

## 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.

## Major Crimes Bureau Unit Orders : 1-1 Maintenance & Use of Bureau Orders

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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.

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