

## 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 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 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.

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