOTIFICATIONS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 6-2**

**Subject: BUREAU COMMANDER NOTIFICATIONS**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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The Homicide Bureau Commander shall be notified on all of the following cases:

- Deputy or Officer Involved Shooting incidents when investigators respond.
- Inmate or in-custody deaths.
- High profile or Unusual Homicide Incidents.
- - An incident which is generating, or has the distinct potential of generating, significant media interest.

# HOMICIDE BUREAU

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- Incidents involving more than three deaths.
  - Incidents involving high profile or celebrity individuals.
  - Incidents involving Department personnel, including, but not limited to, suicides and accidental deaths.
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## • • 6-4 ARRESTS



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 6-4**

**Subject: ARRESTS**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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Arrests made by Bureau personnel pursuant to Homicide Investigations shall be logged on the Homicide Bureau log. It shall be the responsibility of the arresting investigator to notify the Team Lieutenant and provide a log entry as soon as possible after the arrest.

All pertinent information shall be logged.

- Case number.
- Suspect name, sex, race, and age.
- Booking number and location of incarceration.
- Victim's name and date of murder.
- Brief synopsis of arrest, e.g. "Suspect apprehended without incident by investigators at his home in Lynwood."
- List any assisting units or agencies.
- If applicable, notify Sheriff's Information Bureau

If the arrest is made without a warrant, investigators must prepare the documents for judicial review. The completed probable cause declarations shall be presented to the Watch Commander or Watch Sergeant at

the booking location.

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• • **6-5 SEARCH WARRANT**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 6-5**

**Subject: SEARCH WARRANT SERVICE**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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**PURPOSE**

The following Homicide Bureau search warrant service procedures shall be adhered to by all Homicide Bureau personnel. These guidelines are implemented to maximize the safety of everyone involved; to minimize the number of citizen complaints and allegations, and to insure that proper techniques are being utilized by each individual assigned to Homicide Bureau. All search warrant services shall be approved by the Team Lieutenant and adhere to Department Policy detailed in the Manual of Policy and Procedures section 5-09/465.50 – Service of Search Warrants and Affidavits.

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• • **6-6 UTILIZATION OF CRIMINALIST AND CRIME SCENE PHOTOGRAPHER**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 6-6**

**Subject: UTILIZATION OF CRIMINALIST AND CRIME SCENE PHOTOGRAPHERS**

Effective Date:	09/01/1995	Last Date Revised:	
Last Date Reviewed:	04/26/2021	Next Review Date:	04/26/2022

Department criminalist and crime scene photographers comprise a significant and critical component of our investigative team. Their importance, and thoughtful utilization during crime scene processing, can hardly be overstated.

Investigators must, as soon as possible, fully brief arriving crime scene technicians regarding their specific mission. This briefing should be in-depth with regard to photographic angles and composition, all surfaces and items to be processed for fingerprints and all areas to be examined for trace evidence. Investigators should not merely assume that technicians will know what action the investigator desires them to undertake.

Our Department's crime scene technicians are highly trained and very experienced. Their knowledge of, and experience with, evidence collection techniques, photographs, etc., will generally far exceed ours. We should not normally direct their activities with respect to technique, but again, investigators should give them specific direction regarding what you want depicted, collected, analyzed or interpreted.

**• • 6-8 ARSON- DEATH INVOLVED**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 6-8**

**Subject: ARSON – DEATH INVOLVED**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

Special Enforcement Bureau Arson Explosives Detail (AED) investigates all fires where deaths occur, as a



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joint assignment with Homicide Bureau. Arson investigators shall be dispatched to the crime scene concurrent with the Homicide investigators.

If Homicide Bureau is called in by an outside jurisdiction because of a fire or explosion death, AED shall also be notified. The AED investigators shall be the notified and dispatched whether or not the outside jurisdiction has other arson investigators at the scene.

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## • • 6-9 CHILD ABUSE HOMICIDES



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 6-9**

**Subject: CHILD ABUSE HOMICIDES**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

Paragraph 4-11/015.00 of the Case Assignment Section of the manual states that Special Victims Bureau (SVB) will be notified and will assist Homicide in child deaths where the victim is under 10 years of age and child abuse or neglect is suspected.

- Patrol will still be responsible for notifying Homicide and SVB as per the manual.
- The SVB notification shall be accomplished during duty hours by calling (562) 946-8531, or through Sheriff's Information Bureau after duty hours. The patrol deputy will note the SVB notification in the first report.
- A SVB Sergeant and investigator are available to respond to assist Homicide investigators, or for consultation on a 24-hour basis. SVB investigators can assist with the physical/sexual abuse portion of the investigation and assist in interviewing children. The SVB investigators will only respond if requested by the assigned Homicide investigator.
- If no immediate SVB response is necessary, the assigned Homicide investigator will follow-up on the next business day to ascertain if SVB has been notified and who the assigned SVB investigator will be. This shall be noted in the Homicide supplemental report.
- On all notifications, SVB investigators will query the three computer systems that track priors or prior reports of crimes against children on a county and state level. A supplemental report detailing the results of this inquiry will be submitted to the assigned Homicide investigator.

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- SVB investigators will also complete the Child Abuse Investigation Report, SS8583, as required by Penal Code Section 11169, and forward the report to the Department of Justice. A copy of this report will be sent to Homicide for inclusion into the case file.
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## • • 6-10 WRONG DOOR AND DAMAGE REPAIR PROCEDURES



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 6-10**

**Subject: WRONG DOOR AND DAMAGE REPAIR PROCEDURES**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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The possibility always exists that the private property of uninvolved or inculpable persons will be damaged during the course of our enforcement activities. Such circumstances include entry into the wrong location, locations where a landlord could not reasonably know of the criminal activity occurring there, family homes when parents do not know of criminal activity by their children and other similar situations. Whenever it is our obligation to repair the damaged property in such circumstances, the following procedures shall be adhered to:

If the incident occurred at the wrong location:

- The Team Lieutenant shall be notified immediately. The Team Lieutenant shall respond to the location and notify the Bureau Commander.
- The concerned station commander or chief of police shall be notified as soon as possible.
- The Risk Management Bureau, Civil Litigation Unit, shall be notified by the Team Lieutenant from the scene, and request them to respond and make arrangements to repair the damage.

In all instances:

- If the Civil Litigation Unit cannot respond, provide the owner or resident with a Claim for Damages to Person or Property form and, if necessary, assist in completing the form (See attachment).
- In the event that there is no resident or other responsible person at the location, the Team Lieutenant shall arrange for deputy/police personnel to remain at the location until a responsible party has arrived or the location has been repaired or secured.

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- A memorandum shall be submitted to the Bureau Commander explaining fully the circumstances of the incident.

- • **6-11 NOTIFICATION TO OTHER AGENCIES**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 6-11**

**Subject: NOTIFICATIONS TO OTHER AGENCIES**

Effective Date:	09/01/1995	Last Date Revised:	
Last Date Reviewed:	04/27/2021	Next Review Date:	04/27/2022

The importance of an accepted protocol for inter-agency notifications has become more important due to the proliferation of Task Forces and Teams involved in cross-jurisdictional investigations.

**NOTIFICATIONS**

Prior to a planned event, you shall notify the agency of the proposed event in a timely manner. Notification will normally be to the agency's Watch Commander. Such notification should include:

- The time and location of the planned event and the names of the involved persons, if applicable.
- The nature of the planned event, i.e., search warrant, stationary surveillance, etc.
- An assessment of the potential problems.
- What assistance, if any, is or may be requested of the agency.

Once received, the agency is responsible for:

- Maintaining the confidentiality of the information.
- Any intra-departmental notifications which they deem appropriate.
- Providing reasonable assistance, if requested.

At the conclusion of the event, you shall make an exit notification to advise of the event's termination. If possible, this notification should be to the same individuals or their relief. Should the event result in a noteworthy incident (i.e., arrest of a notable person), this information shall likewise be conveyed to the

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agency. Press notifications, if appropriate, should be handled by our agency or jointly.

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• • **6-17 DOMESTIC VIOLENCE DEATHS INVESTIGATIONS- DCFS NOTIFICATIONS**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 6-17**

**Subject: DOMESTIC VIOLENCE DEATHS INVESTIGATIONS – DCFS NOTIFICATIONS**

Effective Date:	09/01/1995	Last Date Revised:	02/28/2017
Last Date Reviewed:	04/20/2021	Next Review Date:	04/20/2022

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When it is determined that an incident is domestic violence and involves a deceased person, victim and/or suspect whose relationship is defined in Family Code section 6211, the Homicide Bureau investigator shall call the Department of Children and Family Services (DCFS) if the deceased person, victim, and/or suspect has minor children whether or not the children live in the home. If DCFS has been called by a deputy prior to the Homicide Bureau investigator's arrival, the Homicide Bureau investigator does not have to call DCFS.

**Family Code 6211**

“Domestic violence” is abuse perpetrated against any of the following persons:

- (a) A spouse or former spouse.
- (b) A cohabitant or former cohabitant, as defined in Section 6209.
- (c) A person with whom the respondent is having or has had a dating or engagement relationship.
- (d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act: Part 3, commencing with Section 7600 of Division 12.
- (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected.

(f) Any other person related by consanguinity or affinity within the second degree.

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• • **6-18 REQUESTS FOR DIGITAL MEDIA**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 6-18**

**Subject: REQUESTS FOR DIGITAL MEDIA**

Effective Date:	02/22/2018	Last Date Revised:	02/22/2018
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

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**I. CONCEPT AND ISSUES**

**A. Purpose**

The purpose of this bureau order is to establish procedures for the preservation and/or seizure of media outlets' digital (photographic, audio, or video) product.

**B. Background**

During the course of investigating deaths and/or deputy and officer involved shootings, it has become increasingly common for news and media outlets to capture photographic, audio, or video evidence pertinent to the case. Because most media outlets typically purge their databases every 3 to 4 days, it is imperative investigators take steps to preserve raw footage in the very early stages of any investigation wherein it is known the footage exists.

**C. Scope of Policy**

This policy is directed to all Homicide Bureau investigators and any other Detective Division investigator working in conjunction with Homicide Bureau.

**D. Training**

## HOMICIDE BUREAU

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Homicide Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### **E. Accountability**

The Operations Lieutenant.

### **F. Conclusion**

The intent of this policy is to establish standardized procedure for the purpose of the preserving and/or seizing of news outlets' digital (photographic, audio, or video) media in a manner that is lawful, within policy, and maintains a positive working relationship with the media.

## **II. POLICY**

Any deviation in these practices will require the notification and approval of the Homicide Bureau Captain.

In all cases, should investigators become aware of the presence of photographs, audio or video, investigators should ask for unedited copies (raw footage) when it exists. If a news organization is not willing to provide the digital media voluntarily, efforts should be made to determine if grounds exist that support attempting to secure the photographs, audio, or video through the preparation and service of a search warrant.

County Counsel should be consulted in cases involving the service of search warrants or court orders for the purpose of obtaining photographs, audio, or video from media outlets. A preservation letter should immediately be sent to the media organization to ensure the sought digital media is maintained throughout the process.

In balancing our relationship with the media, this should not be a confrontational process and SIB should be utilized as our conduit. Knowing that our cases are not just reviewed by the District Attorney's Office, but administratively by the Department and by the civil courts, our efforts must be as detailed and comprehensive as possible.

All such efforts to obtain such media should be accomplished as expeditiously as possible as most media outlets purge their data within 3-4 days of the incident.

This Bureau Order in no way supersedes processes and prohibitions set forth in the Manual of Policy and Procedures.

For further, refer to the following MPP sections:

**3-01/080.16 PHOTOGRAPHY, AUDIO, AND VIDEOTAPING BY THE PUBLIC AND THE PRESS**

**5-04/020.30 SEIZURE OF PHOTOGRAPHIC, VIDEO, OR AUDIO EVIDENCE FROM A PRIVATE CITIZEN OR MEMBER OF THE PRESS**

• **CHAPTER 7 UNUSUAL OCCURRENCE OPERATIONS**

7-3 TACTICAL OPERATIONS – RISK ASSESSMENT (Revised 04/30/21)

7-4 EMERGENCY OPERATIONS AND DISASTER PLAN (Revised 04/30/21)

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• • **7-3 TACTICAL OPERATIONS- RISK ASSESSMENT**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 7-3**

**Subject: TACTICAL OPERATIONS – RISK ASSESSMENT**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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The policy and procedures to be used by Homicide Bureau personnel for tactical operations requests for the Special Weapons Team are found in the Manual of Policy and Procedures, section 5-09/465.10, Search Operations – Risk Assessment.

Team Lieutenants shall require an operations plan and risk assessment sheet prior to the approval of a tactical operation.

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• • **7-4 EMERGENCY OPERATIONS AND DISASTER PLAN**



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 7-4**

**Subject: EMERGENCY OPERATIONS AND DISASTER PLAN**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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The Homicide Bureau Emergency and Disaster Plan complies with procedures established in the emergency and disaster chapter of the Department's Manual of Policy and Procedures and the Detective Division Major Emergency Mobilization Plan (Division Order 7-3).

During any type of major emergency, there is the possibility that Homicide Bureau personnel will be assigned to work in field positions. Therefore, it is necessary that all personnel have at their residence a Class "A" uniform and the equipment necessary to perform uniform field duty. In the event of a major disaster, a response in a Class "B" uniform with off-duty weapon may be necessary.

### **I. MAJOR EMERGENCY MOBILIZATION (RIOT OR OTHER LOCALIZED PROBLEM)**

A. During normal working hours, Bureau Operations personnel will notify all personnel and advise them how and where to respond.

B. During off duty hours, notification will be as follows:

1. The Homicide Bureau Commander or his designate will notify the Team Lieutenants and the Operations staff.
2. The Team Lieutenants shall notify their respective team members.
3. The Operations staff will notify the Unsolved, Missing Persons Units and the necessary civilian employees.

C. After responding to the designated site, personnel shall check in with the Bureau's Operations Sergeant.

1. The Operations Sergeant will advise the Bureau Commander of the Bureau's readiness and prepare a roster listing names, employee numbers and ranks of responding personnel.

The likelihood of the deployment of homicide investigators to field duty is slim. The fact remains that in a disaster situation, homicide investigations must still be conducted and, depending on the type of disaster, may increase.



## II. MAJOR DISASTER MOBILIZATION – EARTHQUAKE

In the event of a major earthquake, Bureau personnel shall respond as follows depending on when the incident occurs and its scope.

A. During normal work hours:

1. Personnel shall immediately report to the Homicide Bureau.
2. If communication is possible, advised the Homicide Bureau Operations staff of your status.

B. During Off-duty hours:

1. Stabilize the situation at your residence.
2. If possible, report to the Homicide Bureau.
3. If you cannot reach the Bureau, report to the Sheriff's station nearest your residence.
4. If you are unable to reach the nearest Sheriff's station, report to the police department nearest your residence and assist as needed. Notify Homicide Bureau Operations staff or the Sheriff's Information Bureau of your whereabouts as soon as possible.
5. The Operations Lieutenant, Sergeant, and the Secretary shall be responsible for staffing the Homicide Bureau Operations Center in conjunction with the desk personnel.

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## • CHAPTER 8 DEPUTY/OFFICER INVOLVED SHOOTING

- 8-10 PSYCHOLOGICAL SERVICES ACCESS TO DEPARTMENT PERSONNEL INVOLVED IN SHOOTING INCIDENTS (Revised 04/30/21)
- 8-12 DEPUTY INVOLVED SHOOTING BOOKS (Revised 09/01/21)
- 8-13 TRANSCRIPTION OF INTERVIEW - DEPUTY/OFFICER INVOLVED SHOOTING INCIDENTS (Revised 04/30/21)
- 8-14 NOTIFICATION TO HOMICIDE BUREAU RE: POSSIBLE HIT - DEPUTY INVOLVED SHOOTING (Revised 10/03/01)
- 8-15 OTHER AGENCY OIS ROLL OUTS (Revised 09/01/21)

• • **8-10 PSYCHOLOGICAL SERVICES ACCESS TO DEPARTMENT PERSONNEL INVOLVED IN SHOOTING INCIDENTS**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 8-10**

**Subject: PSYCHOLOGICAL SERVICES ACCESS TO DEPARTMENT PERSONNEL INVOLVED IN SHOOTING INCIDENTS**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

Personnel assigned to the Department's Psychological Services Bureau do not routinely respond to Deputy Involved Shooting incidents. A Unit Commander, or his designate, evaluates the need for Psychological Services response on a case by case basis. Essentially, the Unit Commander decides if his employee could benefit from a Psychological Services intervention, based on his or her (the Unit Commander's) assessment of the employee's emotional state.

Psychological Services personnel are aware that they should not discuss any of the aspects of the actual incident with an employee prior to a Homicide Bureau interview.

In rare situations it may be critical that Psychological Services representative have some form of initial communication with a Department member who has been involved in a shooting or a similarly emotionally charged situation. It may be necessary that this contact take place in advance of a Homicide Bureau interview (either Homicide Lieutenant level or investigator level). This should typically occur only after mutual agreement by Homicide and Psychological Services personnel, and then only for good cause. An employee's emotional well-being should be the overriding concern. This can only help to assist in any subsequent interview.

It is the policy of the Homicide Bureau to facilitate the work of an on-scene Psychological Services representative as necessary and appropriate for the circumstances. A decision to allow access in advance of any initial Homicide Bureau interview will normally be made by the concerned Homicide Bureau Lieutenant or Homicide Bureau Captain. This will occur after consultation with the handling investigative crew whenever possible. The concerned employee's emotional well-being shall be the paramount issue in making any such decision.

• • 8-12 DEPUTY INVOLVED SHOOTONG BOOKS



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 8-12**

**Subject: DEPUTY INVOLVED SHOOTING BOOKS**

Effective Date:	09/01/1995	Last Date Revised:	09/01/2021
Last Date Reviewed:	09/01/2021	Next Review Date:	09/01/2022

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When deputy involved shooting books are prepared, one copy will be routed:

**"Lieutenant, Captain, IAB" for review**

When the book is returned from the Captain the remainder of the book copies will be produced for distribution.

Deputy involved shooting books have a **180 DAY COMPLETION DATE**.

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• • 8-13 TRANSCRIPTION OF INTERVIEWS- DEPUTY/OFFICER INVOLVED SHOOTING INCIDENTS



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 8-13**

**Subject: TRANSCRIPTION OF INTERVIEWS DEPUTY/OFFICER INVOLVED SHOOTING INCIDENTS**

## HOMICIDE BUREAU

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Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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It is the Homicide Bureau policy not to routinely transcribe interviews when completing deputy/officer involved books. The interviews are to be recorded and the recordings made a permanent part of the file. The interviews will be summarized in reports.

If the District Attorney's Office requests that interviews be transcribed, the Team Lieutenant will contact the concerned attorney, determine the appropriateness of the request and advise him/her of the expense in materials and time involved. We will cooperate whenever the Lieutenant concurs and approves that the transcription is needed.

Transcription of interviews shall be minimized whenever possible.

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### • • 8-14 NOTIFICATION TO HOMICIDE BUREAU RE: POSSIBLE HIT - DEPUTY INVOLVED SHOOTING



**Bureau Order Number: 8-14**

**Subject: NOTIFICATION TO HOMICIDE BUREAU RE: POSSIBLE HIT - DEPUTY INVOLVED SHOOTING**

Effective Date:	09/01/1995	Last Date Revised:	10/03/2001
Last Date Reviewed:	04/27/2021	Next Review Date:	04/27/2022

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In the event Homicide Bureau is notified that a Deputy Involved Shooting, previously believed to be a non-hit may have resulted in a hit, desk personnel shall determine what facts led to the conclusion that there may be an injury.

If there is any reasonable indication that a person was hit, we will respond an investigator to make an on-scene evaluation. Any doubts will always be settled by responding an investigator.

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### • • 8-15 OTHER AGENCY OIS ROLL OUTS



**Bureau Order Number: 8-15**

**Subject: OTHER AGENCY OIS ROLL OUTS**

Effective Date:	09/01/1995	Last Date Revised:	09/01/2021
Last Date Reviewed:	09/01/2021	Next Review Date:	09/01/2022

Our DIS procedures internally have been tightened to achieve a thorough, comprehensive and recorded documentation in canvassing for witnesses. I want to extend that process to OIS incidents as well. It is encouraged you request additional teams to do a comprehensive neighborhood canvass for witnesses and/or surveillance cameras.

**• CHAPTER 9 MISCELLANEOUS**

- 9-2 INDEMNIFICATION FOR VICTIMS OF CRIME (Revised 04/30/21)
- 9-5 NEXT OF KIN TELEPHONE CONTACT (BUSINESS LOCATIONS, ETC.) (Revised 08/23/96)
- 9-6 PARTICIPATING WITH OUTSIDE PRODUCTION COMPANIES (Revised 04/30/21)
- 9-8 LASD MURDER SOLVE RATES (Revised 12/10/15)

**• • 9-2 INDEMNIFICATION FOR VICTIMS OF CRIME**



**HOMICIDE BUREAU  
DETECTIVE DIVISION  
BUREAU ORDERS**

**Bureau Order Number: 9-2**

**Subject: INDEMNIFICATION FOR VICTIMS OF CRIME**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
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Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022
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Local law enforcement agencies are responsible for informing each person, who may qualify to file a claim, of the existence and address of local victim centers. (Refer to 13968(c) Government Code).

The State compensates victims of violent crimes, in the case of a homicide, the family of the victim. The claim must be filed within one year of the date of the violent crime.

As investigators, we must be sure that the victim's family has been advised of their right to compensate from the State. Victim's family will be provided a pamphlet outlining victim rights and locations throughout the County where applications and assistance are available, or the contact information for the District Attorney's Office Victim Advocate.

State law and Sheriff's Department policy requires that you document the notification in your supplemental report.

Further details about the Indemnification program are found in the Manual of Policy and Procedures 5-09/320.00.

## • • 9-5 NEXT OF KIN TELEPHONE CONTACT (BUSINESS LOCATIONS, ETC.)



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 9-5**

**Subject: NEXT OF KIN TELEPHONE CONTACTS (BUSINESS LOCATIONS, ETC.)**

Effective Date:	08/27/1996	Last Date Revised:	
Last Date Reviewed:	04/22/2021	Next Review Date:	04/22/2022

When it becomes necessary to contact the next of kin at their place of business or at any other location, besides their residence, the Homicide investigator will identify himself/herself and ask to speak to the concerned party regarding a homicide investigation.

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Homicide investigators **SHALL NOT** give out any details of the investigation except to the next of kin.

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## • • 9-6 PARTICIPATING WITH OUTSIDE PRODUCTION COMPANIES



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 9-6**

**Subject: PARTICIPATING WITH OUTSIDE PRODUCTION COMPANIES**

Effective Date:	09/01/1995	Last Date Revised:	04/30/2021
Last Date Reviewed:	04/30/2021	Next Review Date:	04/30/2022

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When we are asked to participate in the filming of any facet of our on-duty work, there are some guidelines that must be followed.

Our primary obligation is to our investigative effort and keeping that in mind we will attempt to facilitate the needs of any private film crew that has been authorized to be present.

1. Film crews can only respond to murder cases in the Sheriff's jurisdiction, no Deputy Involved Shooting (DIS) or outside agency cases.
2. Film crews cannot go onto private property without the owner's permission. (The fact that the occupant is deceased does not mean permission to enter as implied).
3. Interviews may not be recorded on video or audio by film crews.
4. The film crews may film and record the actions of investigators only with their permission and may be asked not to record certain aspects of the investigation.

Should a question arise, contact the on-duty Team Lieutenant or the Operations Lieutenant.

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## • • 9-8 LASD MURDER SOLVE RATES



**HOMICIDE BUREAU**  
**DETECTIVE DIVISION**  
**BUREAU ORDERS**

**Bureau Order Number: 9-8**

**Subject: LASD MURDER SOLVE RATES**

Effective Date:	12/10/2015	Last Date Revised:	12/10/2015
Last Date Reviewed:	03/11/2021	Next Review Date:	03/11/2022

**Purpose of Order**

The purpose of this order is to establish guidelines on how LASD establishes murder solve rates.

**Scope of Order**

The Los Angeles County Sheriff's Department murder solve rates are based on very strict FBI guidelines.

**Cleared by Arrest**

In the Uniform Crime Reporting (UCR) Program, a law enforcement agency reports that an offense is cleared by arrest, or solved for crime reporting purposes, when three specific conditions have been met. The three conditions are that at least one person has been:

- Arrested.
- Charged with the commission of the offense.
- Turned over to the court for prosecution (whether following arrest, court summons or police notice).

In its clearance calculations, the UCR Program counts the number of offenses that are cleared, not the number of persons arrested. The arrest of one person may clear several crimes, and the arrest of many persons may clear only one offense. In addition, some clearances that an agency records in a particular calendar year, such as 2010, may pertain to offenses that occurred in previous years.

**Cleared by Exceptional Means**

In certain situations, elements beyond law enforcement's control prevent the agency from arresting and formally charging the offender. When this occurs, the agency can clear the offense exceptionally. Law enforcement agencies must meet the following four conditions in order to clear an offense by exceptional



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means. The agency must have:

- Identified the offender.
- Gathered enough evidence to support an arrest, make a charge and turn over the offender to the court for prosecution.
- Identified the offender's exact location so that the suspect could be taken into custody immediately.
- Encountered a circumstance outside the control of law enforcement that prohibits the agency from arresting, charging, and prosecuting the offender.

Examples include, but are not limited to: death of the offender (e.g., suicide or justifiably killed by police or citizen); the victim's refusal to cooperate with the prosecution after the offender has been identified; or the denial of extradition because the offender committed a crime in another jurisdiction and is being prosecuted for that offense.

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## • CHAPTER 10 BODY WORN CAMERA UNIT

10-1 BODY WORN CAMERA UNIT – USE OF COUNTY VEHICLES (Revised 05/18/21)

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### • • 10-1 BODY WORN CAMERA UNIT - USE OF COUNTY VEHICLES



## HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 10-1**

**Subject: BODY WORN CAMERA UNIT (BWCU) – USE OF COUNTY VEHICLES**

Effective Date:	04/05/2021	Last Date Revised:	05/18/2021
Last Date Reviewed:	05/18/2021	Next Review Date:	05/18/2022

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## I. CONCEPT AND ISSUES

### A. PURPOSE

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The purpose of this order is to establish policy for the Body Worn Camera Unit's use of County vehicles.

### **B. BACKGROUND**

The majority of Homicide BWCU sworn personnel require the assignment of a take home County vehicle as their duties frequently require them to respond to scenes from their homes. Additionally, professional staff assigned to the unit will require the utilization of pool vehicles assigned to the unit.

### **C. SCOPE OF POLICY**

This policy is directed to all Homicide Bureau personnel working within the Body Worn Camera Unit and any other personnel assigned to in a temporary or permanent capacity.

### **D. TRAINING**

Body Worn Camera Unit Sergeants and Lieutenants shall ensure that all personnel under their supervision have been appropriately briefed on the contents of this policy.

### **E. ACCOUNTABILITY**

The Unit Commander.

### **F. CONCLUSION**

The intent of this policy is to establish procedures for care and use of take home and pool vehicles.

## **II. POLICY**

The use of take-home and County pool vehicles by investigators, civilians, and supervisory personnel assigned to Homicide Bureau working within the Body Worn Camera Unit has been authorized with specific limitations in order to facilitate the unique nature of our mission. The use of a take-home and pool vehicle brings with it various responsibilities. This order will address some, but not necessarily all, of the issues and responsibilities associated with this privilege.

### **AUTHORIZATION**

Homicide Bureau shall maintain appropriate documentation which identifies personnel who are assigned County vehicles and are subsequently authorized to take those vehicles home. This documentation shall include the location where the County vehicle will be parked during off-duty hours. Such documentation shall be reviewed at least once annually by the respective Area Commander.

All personnel are not pre-authorized a take-home vehicle. If an occasion arises when driving a vehicle home would be cost effective, such as to deter the expenditure of overtime, or to benefit an investigation, permission shall be obtained from a Lieutenant. The approval and the name of the Lieutenant giving

## HOMICIDE BUREAU

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approval shall be noted in the investigator's notebook or "Red Book" for historical reference.

County vehicles shall not be utilized during off-duty hours, with the exception of those personnel who are in-transit to or from an assignment. Proper care shall also be utilized to maintain and protect County vehicles and County property stored within such vehicles.

Unassigned pool vehicles shall be parked at a Los Angeles County Sheriff's Department facility, a location occupied by the Los Angeles County Sheriff's Department, or an approved County facility.

Sworn personnel operating vehicles equipped with authorized red light and siren may initiate code 3 responses when necessary. Professional Staff personnel when operating a vehicle outfitted with code 3 equipment, shall not under any circumstances utilize the red light or siren.

Any deviation from this policy requires the pre-approval of the Homicide Unit Commander.

Additional information regarding the care of County property can be found within the Manual of Policy and Procedures.

Body Worn Camera Unit personnel who have a need to drive a County vehicle while off-duty shall obtain prior approval from a supervisor of at least the rank of Lieutenant.

There may be extremely limited situations wherein personnel may be specifically authorized to consume alcoholic beverage in order to maintain the covert nature of an investigation; however, at no time shall personnel drive a County vehicle or a mileage permittee vehicle while under the influence of an alcoholic beverage.

This order does not preclude Team Lieutenants from establishing more restrictive guidelines in regards to the use, care and maintenance of County vehicles.

### **APPLICABLE POLICIES**

- 3-06/140.12-Department Assigned Vehicles
- 3-09/200.25-Use of Code 3 –Authority/Responsibility