

Major Crimes Bureau Unit Orders

- **1. ADMINISTRATIVE**

- • **1-1 Maintenance & Use of Bureau Orders**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-1**

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

Effective Date:	04-02-2001	Last Date Revised:	01-23-2006
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

POLICY

Major Crimes Bureau Orders are promulgated as a means of clarifying and disseminating the policy and procedures of the Major Crimes Bureau. As policies and procedures alter in response to changes dictated by the internal and/or external environment, additional Bureau Orders shall be published and/or existing orders revised or deleted as necessary.

MAINTENANCE AND USE

The Operations OAll is the custodian of the original Bureau Orders. Updated copies of the Bureau Orders will be kept in a notebook and shall be maintained by each supervisor assigned to the Bureau. A copy will also be kept in the Operations Library. It will be the responsibility of each supervisor to ensure that all personnel under their supervision are familiar with and adhere to the contents of each Bureau Order. Familiarization with Bureau Orders shall be an integral part of the orientation program for newly assigned Bureau personnel.

DISTRIBUTION

Bureau Orders will be distributed to the Unit Commander, each lieutenant, and all sergeant and professional staff supervisors. Any bureau employee may suggest a revision, addition or deletion of the Bureau Orders to the Unit Commander through channels.

Any changes or additions shall be made using the above heading format and be coordinated through the OAll assigned to Operations. Once the changes are approved by the Unit Commander, distribution will be made to each supervisor who will update their notebook. When generating a new order, the OAll will assign the Bureau Order Number.

• • 1-2 Court Liaison Plan

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-2**

Subject: **COURT LIAISON PLAN**

Effective Date:	04-02-2001	Last Date Revised:	07-31-2012
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

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

SUBPOENAS

The Major Crimes Bureau's subpoena process is as follows:

1. All hard copy subpoenas are received by the assigned Bureau Operations Assistant or Law Enforcement Technician who is responsible for logging them into the Subpoena Log Book. (The Major

Crimes Bureau also receives subpoenas via the “e-subpoena” process).

2. Two copies of the original subpoena are given to the concerned employee.

3. A copy of the subpoena is kept in the Log Book by date.

Personnel shall respond to a “must appear” subpoena or seek permission to be placed “on-call” through the District Attorney’s Office. Deputies placed “on-call” shall be available to receive telephone calls and maintain a response time of one hour or less. Overtime shall be compensated in accordance to guidelines contained in the Manual of Policy and Procedures, Section 5-07/270.05.

COURTROOM DEMEANOR

Courtroom demeanor, including the quality of testimony given and the professional relationships developed with court officials, the District Attorney’s Office, and others, has long been a priority of this Bureau. Courtroom demeanor, and the manner in which testimony is presented in court, is a subject which is taught to investigators during their initial indoctrination training. Departmentally produced video training tapes concerning courtroom testimony are used to impart this instruction. It is recognized that courtroom demeanor discipline is important to maintaining our professional appearance and standards.

DRESS CODE

Personnel appearing in court are required to wear business attire or a class A uniform, per Manual of Policy and Procedures section, 3-01/050.80.

MONITORING/AUDITING OF PERFORMANCE

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

On a quarterly basis, each Bureau sergeant will monitor the courtroom testimony of at least one investigator assigned to his/her team(s). Reference to the audit(s) will be reflected in each investigator’s annual performance evaluation.

OVERTIME MANAGEMENT

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

As a general rule, due to the flexible scheduling in place at Major Crimes Bureau, it is unlikely that any

overtime will be generated as a result of court appearances.

However, if overtime should be incurred, a copy of the "*court time stamped*" subpoena must be attached to the overtime slip and the employee must have prior approval from his/her lieutenant.

• • **1-3 Orientation**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-3**

Subject: **ORIENTATION**

Effective Date:	04-02-2001	Last Date Revised:	02-27-2014
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to provide a guide and documentation of the Bureau's orientation program for newly assigned personnel. The orientation requirements vary according to the classification of the newly assigned individual.

GUIDELINES

1. Deputy

The deputy orientation program includes various skills and areas of knowledge necessary for an investigator to adequately function at Major Crimes Bureau. It includes the following:

- A. A general orientation covering basic Bureau policies and guidelines, and operations.
- B. Proper preparation of operation plans, search warrants, data systems, and the handling of informants.

- C. Range qualification for Bureau specific special weapons.
- D. The newly assigned investigator shall be paired with an experienced MCB investigator who will orient them to Division and Bureau policies and provide guidance and instruction on procedures and duties included on the orientation checklist.

The orientation checklist (refer to attachment "A" and/or "B") will be utilized by the team sergeant, mentor, and newly assigned investigator as a curriculum for the orientation program. It will serve as documentation that the newly assigned investigator acknowledges the area was adequately explained and that the team sergeant feels the newly assigned investigator has obtained the required skill/expertise in a given area. If concerns are discovered, the team sergeant will ensure that appropriate discussion and steps are taken to resolve the situation. Demonstrated competence is mandatory prior to certification and completion of the training/mentorship period.

Upon completion of the orientation checklist, the concerned mentor, team sergeant, and unit lieutenant shall review and sign it. The checklist will then be given to the operations lieutenant for review and filing in the employee's training jacket.

2. Newly-assigned sergeant orientation includes the following:

- A. Steps "A" through "D" as outlined under the deputy heading.
- B. The newly assigned sergeant will be assigned to an experienced team sergeant for a minimum of two weeks. During this time, the new sergeant will be exposed to the intricate responsibilities of supervising a Major Crimes Bureau team.

3. Newly-assigned lieutenant orientation includes the following:

- A. The newly assigned lieutenant will be assigned to an experienced lieutenant for a period of time to be determined by the Bureau Commander. During this time, the new lieutenant shall be exposed to various policies and factors related to the successful management of Major Crimes Bureau units.
- B. Newly assigned lieutenants shall be issued a complete set of current Division and Bureau orders.

4. Newly-assigned professional staff orientation includes the following:

- A. A general orientation covering basic Bureau policies, guidelines and operations.
- B. The staff member's assigned supervisor will be responsible for orienting the newly-assigned employee to the duties and tasks for the position.

All newly assigned personnel shall be scheduled to meet with the Bureau Captain when time permits, shortly after arrival. Additionally, personnel shall attend unit specific training as soon as classes become available. It shall be the responsibility of the team sergeant to coordinate the training with the Bureau training coordinator.

• • **1-5 Overtime Usage and Tracking**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-5**

Subject: **OVERTIME USAGE AND TRACKING**

Effective Date:	04-02-2001	Last Date Revised:	02-01-2004
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

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

GUIDELINES

Bureau personnel shall not work overtime when their job can be performed during regular work hours. Investigators and most first line supervisors assigned to Major Crimes Bureau work a Flex 40 schedule to better manage their regular work hours and adjust their schedule to meet the needs of their investigations. The intent of the Flex 40 schedule is to provide both a flexible means for investigations and to reduce the expenditure of paid overtime.

The unit lieutenant will be the approving authority for all paid and saved overtime. When an investigator or unit supervisor determines a need for overtime, the **prior** approval of the unit lieutenant must be obtained. In the absence of the unit lieutenant, the approval will be authorized by the team sergeant pursuant to Manual of Policy and Procedures section 3-02/280.10. The approving supervisor's name must be noted on the overtime slip.

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

CALL-BACK OVERTIME

Bureau personnel who are called-back to work **after completing** their 40 hour work week will be compensated according to their applicable MOU. However, the authorization to return back to work shall be approved by the unit lieutenant or the team sergeant. Call-back is compensated in accordance with the applicable memorandum of understanding.

TRACKING OF OVERTIME USAGE

Various tracking forms will be utilized to measure the Bureau's effectiveness in managing overtime expenditures. These tracking forms will be prepared by the timekeeper. The tracking forms are as follows:

- Weekly overtime report: This report reflects both paid and saved overtime worked by all Bureau personnel on a weekly basis. The report is subdivided by unit and reflects overtime expended by each unit for each rank. It also reflects the various categories where overtime was expended, shows a cumulative total for each rank, and a total of hours expended.
 - Monthly overtime report: This report reflects both paid and saved overtime worked by all Bureau personnel for the month. The report is constructed the same as the weekly report.
 - Overtime balance report: This report reflects a weekly running total of dollars spent on MCB overtime.
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• • 1-6 Wrong Door and/or Damage Repair Procedures

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-6**

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

Effective Date:	04-02-2001	Last Date Revised:	11-13-2015
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this policy is to inform and assist personnel in handling situations where forced entry into a wrong location occurred or when property is damaged and it may be the Department's responsibility to repair or secure the location. Additionally, this policy ensures that appropriate notifications are made in order to protect the Department and its personnel against needless civil liability.

GUIDELINES

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

1. The unit lieutenant shall be notified immediately.
2. The unit lieutenant shall respond to the location and notify the Bureau Commander.
3. The concerned Station Commander or Chief of Police shall be notified as soon as practicable.
4. The Risk Management Bureau, Civil Litigation Unit, shall be notified as soon as practicable but no later than the next business day.
5. Provide the owner or resident with a Department claim form and, if necessary, assist in completing the form.
6. The on scene team sergeant shall assist the owner or resident with arrangements for repairs. If immediate repairs are required to secure the location, they shall be coordinated through Risk Management Bureau, Civil Litigation Unit, at (323) 890-5400 during regular business hours or through Sheriff's Information Bureau at (213) 229-1700.
7. In the event that there is no resident or other responsible party at the location, the on scene team sergeant shall arrange for deputy personnel to remain at the location until a responsible party has arrived or the location has been repaired or secured.
8. The I/O shall submit a memorandum to the Bureau Commander fully explaining the circumstances of the incident.

• • 1-7 Internet and Intranet Websites

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-7**

Subject: **INTERNET and INTRANET WEBSITES**

Effective Date:	04-02-2001	Last Date Revised:	02-01-2004
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

This order sets forth the Major Crimes Bureau's policy regarding its website.

GUIDELINES

The Bureau Senior IT is responsible for maintaining the website.

The Bureau Commander is responsible for checking the website monthly to insure that it is current and accurate. Nothing shall be posted on the website without prior approval of the Bureau Commander.

• • 1-8 Employee Medical Emergencies

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-8**

Subject: **EMPLOYEE MEDICAL EMERGENCIES**

Effective Date:	04-02-2001	Last Date Revised:	02-07-2020
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

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

GUIDELINES

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

1. If the emergency is obviously life threatening, serious or the employee is unconscious, dial 911. Norwalk Station will answer and the appropriate emergency equipment will be dispatched to the Bureau.

Be sure to advise the Norwalk Station desk of the exact location of the office (C-111 or E-106) within the STARS Center complex, as this information may not appear on the Station 911 console screen.

Available personnel should respond to the parking lot to escort fire personnel to the patient's location.

2. If the emergency is less than life threatening and the employee can safely travel via automobile, the employee may be transported by another Bureau employee to the nearest contract hospital or approved health care facility, listed in the County of Los Angeles Directory of Physicians of Industrial injury.

- A. If the employee has notified the Department in writing prior to the date of the injury or illness that he/she has a licensed personal physician, the employee may be treated by his/her physician from the date of injury

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

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

In the event of serious injury or illness, the Injury and Health Support Unit (323-890-5381) will be contacted immediately for advice and assistance.

• 2. EQUIPMENT

• • 2-2 Ballistic Helmets

MAJOR CRIMES BUREAU

DETECTIVE DIVISION
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-2**

Subject: **BALLISTIC HELMETS**

Effective Date:	11-07-2006	Last Date Revised:	11-07-2006
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this Bureau Order is to standardize the criteria for use of the ballistic helmets by Major Crimes Bureau personnel.

SCOPE

This order shall apply to all Major Crimes Bureau (MCB) sworn personnel who are engaged in planned tactical operations involving the service of search or arrest warrants, or other searches of fixed structures.

ORDER

The Major Crimes Bureau has recently obtained (United Shield, Commando SC650, NIJ Level IIIA) ballistic helmets for use by sworn personnel during tactical operations. All personnel involved in a planned tactical operation involving the search of, or entry into, a fixed structure where the known risk factors (as determined by the search warrant preparation checklist (SH-R 461) indicate a moderate or higher risk, shall wear their issued ballistic helmets during entry and clearing activities. Exceptions to this order shall require the prior approval of the Detail Lieutenant.

At any time a violent confrontation can be anticipated (arrests or take downs following violent felonies, etc.), consideration shall be given, where feasible, to donning the ballistic helmets prior to contacting the suspect(s).

Personnel shall be responsible for the safe storage and care of their issued helmets. Any damage, or the loss/theft of an issued helmet, shall require a memorandum detailing the circumstances surrounding the

incident. Additional reports may be required as determined by the Detail Lieutenant.

Team Sergeants shall be responsible for ensuring compliance with this order.

• • **2-4 Personal Cell Phones in Custody Facilities**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-4**

Subject: **Personal Cell Phones in Custody Facilities**

Effective Date:	09-01-2011	Last Date Revised:	11-13-2015
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to establish policy regarding the use of personal cell phones by Major Crimes Bureau personnel.

GUIDELINES

Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless internet device, in a secured area is prohibited.

A secured area is defined as a correctional facility, station jail and court lock-up.

Per 4575(a)PC Any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000).

• • **2-5 PIRANHA Tire Deflation Device**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **2-5**

Subject: **PIRANHA Tire Deflation Device**

Effective Date:	06-24-2019	Last Date Revised:	06-24-2019
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to provide guidelines for the issuance of the PIRANHA tire deflation device and to establish policy for deployment and reporting procedures.

GUIDELINES

Overview

The PIRANHA tire deflation device is a tool that can assist in preventing vehicle pursuits. The PIRANHA is placed on the ground, near a designated tire of an unoccupied stationary vehicle. Once the target vehicle is moved and the tire rides over the PIRANHA, it will result in the tire rapidly deflating in approximately five seconds. The use of the PIRANHA may also prevent property damage, and reduces liability by minimizing the dangers associated with vehicle pursuits.

Description

The PIRANHA tire deflation device is 3 ½ inches (8.9cm) in length and weighs 5.2 ounces (147g). It is comprised of:

- (1) Black polypropylene **shroud** which covers the quills and allows safe handling.
- (2) Teflon coated hardened steel **quills**; 3/8 inch (.95cm) in diameter and 2 inch (5.08cm) in length

oriented in the cartridge and secured perpendicular to the base.

- (1) Glass polypropylene **cartridge** to which the shroud is secured and which holds the quills in place.
- (1) 3 5/16 inch (7.94cm) ABS plastic **base** into which the cartridge is inserted.
- (2) Polymer **end caps** which hold the cartridge at the base.
- (4) Fastening **screws** to secure end caps.

Training

The Major Crimes Bureau has PIRANHA tire deflation devices available for use by designated Bureau personnel. The training sergeant shall maintain a list of Bureau personnel who have been trained in the use of the PIRANHA. Only personnel who have completed the four hour training course, or equivalent training, will be issued the equipment.

Deployment

The PIRANHA tire deflation device shall only be used in surveillance apprehension operations, and when the target vehicle is stationary and believed to be unoccupied. Additionally, it shall only be used on active criminal investigations involving suspects of any crime. It may be deployed **only** on four wheeled vehicles. Once deployed, personnel must be cautious of pedestrians in the area and ensure they can safely monitor the target vehicle and what evolves once it makes contact with the PIRANHA.

In rare cases, the PIRANHA may be deployed on a vehicle where the suspect (seated in the driver's seat) has been determined to be asleep. In these situations, a supervisor on scene shall conduct an assessment of the situation and develop a tactical plan to safely place the PIRANHA while undetected by the suspect.

The PIRANHA tire deflation device is deployed by placing it on a surface (ie driveway, gravel/sand surfaces, or parking lot), approximately 6 inches from the target tire, with the grooved base face down against the surface. Multiple PIRANHA may be utilized at the same time to ensure both forward and reverse driving options are addressed. When deploying the PIRANHA, consider approach, placement, and potential reactions by suspect(s) and/or pedestrians if seen.

The PIRANHA tire deflation device can be reused. If the PIRANHA was effectively used and deflated a tire, a Hit Kit will be needed to reload for future deployment. If the PIRANHA was not effectively used, and did not deflate a tire, it can be deployed again as is after being inspected.

Documentation

Personnel requesting deployment of the PIRANHA tire deflation device shall notify their immediate supervisor stating their reasons for the request. Upon approval of the request, the PIRANHA stop device may be employed. If the PIRANHA is effectively used and deflates the tire of a vehicle, this will be documented in a PIRANHA deployment form (refer to attachment "A"). The completed document will be stored electronically in a shared files for five years. Each supervisor is responsible for ensuring the form is completed and placed in the appropriate shared file. The training sergeant is responsible for maintaining the shared files.

References

Manual Policy and Procedures 5-09/210.15, Pursuit – Vehicle Operation and Tactics, Pursuit Termination

Technology/Devices

Field Operations Directive 98-010, Tire Deflation Deployment

Stop Tech, Guidelines for Use of Piranha, Student Lesson Plan

- **3. FISCAL**

- • **3-3 Issuance of Office Supplies**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **3-3**

Subject: **ISSUANCE OF OFFICE SUPPLIES**

Effective Date:	12-2007	Last Date Revised:	11-13-2015
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to provide guidance for the issuance and maintenance of office supplies by the Operations Staff. These guidelines are intended to ensure that an adequate quantities of supplies are ordered and kept on hand for use by Bureau personnel.

GUIDELINES

When requesting supplies, these guidelines will be followed.

ROUTINE SUPPLIES

Contact an Operations staff member with your list of supplies needed. The Operations staff member, time permitting will:

1. Get the supply room key, accompany the employee to supply room, and ensure that the employee completes the "Supply Log Sign-Out Sheet." This log is necessary to track the quantity of supplies used and to establish what needs to be kept on hand.
2. If our supply is low on an item issued, the Operations staff member will alert the Procurement OAll by email to ensure that the item is ordered for stock replacement.
3. If an Operations staff member is not available to immediately fill an order and it is not a "rush" item, the employee's list of needed supplies will be filled at a later time the same day. Once the order has been filled, the employee will be notified to come pick up their supplies.

SPECIAL PROJECT OR LARGE OPERATION

If a project is going to require either a large quantity of an item, or a special order, please ensure that as much advance notice as possible is given. Oftentimes when large search warrant operations are planned, no one takes into consideration the extra quantity of supplies needed.

SPECIAL ORDER

If an employee is in need of an item that is not normally stocked (i.e., colored paper, specific batteries, etc.), the employee will submit a written request to the Procurement OAll for the item indicating need. The Procurement OAll will then seek approval to purchase the item.

• 4. OPERATIONS

• • 4-1 441 Investigative Files

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-1**

Subject: **441 INVESTIGATIVE FILES**

Effective Date:	04-02-2001	Last Date Revised:	04-02-2002
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of 441 (investigative) file numbers is to document the number and progress of investigations conducted by the Bureau. The number "441" refers to the last three digits of the URN sequence.

PROCEDURE FOR USING

1. When there is a known suspect or a location where criminal activities are possibly occurring.
2. When, as a result of an investigation, information is developed by this Bureau, but later supplied to another agency for their handling.
3. When an investigator observes a crime that will possibly reoccur at the same location.
4. At the direction of a Bureau supervisor.
5. Potential threats to Department members that are non-criminal in nature or may be criminal, but the crime occurred in an outside policing agency's jurisdiction and a criminal report was already generated by them. Crimes against Department members and public officials occurring in this Departments policing jurisdiction shall be documented utilizing the proper stat code (i.e. Criminal Threats, 422 PC - stat code 339).

MAINTENANCE

Each team sergeant shall be responsible for keeping a record of 441 files assigned to his team. This file shall include a reference to all supplemental reports written and also show the progress of the investigation.

All threat assessment investigations documented under a 441 stat code and related supplemental reports and memos involving Department members or public officials are to be considered confidential in nature and the report(s) shall be stamped as such and shall not be scanned into SECDA. All related reports, investigative notes and documentation shall be kept secured in a locked file cabinet. Access to these reports and files are strictly limited to those that have an authorized need to access the file and supervisors.

Operations shall be responsible for maintaining all master 441 files, including original supplementary reports.

REVIEW

The Section Lieutenant shall periodically review and evaluate the 441 file reports.

• • **4-3 Extradition Procedures**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-3**

Subject: **EXTRADITION PROCEDURES**

Effective Date:	04-02-2001	Last Date Revised:	03-31-2021
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to set forth guidelines for extradition procedures. This order does not cover the issuance and reporting procedures for the REACT belt. Refer to Bureau Order 4-6, REACT belt.

GUIDELINES

The basic policies and procedures governing extraditions are established by the State Attorney General. Locally, the implementation and enforcement of those policies and procedures are the function of the District Attorney's Office. Many aspects of the extradition policies are the result of claims that have been returned as unacceptable, by the State.

It is the responsibility of the District Attorney's Extradition Office (D.A.) to keep us informed of changes in the State's policies and procedures as they occur. All extraditions conducted by the Sheriff's Department shall be coordinated by the Major Crimes Bureau, (regardless of the section to which the handling deputies are assigned.) Extraditions will be coordinated, cleared, and approved by a Metro Unit Sergeant or Lieutenant.

The Metro Lieutenant or his/her designee, will maintain a liaison with the D.A.'s Extradition Office and will meet periodically with the head of that office to discuss issues of mutual interest. The lieutenant is responsible for ensuring that all travel itineraries are pre-approved by a Metro Sergeant prior to submission to the D.A.'s

Major Crimes Bureau Unit Orders

Extradition Office for check out. For training and quality control purposes, MCB Sergeants may be assigned to extraditions on a quarterly basis. Other Bureau sergeants shall not go on extraditions unless they receive prior approval from the Bureau Commander.

Major Crimes Bureau Fugitive Warrant/Extradition section will provide a travel envelope for all approved extraditions. The travel envelope shall include the following:

NLETS Teletype

Agents nomination

Gun Letters

Booking Slip

Los Angeles County Sheriff's Department Station Jail Orientation Form

Los Angeles County Unified Arrestee Medical Screening Form

County of Los Angeles Sheriff's Department Supplemental Report

Copy of Warrant

Fingerprints (If Available)

Photograph (If Available)

Any questions should be directed to the Fugitive Warrant/Extradition section supervisor at (562) 946-7072.

AIRLINES

Purchase of airline tickets:

1. When an extradition assignment is received, personnel shall make their own travel arrangements, keeping them consistent with the State's requirements. As a general rule, trips such as Las Vegas and Phoenix are "turn-around trips," with no overnight stay. When you call the D.A.'s Extradition Office for your check-out appointment (which should be done as soon as possible after getting the assignment), confirm if the trip is a turn-around or not.
2. If the trip is an overnighter, the State will usually reimburse a maximum of one night's stay in the prisoner's jurisdiction. Any delays during the trip, causing a longer stay must be explained in writing, and must be given to the D.A.'s Extradition Office at the check-in appointment. When possible, it is wise to discuss variances with the Extradition Office personnel and a Metro Sergeant as soon as the variance becomes evident, and always prior to actually making any subsequent or additional reservations.
3. Once your reservations for the trip have been confirmed, contact the agency holding the prisoner to verify

that he/she is available for extradition, has waived extradition (or that a Governor's Warrant has been obtained) and has no medical restrictions. Also determine the procedure for taking custody of the prisoner for the holding agency. It is recommended that you send a teletype to the holding agency indicating the date and time of pick up. A copy of the teletype should be kept with your travel documents for quick reference. Additionally, a telephone call to the holding agency the day before pick up is recommended to facilitate a smooth custody transfer.

4. When purchasing flight tickets, the guidelines call for the most direct route, an appropriate time frame, and the lowest rate available on the date of travel.
5. **Do not base your flight plans or choice of airlines on frequent flyer memberships.** If it works out that the most reasonable flight is one on which you will earn mileage, that is allowable, but it cannot be a factor in making your travel plans. There are very few trips that require more than one stopover in each direction, more will require justification.
6. Round trip vs one-way tickets is an issue that frequently comes up. A good rule of thumb is always attempt to locate the fare that is the most cost efficient. Purchasing a round trip ticket can be justified if the fare is cheaper than a one way trip.
7. When selecting an airline, it is highly recommended that an airline be chosen that permits prisoner handcuffing in accordance with Manual section 3-01/110.23. Some airlines restrict the flight duration for inmates or their use of restrooms while in flight.
8. If the prisoner to be extradited is "high-risk" and poses a reasonable risk of escape, has a history of assaults upon peace officers, is mentally unstable, or has a violent felony criminal history (i.e. murder, assault with a deadly weapon, kidnapping/rape by force, etc), consideration shall be given to transporting the prisoner by alternative means other than commercial air, such as the use of Aero Bureau's King-Air airplane. If after consideration the use of alternative means of transportation is not feasible or possible due to circumstances beyond the control of the investigator, the decision to transport the prisoner via commercial airlines or public transportation shall be made in consultation with a supervisor.
9. If a prisoner to be extradited is deemed to be "high-risk", an escape risk, assaultive, "high-profile" or mentally unstable, a Metro sergeant shall be assigned to the extradition and accompany the handling investigators during the trip.
10. The use of a departmentally approved waist-chain, "Band-It" immobilization device, leg restraints and/or high security handcuffs shall be considered during the transportation of a prisoner deemed to be "high risk", in accordance with airline rules and Department guidelines and policy.
11. If additional personnel are needed for security purposes, or if the use of alternative transportation other than the use of commercial airlines is to be utilized, a memorandum on Department letterhead justifying the need for such shall be submitted to the D.A.'s Extradition Office and approval will need to be obtained by them in advance of the extradition.

PHONE CALLS

When on an extradition, all business calls which incur a toll charge shall be made with the County Calling Card. This is an agreement between the D.A.'s Office and the

Sheriff's Department. Hotel surcharge for verifiable business calls may be claimed as an authorized expense. Personal calls, including the surcharge, must be at the expense of the individual.

RENTAL CARS

When you rent a car, DO NOT obtain insurance. Both the State and the County are self-insured, and they will not reimburse you for the cost of insurance. Should an occasion arise during an extradition where you are authorized to take an extra day, at your own expense and on your own time, you are reminded that you will NOT be covered by the State or the County for use of the rental car during the extra time. In that case, you are strongly encouraged to take out insurance at your own expense. This would also be wise, even if you are not spending an extra day at your expense and time, if you plan to use the rental car for personal business during the time you will be on the extradition. For example: if you plan to visit friends or relatives who live outside of the city in which you are staying, you should insure the car at your own expense.

MEALS

The amount of money reimbursed for meals (including the prisoner's) is set by the state.

HOTEL ACCOMMODATIONS

1. Make your own reservations. You are not expected to share a room or to stay in substandard accommodations. You are expected to seek out a reasonable rate. Always ask for a "Government Rate," as most hotels will give a reduced rate with proof that you are a Government employee on business.
2. If you have any doubt about whether the hotel you choose will be acceptable, check with the D.A.'s Extradition Office.

MEDICAL EXPENSES FOR THE PRISONER

Be sure and obtain all appropriate paperwork, should the inmate require medical treatment once he/she is in your custody. Even though you are acting as an agent of the State for the extradition, the County will be responsible for the bill as the prisoner is being transported to L.A. County for prosecution. This is an agreed upon issue between the County and the State.

EXTRA DAYS FOR PERSONAL BUSINESS

The issue of spending additional days, at the officer's expense and on their own time, has been a point of

concern. The practice is allowable if certain conditions are met. Specifically, the deputy must obtain a letter from the Unit Commander, to the D.A.'s Extradition Office, stating that the Deputy is permitted to stay the additional day at his/her own expense and that the State and County are not liable/responsible for the Deputy's actions during that time. The letter must also stipulate that, **without condition, the Sheriff's Department will assume responsibility for any costs of the trip not reimbursed by the State as a result of the additional day's stay.**

An example of a problem that could arise is during the extra day, the inmate is bonded out, or his/her attorney convinces him/her to fight extradition. If the prisoner had been taken into custody on the "normal" day, he/she would have been available and would have been transported to L.A. In this case, the State will most likely refuse to pay most, if not all, of the expenses associated with the trip – making the Sheriff's Department, or the individual, liable for any costs associated with the trip. Should the same thing happen when you are returning the next day (as is normally done), the State will pick up the expenses.

• • 4-7 Emergency Department Mobilization

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-7**

Subject: **EMERGENCY DEPARTMENT MOBILIZATION**

Effective Date:	04-02-2001	Last Date Revised:	03-01-2020
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to provide guidelines in the event there is a Department wide emergency mobilization. Unlike a response to a large scale event as described in Major Crimes Bureau - Unit Order 4-7.10.

GUIDELINES

In the event of a major disaster or emergency, both on-duty and off-duty personnel shall contact their unit lieutenant for reporting instructions. The unit lieutenants shall confer with the Bureau Commander or Operations Lieutenant for a coordinated response plan by unit personnel. All personnel should be familiar with the emergency "12 and 12" roster distributed annually.

Should a Bureau member be unable to contact either the Bureau or Division desks, or be unable to respond to a designated Department facility within three hours, the member shall respond to the nearest law enforcement agency for deployment (MPP 5-06/000.15).

Department policy requires that sworn members be prepared to respond during emergencies with uniform and equipment items. Major Crimes Bureau personnel should have, at a minimum, a raid jacket, identification items, and an authorized duty weapon.

• • 4-7.10 Response Plan for Large Scale Events

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-7.10**

Subject: **RESPONSE PLAN FOR LARGE SCALE EVENTS**

Effective Date:	11-21-2006	Last Date Revised:	03-01-2020
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to establish policy regarding Major Crimes Bureau's response to large scale events, such as deputy involved shootings where the suspect is still outstanding, high profile escapes, and other events handled by Major Crimes Bureau where multiple teams may be required. Unlike a Department mobilization which is outlined in section 4-7.

GUIDELINES

When a large scale event occurs, Major Crimes Bureau should have an automated standardized response. This response should take into account that the operation may last for an extended period, in some cases several days. Therefore, our response should be measured to allow for relief in the event of a second operational period.

With our current staffing, Major Crimes Bureau has the ability to field a maximum of five teams per operational period. However, the initial response should not include all our resources as other events may occur in that time frame and, in many cases, all five teams will not be needed.

INITIAL NOTIFICATION

For deputy involved shooting situations where the suspect is still outstanding, Major Crimes Bureau has been added to Sheriff's Information Bureau's notification matrix. The lieutenant notified will initiate a phone tree throughout the Bureau notifying all the Major Crimes Bureau lieutenants advising them of the event. The lieutenant will also advise whether they will be part of the initial response or will standby for the next operational period.

The lieutenants, in turn, will notify their respective sergeants and, likewise, advise who will be part of the initial response and who is on standby for the next operational period. The sergeants will do the same for all their deputy personnel.

For events handled directly by Major Crimes Bureau, activation of this response plan will be at the discretion of the unit commander and the concerned handling lieutenant who will follow the above outlined notification procedures.

STANDARDIZED INITIAL RESPONSE

At time of notification:

Two Lieutenants - One lieutenant will act as the incident commander for our operation at the field command post, the other will serve as a field lieutenant. This position is beneficial as we most likely would have several teams in the field and he/she will be able to respond for entries or parole/probation searches of locations, which entail some risk.

One Metro Team - The metro team will assume operational control of Major Crimes Bureau's field command post and, in conjunction with Homicide Bureau, coordinate investigative tasks. Further, they will detail missions to our responding personnel and could coordinate and/or prepare any necessary court orders for phone traps or cell phone tracking. Additionally, team members can provide surveillance as needed.

SAT Team I & II - This team will accept investigative missions from the Metro Detail, primarily surveillance.

Fugitive Task Force (FTF) - This team will accept investigative missions from the Metro Detail, primarily surveillance. Further, the FTF is able to provide assets and liaison with the U.S. Marshal's Service to assist in border closings or surveillance operations in other counties or states.

THE SECOND OPERATIONAL PERIOD

The second operational period will mirror the first, utilizing two more lieutenants from Major Crimes Bureau, the second Metro Detail team, the second SAT Team and Cargo Cats, in lieu of FTF.

The remaining teams assigned to Major Crimes Detail, PGU, HALT, SIU, and Organized Crime, will be held in reserve and called if additional resources are needed for the operational period (two teams per operational period). These teams will also be used to handle or assist with other matters that come up during the operation, such as escapes, or other crimes handled by Major Crimes Bureau.

• • 4-9 Use of Aircraft

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-9**

Subject: **USE of AIRCRAFT**

Effective Date:	04-02-2001	Last Date Revised:	03-01-2004
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

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

GUIDELINES

Department aircraft may be utilized in conjunction with routine Sheriff's Department law enforcement activities within Los Angeles County. All requests for aircraft shall be coordinated through the Aero Bureau Operations Sergeant. This permits control and coordination of investigative teams and prioritization of air support.

Aero Bureau policy authorizes pilots conducting a surveillance to maintain a surveillance within the following counties, not to exceed 100 miles from the nearest Los Angeles County line:

1. Orange County
2. Ventura County
3. Kern County
4. San Bernardino County
5. Riverside County

If the need arises to proceed beyond these parameters, the I/O in charge of the surveillance shall have the responsibility for obtaining authorization from the Sheriff, Undersheriff, or the Assistant Sheriff, via Detective Division Headquarters.

Prior to an air surveillance, the I/O shall discuss his intentions and probabilities for an extended surveillance with the air operations supervisor and the assigned pilot.

In addition to Aero Bureau, the California Army National Guard (CNG) also provides helicopters and pilots in support of surveillance operations. The use of this resource shall also be coordinated by the Narcotics Bureau Operations Sergeant, who shall contact the CNG when no support is available from Aero Bureau. A courtesy notification shall be made to Aero Bureau by the I/O that this request process has been initiated.

• • 4-10 Operation Plans

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-10**

Subject: **OPERATION PLANS**

Major Crimes Bureau Unit Orders

Effective Date:	04-02-2001	Last Date Revised:	11-13-2015
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

This order will establish a uniform Operations Plan to be utilized by the entire Bureau. This will ensure consistency and uniformity from detail to detail.

GUIDELINES

1. The Operations Plan located in Eforms - Public Folders - All Forms - Detective, will supersede all currently used plans. (refer to attachment "A" for a completed example)
2. This plan shall be utilized in the planning and execution of all Bureau tactical operations.
3. The plan provides for the approval of the unit lieutenant or the team sergeant. The approval shall be obtained prior to the execution of the plan.
4. Whenever the operation includes the service of a search warrant(s), Bureau Order 4-4 shall be followed.
5. Notify Division Commanders, while in the planning phase, if SEB is being utilized.

• • 4-11 Letters of Consideration

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-11**

Subject: **LETTERS of CONSIDERATION**

Effective Date:	04-02-2001	Last Date Revised:	03-01-2020
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Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022
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PURPOSE

The purpose of this order is to establish policy and procedures for a “letter of consideration”. This policy is designed to assist Bureau personnel by providing guidelines in the preparation of the letters. Refer to Manual of Policy and Procedures section 3-01/110.7 (rev. 04-22-16) for details not covered in this order.

GUIDELINES

Whenever a Bureau member determines a defendant has materially assisted the Department in any criminal investigation, the concerned investigator, with prior approval, may prepare a letter for signature from the investigator's unit commander to the local Supervising City Attorney, Supervising District Attorney, or federal prosecutor if the case is pending in court, requesting that the defendant's action be taken into special penalty consideration.

Whenever a Bureau member determines an inmate or prisoner has materially assisted the Department in any criminal investigation, that investigator, with prior approval, may prepare a letter for signature from the investigator's unit commander to the sheriff of the county where the inmate is being housed, or to the warden of the Department of Corrections' facility where the prisoner is serving a sentence, or to the State Parole Board if the prisoner is scheduled to appear at a parole hearing.

- All sworn Bureau personnel will be held accountable for strict adherence to this policy whenever a “letter of consideration” is prepared.
- Team sergeants will ensure that all personnel under their direction have been thoroughly trained on all aspects of this policy.

LETTERS

ALL letters presented to the Unit Commander for approval will contain the following information and be e-mailed to the Captain's Secretary:

- Reason for the inmate's arrest or prisoner's conviction so that recipient of the letter knows the magnitude of the crime;
- Information provided or action taken by the defendant, inmate, or prisoner which assisted the investigation;
- What action the investigator took as a result of the information provided by the defendant, inmate, or prisoner and the results of the investigator's actions;
- What the investigator is seeking, i.e., special penalty consideration such as no jail, a specific jail or prison term, probation, the minimum sentence allowed by law, special conditions of confinement, or

release on parole.

CONSIDERATION PACKAGE

At a minimum, the consideration package shall contain the following information and be emailed to the Captain's Secretary:

- The name and address of the concerned local office of the City Attorney, District Attorney, United States Attorney, correctional facility, or parole board;
- The name and rank of the concerned supervising prosecutor;
- The position of the concerned local prosecutorial office, probation, parole, and/or policing agency in regard to the proposed recommendations;
- The case numbers and all pending charges and prior convictions against the defendant, inmate, or prisoner for whom the letter is to be written;
- The specific consideration the investigator seeks to recommend;
- The next court date, parole hearing date, or other relevant hearing date;
- Whether the defendant, inmate, or prisoner has any history of violence in or out of custody with an explanation of the violence;
- Identification of the investigating agency/unit making the request;
- Identification of any other agencies that have an interest in the defendant, inmate, or prisoner; and if so, the names of those officers/deputies/prosecutors contacted and a statement as to whether they approve of the consideration request;
- Whether the defendant is continuing to assist the Department in its current investigative efforts;
- Appropriate supervisory notation and approval (e.g. detective supervisor or watch commander); and
- A thorough description of the results of the information provided by the defendant to the investigator (e.g., number of warrants served, number of arrests made, property seized, etc.).
- Current RAPS, CCHRS, and DMV printouts;
- The original arrest reports documenting the defendant's, inmates, or prisoner's current charges;
- Reports or memoranda that document the results of the defendant's, inmates, or prisoner's information/assistance (e.g., search warrants served, arrest reports etc.);
- A draft of a letter of request for the unit commander's signature;
- Any other appropriate and useful information.

CONSIDERATION PACKAGE DISTRIBUTION

The consideration package shall be submitted to the unit commander who will review the appropriateness of the request and then forward the package to the concerned area commander who, after review, will submit the package to the Detective Division Chief for approval.

Upon receipt of the package, the Detective Division Chief shall review the special consideration request and

all supporting documentation, and determine the appropriateness of the Unit Commander's recommendation. A request for a Letter of Consideration shall be predicated on assistance to the Department, rather than on personal or other interaction between the individual and the Department employee which is not tied to a current criminal investigation. Any request for a Letter of Consideration based merely on favorable contacts with a defendant, inmate, or prisoner who has not materially assisted the Department in a specific criminal investigation, shall not be approved.

If the recommendation is approved by the division chief, the consideration package will be returned to the originating unit, and the letter will be prepared for the unit commander's signature.

Letters of Consideration must, in addition to the above approval procedures, also be routed to and approved by the Sheriff if opposed by any other agency, entity, or department.

• • 4-12 Relocation of Victim/Witness Procedures

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-12**

Subject: **RELOCATION OF VICTIM/WITNESS PROCEDURES**

Effective Date:	04-02-2001	Last Date Revised:	03-03-2020
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to provide policy and guidance for handling the relocation of victims/witnesses.

GUIDELINES

Major Crimes Bureau's Metro Unit is responsible for assisting any unit of the Department with the relocation of a victim/witness. This assistance will ensure that the requesting Departmental unit is coordinating the

Major Crimes Bureau Unit Orders

relocation with the proper section of the District Attorney's Office, that being the Administrative Division. Correspondence should be addressed to:

District Attorney Administrative Division

Captain (*individual holding the position at the time of the event*)

213-974-3608

Clara Shortridge Foltz Building

210 West Temple Street, Room 17-201

Los Angeles, CA 90012

It should be noted that, per MPP- 5-09/050.00 (revised 12-12-13), Homicide Bureau and Narcotics Bureau will handle their own respective cases.

In the event the requesting unit requires emergency relocation funds and there is not enough time to obtain the funds from their respective Region or Division, or the funds are required after normal business hours, Major Crimes Bureau will advance the funds from the Bureau's investigative fund until the next business day.

An investigating officer who is not assigned to Major Crimes Bureau and is requesting an advance from the Bureau investigative fund, shall be informed that the repayment shall be made in cash.

The "blue slip" and the signed memorandum shall serve as the receipt. The investigating officer shall be advised that on the next business day, they shall obtain written authorization from the District Attorney's office specifying the individual to be protected, the dollar amount allocated for the request, and the effective end date of the agreement. The authorization shall be signed by a D.A. Investigations Bureau Captain or their designee. The investigator handling the case shall be responsible for collecting and maintaining original receipts, and keeping all records of disbursed funds. When the funds have been disbursed, or the victim no longer needs or qualifies for relocation, or the expiration date of the D.A. authorization has been reached, the investigator shall submit the D.A. authorization form and all records of the disbursed funds and original receipts to the District Attorney Witness Protection Section. The investigator will then be issued a check for authorized amount from the District Attorney's Witness Protection Fund. The check shall be made out the "L.A. Sheriff's Department C/O (investigator's name)."

The investigating officer shall then cash the check at Fiscal Administration, and return the funds to Major Crimes Bureau. The "blue slip" shall be returned to the investigating officer upon repayment.

If the investigating officer is assigned to Major Crimes Bureau, the same procedures outlined above shall apply. If the severity of the threat necessitates immediate relocation prior to the case being filed with the District Attorney's office, a "blue slip" and a Special Appropriation Expense Claim form shall be completed as outlined in Bureau Order 3-1. The funds will then be reimbursed by Fiscal Administration.

RELOCATION OF SWORN PERSONNEL

Major Crimes Bureau is responsible for the investigation, threat assessment, and any subsequent relocation of a threatened sworn member of the Department. However, relocation shall only apply when the threat is determined to be serious, genuine, and as a result of the member's employment as a peace officer.

The threat assessment shall be detailed and include a description of the incident, the findings regarding the threat level, and the Bureau's short and long term recommendations for negating the threat. These findings, shall be documented in a memorandum from the Bureau Commander to the Detective Division Chief. The assessment memorandum will normally be drafted by the team sergeant handling the investigation. The memorandum shall then be reviewed by the unit lieutenant before forwarding to the Operations lieutenant who will send it on to the Bureau Commander.

The initial temporary relocation of sworn personnel, in regard to disbursal of funds, will be accomplished as outlined under "guidelines" above.

Should the threat require the permanent relocation of a sworn member, 832.9 PC requires an employing agency (County of Los Angeles) to reimburse certain expenses incurred by a peace officer required to relocate because of serious threats as a result of their employment. These expenses may include: a Realtor's fee for selling their home, temporary housing for up to 60 days, meals for them and their family for up to 60 days, and moving and storage of their possessions for up to 60 days. However, the sworn member shall receive prior approval from their Division Chief prior to incurring any cost that may be reimbursable.

Once the sworn member has obtained the required approval, they shall be directed to the Sheriff's Office of Fiscal Administration, Financial Programs Bureau at (213) 229-3258. Personnel at Fiscal Administration will advise the member regarding what documents will be required to obtain reimbursement of funds expended.

For additional information refer to attachments: "A" Sheriff's newsletter #153, and "B" California State Department of Personnel Administration rules.

• • 4-16 Hobbs Warrants

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-16**

Subject: **HOBBS WARRANTS**

Major Crimes Bureau Unit Orders

Effective Date:	02-01-2007	Last Date Revised:	08-28-2012
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to provide policy and guidelines concerning the proper submission and storage of "Hobbs Warrants."

GUIDELINES

This policy is directed to all Major Crimes Bureau personnel involved with the documentation, processing and storage of (sealed) "Hobbs Warrants."

Major Crimes Bureau sergeants and lieutenants shall ensure that all personnel under their supervision have been appropriately advised and trained on the contents of this policy, in accordance with Bureau Order #1-3, Orientation for Newly Assigned Personnel.

The Affiant of a "Hobbs" search warrant shall be directly responsible for its timely delivery and proper submission to the Document Retention Custodian in the Operations section at Major Crimes Bureau.

LEGAL RULING

In ***People V. Hobbs*** (1994) 7 Cal. 4th 948, the California Supreme Court held that all or part of the information in a search warrant affidavit provided by an informant (whose only relevance is supplying probable cause) may be sealed to protect the informant's identity. The sealed materials would later be subject to, in camera review, if the defendant makes a motion to traverse or quash the warrant.

POLICY

Once a search warrant has been served, the Affiant or his/her designee shall transport the sealed portion of the search warrant to the Document Retention Custodian at Major Crimes Bureau, within ten (10) calendar days of its service date. All sealed portions **must be hand delivered** to the Document Retention Custodian in Operations.

For the purposes of storage and uniformity, all "Hobbs" search warrants shall be sealed in a 9" x12" manila envelope with the following attachments:

The warrant package cover sheet shall be on the outside of the envelope with “Hobbs Warrant” written on the bottom portion in large black lettering.

A copy of the signed and/or stamped “Court Order” shall be attached to the back (clasp side) of the envelope.

The Major Crimes Bureau Document Retention Custodian shall maintain all “Hobbs” search warrants in a locked cabinet for a period of five (5) years after the case has been adjudicated. The Document Retention Custodian shall also maintain these records in the Major Crimes Bureau Search Warrant Data Base.

• • **4-18 Press Releases/Significant Event Briefings**

MAJOR CRIMES BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF’S DEPARTMENT

Bureau Order Number: **4-18**

Subject: **PRESS RELEASES/SIGNIFICANT EVENT BRIEFINGS**

Effective Date:	04-09-2014	Last Date Revised:	04-09-2014
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

PURPOSE

The purpose of this order is to establish protocol when disseminating public information regarding any significant Major Crimes Bureau investigation.

GUIDELINES

Due to the nature of the investigations conducted by Major Crimes Bureau, the incidents are often noteworthy and frequently newsworthy, leading to a release of information through Sheriff’s Headquarters Bureau. The specific details may also be released directly to a media outlet, through a formal press conference or via written press release. Whatever the venue for the dissemination of information, the following procedures should be followed whenever possible:

- The releasable information should be determined after conversation with the involved investigator(s), team sergeant, and a written summary prepared. The content of the summary, be it a formal press release or other format, should not contain any “hold back” information which is not cleared for release to the general public.
- Prior to the information being released to either Sheriff's Information Bureau (for dissemination) or any media outlet, the concerned team Sergeant or Lieutenant shall brief the concerned Station Captain(s) regarding the written summary of the investigation and inform that Captain of the impending media release. This will enable that Captain to appropriately brief the concerned City Council Representative (for contract cities) or the Board of Supervisors' Field Deputy (for unincorporated areas), prior to the information being released to the general public.
- Similar notification shall also be made to the Major Crimes Bureau and Detective Division Chain of Command.
- After a reasonable time, the information may be released through the appropriate channels to publicize the incident.
- Updates regarding the status and development of the investigation may also be directed to the concerned Station Captains as a courtesy, however, responses and updates should be handled in coordination with the handling MCB Investigators.

Refer to “Attachment A” for the currently approved NEWS RELEASE format.
