

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 OAIll 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 OAIll 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 polices 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 polices 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.
