

4-6 Major Narcotics Investigations Fund

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **4-6**

Subject: **MAJOR NARCOTICS SPECIAL INVESTIGATIONS FUND (BUY/WALK OPERATIONS / SPECIAL INVESTIGATIONS)**

Effective Date:	01/26/2009	Last Date Revised:	10/15/2019
Last Date Reviewed:	04/01/2021	Next Date Review:	04/01/2022

I. **CONCEPT AND ISSUES**

A. **Purpose**

The purpose of this order is to establish policy and procedure for use and control of the Major Narcotics Investigations Fund. Monies drawn from this fund shall be used only for large scale narcotics operations, including purchases of narcotics and special operations. It is the intention of this policy to provide authorization for the use of these funds whether or not the monies will be recovered during the immediate investigation.

B. **Background**

Some cases have illustrated the necessity for an account to be used for major narcotics operations, including purchasing large quantities of narcotics or precursors. In some instances, the money used from this account will likely be recovered during a search warrant or other operation conducted almost immediately following the purchase. However, there may also be instances wherein the money used from this

account may not be recovered. An example of such an instance would be to purchase a large amount of narcotics as part of a continuing relationship building process in order to negotiate a larger transaction at a later date. These large scale buy/walk operations must be carefully evaluated by use of a risk/benefit analysis. Some of the factors to be considered will be discussed later in this order. There may also be cases wherein these funds will be used for special operations with or without undercover operatives.

C. Scope of Policy

This policy is designed to protect and hold all sworn personnel removing monies from the Major Narcotics Investigations Fund accountable.

D. Accountability

All personnel removing money from the Major Narcotics Investigations Fund will be held accountable for strict adherence to this policy. Narcotics Bureau supervisors will be held accountable to ensure that these guidelines are met. Additionally, Bureau managers and supervisors are responsible for making sure that any investigative expenditure is detailed in a supplementary report under the appropriate case file number. The Operations Lieutenant is responsible for ensuring that the Major Narcotics Investigations Fund is secured at all times within the safe located within the Bureau office and that the ledger kept with the money is accurately maintained. The lieutenant shall also, when called upon, provide an accurate accounting of the money and expenditures. (Refer Flash Money/Forfeiture Fund, B.O.#4-3).

E. Training

The Bureau Commander will ensure that all Bureau Personnel are trained and familiar with this policy.

F. Conclusion

It is the intent of this policy to protect the integrity of Bureau Personnel and Major Narcotics Investigations Fund money removed from the Narcotics Bureau safe.

II. POLICY

Monies from the Major Narcotics Investigations Fund shall only be used by members of a Narcotics Major Violators Team or one of the Narcotics Task Force teams in which members of the Los Angeles County Sheriff's Department Narcotics Bureau are participating. These funds can also be used for other special investigations. Nothing in this order is intended to discourage members of regional crews from developing information on major narcotics investigations. However, it will be necessary for station crews who develop information that leads to a major narcotics investigation to include one of the Major Violators teams in order to have access to these funds. These funds may be handled by investigators acting in an undercover capacity or by paid confidential reliable informants. It is important to stress that **at no time will a defendant informant be permitted to handle these funds.** These funds are not to be used to purchase routine office supplies or other items which are purchased through the Bureau Services and Supplies Fund. **No funds will be removed from the safe without prior approval of the Unit Commander or his / her designee.**

Every attempt should be made to formulate an operational plan that includes the recovery of any monies utilized from these funds. However, as stated earlier, there may also be instances wherein the money used from this account may not be recovered.

The factors used to determine the justification of such an operation must include, but not be limited to, what will be gained at the conclusion of the overall investigation:

- The type and amount of narcotics to be seized at the conclusion of the investigation
- Benefit to the Community
- Intelligence gathering

- The suspect(s) to be arrested:

- Number of suspects
- Criminal history
- Information for subsequent investigations
- Sentencing enhancements

State and Federal Narcotics Forfeiture Funds are available in those cases when additional funds are necessary.

A. Procedures for approval /Usage

1. Obtain concurrence of team Sergeant, Zone Lieutenant and Unit Commander.
2. An in-depth analysis of the operation shall be conducted examining the facts of the case. Is the case related to a Narcotics Investigation, Internal Affairs case, Internal Criminal case or an Intelligence Gathering Operation.
3. Once it is determined these funds will be utilized, a decision must be made regarding who should be notified. This would depend on the use of the funds and confidentiality of the investigation.

B. Use of funds

A \$100,000 investigative account is maintained at Bureau Headquarters. The following procedures govern the use of the money.

1. The money will be stored in 4 sealed envelopes. All or any combination of envelopes may be utilized. The envelopes shall be placed in a clear sealed serialized narcotics bag.
2. The money shall then be counted in the presence of a Departmental member of the rank of Sergeant and a witness. Both persons shall sign the Major Narcotics Investigations Fund ledger (kept in the Bureau safe) as verification of the transaction.
3. Narcotics Bureau operations utilizing these funds must be accompanied/monitored by a Bureau Lieutenant.
4. If the monies are recovered at the conclusion of the operation, it shall be returned to the safe as soon as possible.
5. When the money is returned, the money shall then be counted in the presence of a Departmental sworn member of the rank of Sergeant or Lieutenant and a witness. Both persons shall sign the Major Narcotics Investigations Fund ledger (kept in the Bureau safe) as verification of the transaction.
6. On an annual basis, the Operations Lieutenant and personnel from Asset Forfeiture will count the Flash Money and Buy/Walk money in the safe and audit the Flash Money and Buy/Walk Ledgers for accuracy. Quarterly, the Operations Lieutenant and personnel from Asset Forfeiture will inspect the bags to ensure they are in tact and to verify the serialized bags match the serialized numbers kept

in the Operations Lieutenant safe.

Refer to B.O #4-3 for Flash Money procedures.

The Operation's Lieutenant shall be responsible for maintaining the Major Narcotics Investigations Fund of up to \$100,000 for the purposes of narcotic operations. When an investigator has expended money, the following reporting procedures shall be completed:

All narcotic purchases must be detailed in a supplementary report under the appropriate case file number. The following information must be included in the supplementary report: type of narcotic purchased, an approximate weight of the narcotics, lab analyses receipt number, and informant number. If the purchase is made by an undercover deputy, the name of the deputy must be included in the report.

C. Draft memos for reimbursement of funds

1. If the funds are recovered or returned after reimbursement has taken place the funds must be returned to Special Accounts Unit, along with a memo from the lieutenant to captain explaining the circumstances. The memo must accompany the funds to Special Accounts Unit.
2. To replace funds used during these confidential operations, a memo from the Narcotics Bureau Captain to the Detective Division Chief briefly describing the operation is required along with a memo from the Detective Division Chief to the Undersheriff.
3. Because these operations are of a sensitive nature, we placed samples of these memos in the Major Narcotics Special Investigations Fund logbook.

The expenditures will be noted in the Major Narcotics Special Investigations Fund logbook.

The Bureau Major's lieutenant shall ensure that the paperwork is complete and accurate, and monitor the reimbursement process.

The Bureau Captain will review the documents and make the approval to submit for reimbursement.

MAJOR NARCOTICS SPECIAL INVESTIGATIONS FUND

Bag #	<u>The Denominations Will Vary from Bag to Bag</u>	Total
1		
		<u>\$25,000</u>
2		
		<u>\$25,500</u>
3		
		<u>\$24,500</u>
4		
		<u>\$25,000</u>
Grand Total		\$100,000

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU
