

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**

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| 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.
