

## 1-1 Maintenance and Use of Bureau Orders

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF DEPARTMENT**

Bureau Order Number: **1-1**

Subject: **MAINTENANCE & USE OF BUREAU ORDERS**

Effective Date:	07/01/2008	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

### I. POLICY

Narcotics Bureau Orders are promulgated as a means of clarifying and disseminating policy and procedures of the Narcotics 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.

In conflicts of interpretation between Bureau Orders and Departmental Orders, Departmental Orders shall take precedence.

### MAINTENANCE AND USE

The Training Deputy or Sergeant shall ensure that the Bureau Manual and Detective Division Orders are available "on line" via the Sheriff's Data Network for access by all members.

Bureau managers and supervisors shall 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 Zone Lieutenant and all Bureau Sergeants. Any Bureau personnel may suggest a revision, addition or deletion of the Bureau Orders to the Unit Commander through the chain of command. Any such changes shall use the above heading format and be coordinated through the Bureau Manuals and Orders Lieutenant.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

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