

## 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**

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.

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