

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 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**

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.
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- **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
Last Date Reviewed:	09-09-2021	Next Review Date:	09-09-2022

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 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 Shorridge 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.

Major Crimes Bureau Unit Orders : 4. OPERATIONS

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 me 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 disbursement 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**

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 it's 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**

Major Crimes Bureau Unit Orders : 4. OPERATIONS

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.
