

CHAPTER 3 FISCAL

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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

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.

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
Last Date Reviewed:	03/10/2021	Next Review Date:	03/10/2022

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.

• 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

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

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.

• **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.

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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.
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