

## 5-2 Case Tracking System For Station Crews/Station Crew Audit Procedures

**NARCOTICS BUREAU**

**DETECTIVE DIVISION**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

Bureau Order Number: **5-2**

Subject: **-CASE TRACKING SYSTEM FOR CREWS**

**-CREW AUDIT PROCEDURES**

**-EVIDENCE HANDLING AUDIT**

**-INVESTIGATOR BIOPSY REPORTS**

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

### **I. CONCEPTS AND ISSUES**

#### **A. PURPOSE**

This order establishes guidelines for the tracking of crew generated cases. Additionally, the order contains case and evidence audits and case biopsy procedures.

## **B. BACKGROUND**

Good management principles dictate regular formal auditing of the work of Bureau personnel. This task will be accomplished utilizing three methods:

1. The case tracking system
2. Crew audit procedures including an evidence handling audit
3. Investigator biopsy reports

## **C. SCOPE**

The policy provides direction for station and major violator crew sergeants in tracking cases in their sphere of responsibility. The policy provides direction for Narcotics Bureau Lieutenants in conducting their mandated crew audits and case biopsies. This order does not apply to multi-agency task force crews.

## **D. ACCOUNTABILITY**

Narcotics Bureau supervisors are held accountable for auditing and/or tracking cases, crews, and investigators using the following tools:

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1. Crew Activity Log (Attachment A)
2. Crew Audit Form (Attachment B)

- 3. Investigator Biopsy Report (Attachment C)
- 4. "441" Control Log (Attachment D)

**NOTE:** The Major Violator Lieutenant may use Attachment A or approve an alternate activity log more suitable to Major Violator crew operations.

## **E. TRAINING**

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

## **F. CONCLUSION**

This policy will establish guidelines and time lines for Bureau supervisors to conduct audits as directed by the Unit Commander.

## **II. POLICY**

### **A. CREW ACTIVITY / CASE TRACKING SYSTEM**

Beginning March 1, 1996, all station crew sergeants are to begin tracking all crew generated cases on the Crew Activity Log (Attachment A). The purpose of this logging system is to allow for the auditing of cases being generated and investigated by each of the crews and to account for investigator case activity during audits. (The Major Violator crews may use an alternate log approved by the MV Lieutenant.)

### **B. CREW AUDIT PROCEDURES**

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At least once each year, a Narcotics Bureau Lieutenant will conduct a crew audit. The purpose of the audit is to verify policy compliance and to standardize procedures as much as possible between crews. The Crew Audit form (Attachment B) has been developed for this purpose and is to be submitted to Narcotics Bureau administration upon completion.

Auditing may occur more frequently should a change in command occur or other cause found justifying the need. The crew audit form includes provisions for review of evidence handling previously prescribed in rescinded Bureau Order 3-3.

**NOTE:** Major Violator crews shall be similarly audited using the same audit forms and procedures. Portions on the audit form, which are not applicable to Major Violator crews due to non-patrol station types of operations, shall be noted on the audit form.

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### **C. INVESTIGATOR BIOPSY REPORTS**

On a yearly basis (or more frequently should a need arise), a Bureau Lieutenant will conduct a Biopsy of at least two cases investigated by each investigator. These cases can be selected at random or be the two latest cases investigated. The Biopsy Report (Attachment C) is the form that will be used.

### **D. "441" INVESTIGATIVE REPORTS CONTROL LOG**

The Crew Sergeant is responsible for maintaining, on a daily basis, a "441" Control Log. When a crew member opens a confidential investigation he/she generates an investigative first report and draws an URN from Headquarters (refer to Bureau Order #5-6).

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The Crew Sergeant is responsible to use the "441" log to monitor the status of open "441" investigations (i.e. 30 day supplemental reports to remain "active" and a 90 day limit to inactivate any opened "441" investigative reports). The log must also reference disposition of the "441" investigative reports, e.g. case continued via a SH-R-49 Incident Report under a "181" statistical code or note other "disposition" of the case.

The "441" log allows the Crew Sergeant to monitor the progress of the multiple cases opened by the crew members. The Lieutenant conducting crew audits should check the log for regular use by the Sergeant and verify the "441" investigations are inactivated in a timely manner.

**ORIGINAL SIGNED**

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**ATTACHMENT "B"**

Date	Address	City	Lt.	Dog	Vehicle Seized	Firearm Seized	Money Seized	Drug Seized	Arrests	File Number	Investigator	Entry By	SW, Assists, Buy/Bust Etc



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Audit completed by:

Date:

Crew Sergeants Name:

Signature:

1. CREW ACTIVITY LOG

Is the Crew Activity log being maintained on a daily basis? (B.O. #5-2)     YES     NO

Is the "441 control log" being maintained on a daily basis? (B.O. #5-2)     YES     NO

2. REDBOOKS

Information to be included in the red books on a daily basis is time and location on duty and off duty; times and locations frequented; any pertinent information or contacts made during the work day.

Investigator's Name

Comments

<u>Investigator's Name</u>	<u>Comments</u>

3. INVESTIGATOR CASE BIOPSIES

Have the case biopsies for each investigator been completed?     YES     NO

(Two yearly per investigator, B.O.# 5-2)





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property documented?

â~YES â~NO

Are evidence labels and narcotics bar code labels being placed on all

narcotics and tainted paraphernalia evidence items (MPP 5-04/040.50)? â~YES â~NO

Randomly select 2 search warrant cases involving the seizure of firearms. Review the files to ensure that the seized firearms are queried and entered into AFS and in the master evidence ledger.

File # \_\_\_\_\_ (Seized Firearm)

File # \_\_\_\_\_ (Seized Firearm)

**ATTACHMENT "B"**

Randomly select 2 search warrant cases and review the file to ensure that non-narcotics evidence (e.g. cell phones, pagers, papers, etc.) seized pursuant to warrant have been documented in the appropriate evidence ledger.

File # \_\_\_\_\_

File # \_\_\_\_\_

**MONEY EVIDENCE:**



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authorizing evidence disposal ( B.O.# 3-3)? â~YES â~NO

Are Narcotics Bureau "Orders for Disposal" (generated by the narcotics  
evidence data base program) signed by the investigator and sergeant  
and filed in the assigned URN file (B.O.# 5-6)? â~YES â~NO

Are proper procedures followed for the disposal of hypodermic  
syringes ? â~YES â~NO

Record 3 file numbers reviewed to validate answers to questions  
regarding destruction of narcotics evidence

File # \_\_\_\_\_

File # \_\_\_\_\_

File # \_\_\_\_\_

**ATTACHMENT "B"**

7. EQUIPMENT

Does the unit inventory reconcile with the inventory list maintained at the  
Operations Desk at Headquarters? (Rectify discrepancies) â~YES â~NO

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8. VEHICLES

Are vehicles clean and maintained? (P. M. A, B, or C service current?)    â~YES â~NO

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Are the training records (check off lists) for newly assigned personnel complete?

â~YES â~NO

Describe In-service training provided to crew during the period since the last audit?

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Describe training provided to station patrol personnel by the narcotics crew since the last audit.

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10. EMPLOYEE DEVELOPMENT

Is the supervisor's comment book used and maintained by the crew  
sergeant?    â~YES â~NO

How many comments were noted in the comment book since the last audit? # \_\_

Are personnel evaluations current? â~YES â~NO

Number and names of personnel with overdue evaluations? # \_\_

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11. STATION ADMINISTRATION

Give the general impression of the unit commander (or his designate) on the performance of the crew.

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Are the "Quality of Life" issues being identified and responded to in a timely manner?

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**ATTACHMENT "B"**

12. OFFICE OF THE DISTRICT ATTORNEY

Give the general impression of the Office of the District Attorney on the performance of the crew. Filing packages? Case quality? Responsiveness? Etc.?

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13. CITIZEN CONTACT

Ascertain community opinion of the crew's performance. (E.g., contacts with the Supervisors Field Deputy, citizen informants, City officials, etc.)

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14. L.A. CLEARINGHOUSE

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Contact the Narcotics Bureau representative at the Clearinghouse and determine if each of the operations conducted by the crew during the audited month (using the Crew Activity Log) were appropriately submitted for "War Room" posting?

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15. PRIOR DISCREPANCIES:

Have discrepancies identified in the previous Bureau or Department  
audit been rectified?

â~YES â~NO

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16. CREW SPECIAL APPROPRIATIONS FUND (B.O. #4-5)

Is the SAF fund ledger current, i.e. all debits and credits posted?

â~YES â~NO

Does the "bank" balance?

â~YES â~NO

Are the SAF monies kept in a secure / locked place?

â~YES â~NO

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**ATTACHMENT "C"**

**Bureau Order #5-2 "C"**

**BIOPSY REPORT**

**CREW:** \_\_\_\_\_ **"441" URN:** \_\_\_\_\_

**"181" URN:** \_\_\_\_\_

**SERGEANT:** \_\_\_\_\_ **DETECTIVE:** \_\_\_\_\_

**CHARGE:** \_\_\_\_\_ **DATE ASSIGNED:** \_\_\_\_\_

**(Please mark Y or N - Yes / No or N/A in spaces below)**

**1. Case Background:**

Crew or Patrol initiated? \_\_\_\_\_ Records Check on Suspect(s)? \_\_\_\_\_

Controlled Buy? \_\_\_\_\_ Buy made via U/C or informant? \_\_\_\_\_

Surveillance? \_\_\_\_\_ L.A. Clear inquiry made? \_\_\_\_\_

Search Warrant? \_\_\_\_\_ S.W. Property Receipt issued? \_\_\_\_\_

We Tip used? \_\_\_\_\_ Lab Receipts in file? \_\_\_\_\_

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Serialized Property seized? \_\_\_\_\_ APS & EV book entries made? \_\_\_\_\_  
Firearm Seized? \_\_\_\_\_ AFS & EV book entries made? \_\_\_\_\_  
Money seized? \_\_\_\_\_ Money EV bag # recorded? \_\_\_\_\_  
I/O Case notes in file? \_\_\_\_\_ Safe entry or Forfeiture deposit? \_\_\_\_\_

2. Assisted by SEB, Patrol, K-9, other crew or agency? YES or NO  
\_\_\_\_\_

3. Case submitted for prosecution? YES or NO Case # \_\_\_\_\_

If NO, why not?

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4. **Conclusions:**

A. Complete investigation using all available resources?

Investigator used all necessary available Department resources.

Investigator used minimal Department resources.

Investigator needs to utilize Department resources.

Other -

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B. Quality and completeness of investigative jacket?

The quality and completeness of this investigation was outstanding.

The quality and completeness of this investigation was very good.

The quality and completeness of this investigation was acceptable.

Other -

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C. Recommendations for investigator's improvement?

No recommendations

Other - \_\_\_\_\_

By: Lieutenant \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT "D"**

DATE	NAME	FILE NO. DISPO.	CASE CONSIDERATION	CASE I FILE #, HOW MANY IN CUSTODY, WHAT SEIZED.	CASE II FILE #, HOW MANY IN CUSTODY, WHAT SEIZED.	CASE III FILE #, HOW MANY IN CUSTODY, WHAT SEIZED.	LT. SIGNATURE

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