

6-25 Search Operations Tracking System

NARCOTICS BUREAU

DETECTIVE DIVISION

LOS ANGELES COUNTY SHERIFF DEPARTMENT

Bureau Order Number: **6-25**

Subject: **SEARCH OPERATIONS TRACKING SYSTEM**

REFER TO BUREAU ORDER # 6-1 FOR INFORMATION

ON SEARCH AND ARREST WARRANTS, PROBATION

Effective Date:	03/01/2013	Last Date Revised:	10/15//2019
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

AND PAROLE SEARCHES.

I. CONCEPT AND ISSUES

A. Purpose

The purpose of this order is to outline the policies regarding the use of the Search Operations Tracking System by Supervisors and Professional Staff assigned to Narcotics Bureau.

B. Background

In an effort to improve Narcotic Bureau's Risk and Case Management Procedures, the Search Operations Tracking System was implemented January 1, 2013. This system provides supervisors with the enhanced ability to better manage and document Search Operations. It also provides managers with multi-layered

information to assist with the evaluation of Bureau effectiveness, transparency and efficiency. The Search Operations Tracking System also provides improved case management information for the Unit Commander, and allows managers and supervisors to effectively manage their responsibilities. It was designed as an adjunct to the Risk Management Tracker (RMT).

C. Scope of Policy

This policy is directed to all Narcotic Bureau personnel as it relates to the Investigation, documentation, processing, review, approval and tracking of Bureau Search Operations.

D. Accountability

Proper reporting procedures shall be followed. All involved personnel will be held directly accountable for the concise, accurate and complete reporting and review, required in the Search Operations Tracking process.

E. Training

The Unit Commander will ensure that all personnel have been thoroughly briefed on this policy. Special attention will be given to newly-assigned supervisory personnel to ensure they are properly trained and familiar with all aspects of this order and the functions of the Search Operations Tracking System.

II. POLICY

A. Search Operation Tracker Entries

The Search Operations Tracker was designed to document the current disposition or status of each Search Operation. The tracker provides an electronic record allowing team supervisors to monitor and review each Search Operation. It also ensures appropriate investigative and statistical procedures are being followed per Bureau policy.

- Supervisors shall ensure that an entry/search number is generated **within one business day** of the search operation execution date.
- Once the search operation has been concluded, the crew sergeant shall update and complete the necessary information in the search tracker program for that location **within five business days**. This will ensure that all necessary information for tracking purposes is inputted and captured in a timely

manner.

- Deviation from the above time requirements require notification to the concerned Zone Lieutenant.

It is the responsibility of the concerned Zone Lieutenant to review each search operation tracker entry, verify all required information is accurate and complete and update the entry status from "Received" to "In OPS."

B. Automated Reports and Statistical Information

The Search Operations Tracker was designed to reduce redundancy in certain data entry tasks performed by Narcotic Bureau investigators on a daily basis. For this reason, a number of forms, reports and statistical information were condensed into this automated tracker. It shall be incumbent upon all team Supervisors to have their crew's Search Operations and statistical information entered, current, and completed in the tracker. Failure to provide this information will cause the monthly Bureau reports to reflect inaccurate statistical information.

The intent of this order is to provide necessary guidelines to ensure Bureau Search Operations are documented and that information entered into the Search Operations Tracker is complete, authenticated and processed in a uniform, accurate and timely manner.

ORIGINAL SIGNED

LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

