

## Special Victims Bureau - Unit Orders

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**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



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• **001 - USE OF COUNTY-OWNED VEHICLES ASSIGNED TO SVB**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                              |
|-------------------------|------------------------------|
| <b>Bureau Order No:</b> | <b>0001</b>                  |
| <b>Subject:</b>         | <b>USE OF COUNTY VEHICLE</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To provide for the safe, efficient, and effective utilization of County vehicles assigned to Special Victims Bureau, the following policy shall be followed by all Bureau personnel.

**POLICY:**

I. General

- A. Personnel assume full responsibility for the care, security, maintenance, and serviceable condition of vehicles assigned to them.
- B. Any problem with the operating condition of a vehicle shall be reported to a supervisor and the bureau's law enforcement technician (LET) immediately.
- C. All employees shall become familiar with, understand, and adhere to the guidelines set forth in the Department's Manual of Policy and Procedures on the Operation of Vehicles (3-01/090.00) and (3-01/040.15) Care of County Property and Equipment.
- D. Use defensive driving techniques.
- E. Obey all traffic laws.

All occupants of a vehicle shall wear seatbelts. Minors will be placed in a restraining car seat as dictated by the California Vehicle Code.

- G. Follow procedures for all damage, loss of property, and towing requirements.
- H. Safeguard all equipment and personal property. Secure any firearm, portable radio, evidence, confidential documents, laptops, or high value County property in the vehicle's trunk when parked and left unattended.
  - I. All weapons, and high value County-owned property, including 480 radio equipment, cellular telephones, digital projectors, and laptop computers, shall be removed from any vehicle parked overnight outside of a secure garage.
  - J. Loss, damage, or theft of County-owned property and equipment under circumstances indicating negligence or misuse of County-owned property shall be grounds for disciplinary action.

K. Vehicles left overnight at STARS Center will be parked in the secured area of the compound, near the gas pumps.

L. Personnel shall have appropriate identification when driving a County vehicle.

M. At no time shall personnel drive a County vehicle while under the influence of an alcoholic beverage.

## II. Driving in the Field

A. Personnel driving vehicles equipped with communication equipment shall keep the vehicle radio on the dispatch frequency of the station whose jurisdiction they are in. They shall monitor and be alert to law enforcement activity in their area. They shall use proper radio procedures when communicating on the air.

B. Regarding vehicle stops and pursuit management, bureau personnel shall:

1. Not engage in vehicle pursuits while driving vehicles not equipped with red lights and siren.
2. Personnel shall summon uniform personnel in a marked black and white radio car to affect traffic stops.
3. Adhere to Department policy guidelines regarding the operation of vehicles equipped with red lights and siren.
4. Stop and render assistance to citizens as required until an appropriate response unit arrives to handle a situation.

## III. Duties and Responsibilities

A. Assigned Drivers

1. Enter odometer mileage reading into the SVB-RMS Vehicle spreadsheet before the 5<sup>th</sup> of each month or call/email our

bureau LET with the information.

2. Maintain the vehicle in good operating condition by checking all fluid levels and safeguarding flares, fire extinguishers, and any blankets, as well as spare tire.

3. Keep the vehicle clean, washing it, whenever necessary.

4. Maintain vehicle collision reporting forms within the vehicle pursuant to the County Code.

5. Report all mechanical problems and damage to the team sergeant and to the bureau's LET. Initiate necessary reports or memorandums.

6. Have the vehicle serviced as indicated by the SVB-RMS Vehicle spreadsheet. Services are to be completed, both as to date and mileage, prior to either becoming delinquent.

- a. Note: The fact that the mechanic will not be able to service a vehicle for several weeks is not justification for a service being delinquent.

B. Sergeants

1. Make random inspections to ensure the vehicles are clean, serviced and equipped.

2. Be responsible for seeing that all reports (accident, theft, damage, etc.) are submitted on time.
3. See that detectives have serviced their vehicles prior to the service becoming delinquent.
4. Sergeants shall ensure that the monthly vehicle reports have been entered electronically into the SVB Vehicle spreadsheet by the 5<sup>th</sup> of each month or provided to the bureau LET.

C. Law Enforcement Technician

1. Ensures that the SVB-RMS Vehicle spreadsheet is available to all personnel and working properly.
2. Follow up on all mechanical problems and damage and initiate necessary reports.
3. Ensure that any service campaigns', smog inspections, and the distribution of registration tags are completed on time.
4. Submit semi-annual vehicle reports, as required by Detective Division Headquarters, to SVB Operations.
5. On the 5<sup>th</sup> of each month, submit to Operations the total number of miles driven by the SVB fleet for the previous month.
6. On the 7<sup>th</sup> of each month, submit a list of vehicles, and their respective drivers, that are delinquent in receiving their regularly scheduled maintenance, to the Team Sergeant and respective Field Lieutenant.

7. Maintain, clean, and regularly service any vehicle that has not been assigned to specific SVB personnel.

IV Taking of County vehicles home

A. County vehicles parked overnight at an employee's home shall be left in a secure environment, such as a garage or location out of sight of the public.

B. Vehicles shall not be parked on the street where they could be easy targets of theft, damage, or vandalism.

C. Personnel shall not leave weapons and/or high value County-owned property, such as 480 radio, laptop, or cell phones in a vehicle overnight.

D. County vehicles shall not be utilized off duty to conduct personal business.

E. Personnel off duty but on-call may take the County vehicle to a non-departmental event, but shall not have other family members ride with them. (A family outing would require separate modes of transportation.)

F. Employees off on vacation or for any other reason for more than 5 consecutive working days shall return the vehicle to the Bureau for the time period of this absence.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **002 - GROOMING & DRESS STANDARDS**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                                     |
|-------------------------|-------------------------------------|
| <b>Bureau Order No:</b> | <b>0002</b>                         |
| <b>Subject:</b>         | <b>GROOMING AND DRESS STANDARDS</b> |

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|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
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**PURPOSE**

To provide guidelines for grooming and dress standards within Special Victims Bureau, the following policy shall be followed by all bureau personnel.

**POLICY**

Personnel of the Special Victims Bureau shall present a professional appearance when representing the Department in court, investigative assignments, and other departmental business activities.

Attire during business hours shall always be kept clean and neat. Clothing worn by employees while performing in any capacity, shall be appropriate business attire attendant to their assignment. Members shall keep their persons clean and sanitary. Hair shall be appropriately styled and groomed.

All Special Victims Bureau personnel shall adhere to the following standards:

- Males shall wear a business suit or sports coat and slacks with a conventional shirt and tie.
  
- Females shall wear a dress, dress suit, skirt and blouse, pantsuit, or blouse and pants appropriate to a businesslike appearance.
  
- See-through fashions, "active wear" garments or shorts are not appropriate business attire. The fact that an article of clothing is currently in fashion does not mean it is appropriate business attire for members of this bureau.

In the event of a search warrant (or undercover) operation, wherein personnel may be called upon to perform duties which may damage or soil business clothing, appropriate alternative attire, consistent with their role, may be used during the operation. Sworn personnel may wear appropriate casual attire when the detective feels it may assist in rapport building with a victim in a less formal setting (i.e.; slacks, collar shirts, etc.). In this situation, sworn personnel shall have access to business attire in the event that they are called into court or other locations where casual wear is not acceptable.

**SAFE TEAM**

The SAFE team works with the FBI and U.S. Marshall's Office on a day-to-day basis. Members of the team conduct various undercover operations and stings; they are authorized to wear the appropriate attire for their mission. Individuals assigned to the SAFE team must dress in a fashion set forth by that task force coordinator, given the circumstances of their mission.

### **COURT APPEARANCES**

When Special Victims Bureau personnel are called to give testimony in court or for any other formal court proceeding, (e.g., in camera hearings, motions, depositions at non-court locations, etc.) appropriate business attire shall be worn at all times.

Any exception to this order shall be made only with the approval of the bureau commander or lieutenant.

For further clarification, refer to the Manual of Policy and Procedures, Section 3-01/050.80, Grooming and Dress Standards.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **003 - BUREAU GASOLINE CREDIT CARDS**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



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|-------------------------|-------------------------------------|
| <b>Bureau Order No:</b> | <b>0003</b>                         |
| <b>Subject:</b>         | <b>BUREAU GASOLINE CREDIT CARDS</b> |

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**PURPOSE:**

To provide guidelines for utilizing the County gasoline credit cards assigned to specific personnel. The following policy shall be followed by all Bureau personnel.

**POLICY:**

A few personnel have been assigned County gasoline credit cards specifically to them. All other personnel desiring to use a County gasoline credit card must go to Sheriff's Headquarters, Fiscal Services Bureau (FSB), when traveling out of the County on business. This card will be checked out to employees by FSB and card and support documentation required by FSB must be returned to them upon their return.

The procedure for utilization of the card is outlined below:

- Obtain authorization for the out-of-county trip from your team sergeant and field lieutenant.
- Make arrangements with FSB to pick up a "loaner" gas card and obtain any support document they require for you to fill out.
- When utilizing the card, employees shall record the County vehicle number and mileage on the credit card receipt and sign the receipt in a legible manner.
- The card, receipt and any support documents must be returned to FSB as soon as possible upon your

return.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

• **004 - VICTIM AND INVESTIGATOR RELATIONSHIP**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |   |
|-------------------------|---|
| <b>Bureau Order No:</b> | <b>0004</b>                                 |
| <b>Subject:</b>         | <b>VICTIM AND INVESTIGATOR RELATIONSHIP</b> |

|                       |           |                           |           |                          |           |
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| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To establish guidelines for personnel concerning the victim/investigator relationship.

**POLICY:**

Victims and their families are not only traumatized by the act itself, they often feel abandoned within the Criminal Justice System. The detective and the relationship he/she establishes with the victim can significantly impact the victim's emotional survival. From the beginning of the investigation to its conclusion, the Special Victims Bureau detective is tasked with the responsibility for providing the necessary support and understanding to the victim. This will be accomplished by the following:

- The assigned detective shall attempt to contact the victim/family **no later than 24-hours** after receiving the case. The detective shall advise them when the investigation will begin and supply their contact number(s) and e-mail address should they need to contact the detective. If a Team Sergeant assigns a case to a detective when the detective is unavailable for a period of time due to his being on vacation, out of the area on extended training, etc., the Team Sergeant will assume the responsibility to make the above notification. All contacts and attempts will be documented in the Case Journal.
- It is the Team Sergeant's responsibility to ensure their detectives comply with the **24 hour notification** to the victim or family by reviewing the case journal.
- During the first interview, briefly explain the process to the family. Let them know what to expect.
- Interview the victim in person. Any telephone interviews must be previously approved by the team sergeant. This directive will not apply after a rapport has been established and detectives will periodically need to make contact with their victim to get additional information or update them as to the status of their case.
- Advise the victim and family regarding victim's rights and inform them that counseling and entitlements are offered through the Victim-Witness Unit of the District Attorney's Office. Let them know that a criminal filing is not contingent on them receiving survivor benefits. Provide the family with a telephone number to their nearest Victim-Witness office.

- At least once a month, advise the victim/family of the status of all active cases and document your notification in the Case Journal.
- Advise the family of the final disposition of the case and document this in the Case Journal. Your explanation of the results of your investigation is the case closure for many victims and could be critical to the victim's emotional healing process.
- Victims who are contacted at their school will be advised prior to the commencement of the interview that they have the right to have a support person present. Such notification, and of the child's response, will be documented within a detective's first or supplemental report. All additional provisions of 11174.3 PC will be taken into consideration and complied with.
- As per the mandates of 679.04 PC, victims of a sex crime will be advised prior to the commencement of an investigative interview, of their right to have two support persons present. Should the victim indicate any desire to invoke this right, the interview will not commence until those mandates have been met. Such notification and of the child's response will be documented within a detective's first or supplemental report.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **005 - COURT LIAISON PLAN**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



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|-------------------------|---------------------------|
| <b>Bureau Order No:</b> | <b>0005</b>               |
| <b>Subject:</b>         | <b>COURT LIAISON PLAN</b> |

|                       |           |                           |           |                          |           |
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| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To provide Special Victims Bureau (SVB) personnel with court liaison guidelines.

**POLICY:**

**SUBPOENAS – ELECTRONIC SYSTEM**

The SVB's Court Liaison Coordinator maintains a computer record of all subpoenas received. The Court Liaison Coordinator performs the following functions in the Electronic Subpoena Tracking System:

1. Receives email subpoena notification along with case assigned detective from the District Attorney's Office.
2. Monitors the Electronic Subpoena Tracking System to confirm detectives acknowledges the E-subpoena in the system.
3. Coordinator reviews E-Subpoena system daily and emails detective and their sergeant of any outstanding, unacknowledged subpoenas in the system.
4. Coordinator sends out second notification within 2-3 days of first notification to detective and sergeant if necessary.
5. Coordinator notifies Operations Lieutenant of all outstanding subpoenas older than 30 days.

**SUBPOENAS – MAIL**

The Special Victims Bureau's Court Liaison Coordinator tracks all mailed subpoenas for witness in a yearly spreadsheet in the FCB Pro. Staff folder under "Subpoena." The coordinator also performs the following functions.

1. Coordinator provides case detective with the original subpoena to be served to victim and/or witnesses. Original subpoena is placed in detective's mail box.
2. Coordinator files copy of subpoena in "Subpoena" folder by month and updates the spreadsheet with detective's name, case number and defendant's name.

The Investigating Officer is responsible to do the following:

1. Contact the District Attorney's Office to determine on-call status for subpoenas that fall on an RDO, and notify their team sergeant of the results.

**Note:** If on-call status is extended District Attorney will notify Court Liaison Coordinator who emails investigating officer with the updated information.

2. Personnel shall respond to a must appear subpoena or seek permission to be placed on-call through the District Attorney's Office. Deputies placed on-call shall be available to receive telephone calls, maintain a response time of one hour or less. Overtime shall be compensated in accordance with guidelines contained in the Manual of Policy and Procedures, Section 5-07/270.05.

## OVERTIME MANAGEMENT

Personnel who receive a subpoena for an appearance on a regular day off shall notify their supervisor, who will attempt to work out an adjustment schedule, if practical and feasible, to avoid an unnecessary expenditure of overtime. Personnel shall attempt to go on-call when possible. Personnel are reminded that when they go

to court they must clock in and out to account for their court hours utilizing Sheriff's facility, District Attorney's Office, etc.

### COURTROOM DEMEANOR

Courtroom demeanor, including the quality of testimony given and the professional relationships developed by personnel assigned to the Special Victims Bureau with other professionals, including court officials, the District Attorney's Office, and others, has long been a priority of this bureau. Courtroom demeanor and the manner in which testimony is presented in court is a subject which is taught to investigators during their initial indoctrination training. Departmentally produced video training tapes concerning courtroom testimony are used during ongoing, in-service training. This training is important to instill professionalism during court proceedings.

### DRESS CODE

SVB maintains a strict dress code. Personnel appearing in court are required to wear business attire at all times. A deputy shall always be dressed in business attire reflective of a professional law enforcement officer when appearing in court.

### MONITORING OF PERFORMANCE

Each supervisor shall personally monitor the court room demeanor and testimony of one detective per quarter, and make specific comments on this performance dimension in the yearly performance evaluation.

Performance audits by SVB supervisors include making contact with judges, court personnel, deputy district attorneys, personnel from the Department of Children's Services, adult rape centers, and other professionals who have routine contact with SVB personnel. Specific comment is made on this performance dimension in the individual employee's yearly performance evaluation. The maintenance of a working collaborative effort between the Sheriff's Department and other professionals during the course of a child abuse investigation is a requirement of this type of investigation and this Bureau. Because of its importance, the maintenance of appropriate professional relationships is consistently monitored by the bureau manager and supervisors.

The monitoring of performance shall be reviewed by the SVB field lieutenant and the results of such reviews should be included in the sergeant's annual performance evaluation.

A chart reflecting the Sheriff's stations, the Court that has jurisdiction over their criminal cases, and the SVB Team who serves the station area is attached to this order for reference.

Reviewed and approved by:

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Richard Ruiz, Captain  
Special Victims Bureau

**CHART OF STATION/COURT/TEAM  
CONFIGURATION**

| STATION | COURT | TEAM |
|---------|-------|------|
|---------|-------|------|

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|------------------|---|-----------|
| Altadena         | Pasadena Superior, Juvenile   | Northwest |
| Avalon           | Long Beach Superior/Juvenile  | Central   |
| Carson           | Compton Superior/Juvenile   | West      |
| Century          | Compton Superior/Norwalk Superior-Walnut Park/Hill St., Superior-Firestone/Florence/<br>Los Padrinos  | Northwest |
| Cerritos         | Norwalk Superior/Los Padrinos Juvenile/<br>Los Cerritos (Bellflower Superior)   | South     |
| Compton          | Compton Superior Court/Compton Juvenile   | Central   |
| Crescenta Valley | Pasadena Superior, Juvenile/Glendale Superior   | Northwest |
| East Los Angeles | Norwalk Superior/Criminal Courts Building (Downtown Los Angeles)/Eastlake Juvenile/<br>East Los Angeles Superior/<br>Southeast Superior/South Gate Superior | Northwest |
| Industry         | Norwalk Superior/Pomona Superior, Juvenile/<br>Rio Hondo Superior   | East      |
| Lakewood         | Norwalk Superior/Compton Superior, Juvenile/<br>Los Padrinos Juvenile/Los Cerritos (Bellflower) Superior  | South     |

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|                   |   |         |
|-------------------|---|---------|
| Lancaster         | Antelope Valley Superior/Sylmar Juvenile  | North   |
| Lomita            | South Bay Superior (Torrance)<br>/Long Beach Superior/Inglewood, Long Beach Juvenile/San Pedro Superior | Central |
| Lost Hills/Malibu | Santa Monica Superior/Malibu Superior/<br>Sylmar Juvenile   | West    |
| Marina del Rey    | Santa Monica Superior/Inglewood Superior,<br>Juvenile/Airport Superior                                  | West    |

**CHART OF STATION/COURT/TEAM  
CONFIGURATION**

|         |       |      |
|---------|-------|------|
| STATION | COURT | TEAM |
|---------|-------|------|

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|----------------|---|---------|
| Norwalk        | Norwalk Superior/Los Padrinos Juvenile/<br>Downey Superior                  | South   |
| Palmdale       | Antelope Valley Superior, Sylmar Juvenile                                   | North   |
| Pico Rivera    | Norwalk Superior/Los Padrinos Juvenile/                                     | Central |
| San Dimas      | Pomona Superior, Juvenile   | East    |
| Santa Clarita  | San Fernando Superior   | North   |
| South LA       | South Bay Superior/Inglewood Superior-Juvenile<br>Airport Superior          | West    |
| Temple City    | Pomona Superior, Juvenile/Pasadena Superior,<br>Juvenile/Rio Hondo Superior | East    |
| Walnut         | Pomona Superior, Juvenile/Citrus Superior                                   | East    |
| West Hollywood | Beverly Hills Superior/Sylmar Juvenile                                      | West    |

(Bureau Order 0005)

• **006 - SPECIAL VICTIMS BUREAU OVERTIME GUIDELINES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |   |
|-------------------------|---|
| <b>Bureau Order No:</b> | <b>0006</b>                                       |
| <b>Subject:</b>         | <b>SPECIAL VICTIMS BUREAU OVERTIME GUIDELINES</b> |

|                       |           |                           |           |                          |           |
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| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

The purpose of this order is to establish guidelines for personnel working overtime.

**POLICY:**

It shall be the team sergeant's responsibility to monitor and ensure that all overtime is necessary and appropriate. The following shall be utilized as a guide in the use of overtime.

Only high-priority investigations will be pursued utilizing overtime. High-priority investigations are defined as those investigations in which there are clearly articulable factors that indicate an increase in the threat or danger to the community if overtime is not authorized or if the investigation falls under one of the below categories:

- Involves in-custodies, wherein court imposed time constraints are an issue.
- Relates to activities attracting significant media interest.
- Involves immediate community safety.
- Is determined to be a high priority by Department executives.
- Requires immediate action to prevent evidence and/or identify the suspect.

Routine investigations are those cases where available information indicates little likelihood that any danger or threat to the community will be increased by a decision not to approve overtime. These investigations will necessarily be worked only on a **regular workday basis**, eight-hour shift.

In addition to absolute compliance with Sections 3-02/280.00 through 3-02/280.15 of the Manual of Policy and Procedures, the following will apply when considering the use of overtime:

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- No overtime shall be approved for administrative activities without specific prior authorization by the Bureau Commander.
  
- No overtime shall be approved for training activities without prior authorization by the Bureau Commander.
  
- All range qualifications shall be accomplished during regular duty hours.
  
- Public appearances shall be approved by the Unit Commander and occur on regular duty hours, unless otherwise approved.
  
- All overtime worked shall be officially documented on departmental payroll records and shall not be maintained on any unofficial basis.
  
- All overtime shall be approved in advance after an estimate of the time required to complete the assigned task is reviewed by the team sergeant. When the estimated overtime provided is inadequate, the employee shall provide his/her supervisor with an updated estimate. The revised estimate shall then be rejected or approved in advance by the team sergeant.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **007 - EXTRADITIONS AND TRAVEL**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                                |
|-------------------------|--------------------------------|
| <b>Bureau Order No:</b> | <b>0007</b>                    |
| <b>Subject:</b>         | <b>EXTRADITIONS AND TRAVEL</b> |

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| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

The purpose of this order is to standardize guidelines for handling extraditions and travel authorization.

**REFERENCE:**

5-07/160.00 Department Manual of Policy and Procedures.

**POLICY:**

All employees shall become familiar with and adhere to the guidelines of the Department's Manual of Policy and Procedures on the return of fugitives from outside California wanted by our bureau.

I. The Major Crimes Bureau /Fugitive Detail/ Extradition Unit will coordinate the extradition of all suspects wanted by our bureau from outside California.

II. The Extradition Unit shall be the liaison agent of this Bureau with the Los Angeles County District Attorney's Office. The Extradition Unit does the following:

A. Works with the investigating officer on handling extradition requirements.

B. Obtains authorization for extradition approval from the District Attorney's Office.

C. Maintains a list of personnel who are available for extradition travel as second person, usually accompanying the investigating officer or Fugitive Detail deputy.

III. Special Victims Bureau investigating officers, upon learning that a suspect has been arrested and has waived extradition, or is ready for pick-up, shall do the following:

A. Notify your team sergeant of the pending extradition with the following information:

1. Circumstances of the case; type of crime, number of victims and the specific need for the investigating officer to go on extradition.

2. Identity of the filing district attorney and counts filed.

3. Identity of the extradition district attorney and warrant approval.

4. Communications that have occurred with Fugitive Detail Unit.

5. Anticipated travel date.

B. Obtain your team sergeant's approval for your travel to the jurisdiction holding the suspect.

C. Coordinate travel plans with the Fugitive Detail/Extradition Unit.

D. Submit a travel itinerary of the extradition to the team sergeant if this has not already been accomplished by the Fugitive Detail/Extradition Unit.

**NOTE: As a general rule, only one detective shall be authorized to go on an extradition with prior approval. The second accompanying person should be assigned to another unit within the Department, preferably a Fugitive Investigator. Exceptions to this policy will be approved**

**by the Unit Commander.**

IV. Special Victims Bureau supervisors shall review the information given by the investigating officer and shall do the following:

A. Brief the Field Lieutenant on the extradition requirement.

B. Seek approval for the investigating officer going on the extradition using the following guidelines:

1. Officer caseload and filing deadline status.

2. Prisoner in-custody status.

3. Bureau caseload.

V. The field lieutenant will notify the bureau commander of any extraditions so that notifications can be made to the Detective Division Headquarters.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **008 - EMERGENCY MOBILIZATION PLAN**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                                    |
|-------------------------|------------------------------------|
| <b>Bureau Order No:</b> | <b>0008</b>                        |
| <b>Subject:</b>         | <b>EMERGENCY MOBILIZATION PLAN</b> |

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| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To provide for the timely response of Special Victims Bureau (SVB), personnel to Departmental emergency call-outs with appropriate uniforms and roll-out gear.

**REFERENCE:**

5-06-000-15 and 5-06/020.25 - Department Manual of Policy and Procedures.

**POLICY:**

I. Upon notification by Emergency Operations Bureau of a Phase IV mobilization, the SVB Commander shall immediately notify the field lieutenant providing him/her with the following information:

- A. Staging area
  
- B. Reporting time
  
- C. Equipment needs

II. The field lieutenant shall immediately notify his assigned team sergeants who will in turn notify each of his/her team members. The team sergeant will designate certain members to respond with their team vehicles and extra 480 batteries from the team headquarters.

The team sergeants shall prepare an emergency response personnel roster, which is found in EOP 4-4, Annex C. The access is through Public Folders, Bureaus, EOB, EOP 4-4.

III. If time permits, the SVB Commander will designate a central response location, allowing the unit to proceed to the staging area in a more orderly fashion.

All Supervisors are responsible to be familiar with EOP 4 - 4, Emergency Mobilization.

IV. Responsibility of Department members - emergency conditions - in the event of a major disaster, such as a catastrophic earthquake, the following shall occur:

- A. On duty personnel shall remain at their assignments until properly relieved.
  
- B. Off duty personnel shall stabilize their families.

C. Off duty personnel shall monitor radio and television for emergency broadcast instructions, or contact their unit of assignment via telephone, as appropriate, and be prepared to report to duty when directed.

D. If travel to the designated reporting location is impossible, personnel shall report to the nearest operational Sheriff's Department facility for deployment.

**PROCEDURE:**

I. Response equipment

A. Roll-out bag containing a minimum of:

1. Department issued helmet

2. Flashlight

3. Body armor (protective vest)

4. Raid jacket

5. Sam/Sally Browne

6. Loaded duty weapon

## Special Victims Bureau - Unit Orders

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7. Two (2) loaded clips for duty weapon
  
  8. Handcuffs
  
  9. Baton
  
  10. Issued 480 radio and battery
- B. Complete Class "A" and "B" uniform.
- C. Each deputy shall maintain a roll-out bag and uniforms which are immediately accessible at all times.
1. To ensure that each deputy is in compliance, each team sergeant shall conduct an annual visual inspection of each team member's Class "A" and "B" uniforms and the contents of his/her roll-out bag. This inspection will be noted in the deputies and sergeants "Red Book" yearly.

**NOTE:** ALL DEPUTY SHERIFF'S SHALL POSSESS AT ALL TIMES A COMPLETE AND SERVICEABLE CLASS "A" UNIFORM WITH THE NECESSARY EQUIPMENT AND IDENTIFICATION TO PERFORM UNIFORMED FIELD DUTY. THOSE ASSIGNED TO DUTY REQUIRING SPECIAL APPAREL OR EQUIPMENT SHALL ALSO POSSESS SUCH APPAREL AND EQUIPMENT. IN ADDITION TO THE CLASS "A" UNIFORM, ALL DEPUTY SHERIFF'S SHALL POSSESS A CLASS "B" UNIFORM.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

[REDACTED TEXT]

ALL FACILITY PERSONNEL ARE ASSIGNED TO A DESIGNATED RESPONSE SHIFT.

IN THE EVENT OF A DEPARTMENT 12 AND 12 MOBILIZATION, FACILITY PERSONNEL ARE TO REPORT TO HUMAN TRAFFICKING BUREAU, OR THE DESIGNATED LOCATION, ON THE ASSIGNED SHIFT READY TO WORK **AT THE SHIFT STARTING TIME**

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• **009 - EVIDENCE HANDLING PROCEDURES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |             |
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| <b>Bureau Order No:</b> | <b>0009</b> |
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|                 |                                     |
|-----------------|-------------------------------------|
| <b>Subject:</b> | <b>EVIDENCE HANDLING PROCEDURES</b> |
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|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To provide a uniform policy on the storage and disposition of evidence coming into the care and custody of the Special Victims Bureau.

**POLICY:**

All employees shall become familiar with and adhere to the guidelines set forth in the Department's Manual of Policy and Procedures on the handling of property and evidence (MPP 5-04/000.00 and 5-04/130.25). All detectives shall also become familiar with and adhere to the guidelines set forth in the operation and use of **PRELIMS**.

**PROCEDURE:**

- I. Evidence seized by bureau personnel can be booked at either a station or Central Property only.
  
- A. The detective can photocopy the original evidence and maintain the copy with his/her case file.

B. Reference shall be made of the evidence in the supplemental report as to its location, including specific information regarding:

C. Every attempt shall be made to have the court take custody of the evidence or to make a disposition.

D. Evidence deemed personal property and not needed for court shall be released to the owner expeditiously.

E. Evidence of value, which is no longer needed for court, shall be returned to the owner and not disposed of, unless the owner no longer wants the property.

F. Will Call

Personnel who need evidence for an upcoming court appearance and the item(s) are located within Central Property and Evidence (CPE) can have them placed on (Will Call) by submitting the request via the PRELIMS system and request that the item be placed in (Will Call).

Upon CPE receiving this request they will place the item in Will Call for five working days and then return it to its original location.

G. Firearms or cash will not be placed in an open (Will Call) bin, but will be placed aside and retrieved when the detective arrives at CPE.

II. Serology, fiber, or other items (sheets, clothing, etc.) of evidence are processed through the station property custodian.

- A. Evidence to be examined by serology examiners shall be properly packaged and sealed.
  
- B. Contact the Crime Lab to advise them of the existence of the evidence and your needs regarding the evidence.
  
- C. NOTE: Once evidence is sent to the Crime Lab, it may be stored ONLY. It may not be analyzed until you specifically request it to be analyzed. It will be the detective's responsibility to ensure that the analysis of the evidence is requested.
  
- D. Obtain and refer to the "Crime Lab Receipt #" when contacting the Crime Lab and documenting the evidence in the supplemental report.
  
- E. Biological evidence, which has been examined by the Crime Lab, is retained by them. Biological containers or packaging such as bio-hazard envelopes, will be returned to the investigating officer for final disposition. These containers have been bleached or cleaned. They shall be taken to Central Property or a station, where they will be held or disposed of by Central Property or the station. (**NOTE:** Crime Lab policy precludes them from destroying containers.)
  
- F. Any case where there is at least one item of evidence that is capable of being tested for DNA, shall be noted in the case close cover sheet and logged in a spreadsheet by the SVB Supervising Secretary.

### III. Evidence Storage

- A. All evidence must be properly labeled.
  - 1. Use pre-formatted, adhesive backed labels, SH-CR 35.
  
  - 2. If a label is not adequate, it can be attached to a property tag that has been affixed to the item to be

stored.

B. Record the property description in the PRELIMS system.

1. Entry items shall be fully described as to quantity, size, color, brand, serial number or other identifiable characteristics.

2. PRELIM entries shall be approved by the station watch sergeant or a patrol watch commander.

3. Property storage codes should be entered in the PRELIMS system.

4. Watch commanders shall ensure that the "Storage Change or Classification" column of the ledger is used to indicate the classification of money and valuables stored in the safe by INT (Held Intact as Evidence), INT/C (Collectibles), DT (Deposit) or P (Personal Property) (MPP 5-04/030.10).

5. All monies and valuables shall be entered in PRELIMS and stored in the safe. Monies and valuables stored in the safe shall be placed in a labeled manila envelope with the date, money amount or property description, the URN number written on the outside and the watch commander's signature shall be placed across the flap prior to sealing with clear tape (MPP 5-04/030.10).

6. Envelopes containing money and valuables in the safe shall be stored in URN file, numerical order, which allows for a 90-120 day transfer to the central property custodian (MPP 5-04/030.10).

7. "Hold intact" monies, collectors' items and valuables shall be disposed or transferred to Central Property within 90-120 days, or sooner, after coming into the possession of the unit

(MPP 5-04/040.05 and 5-04/080.30).

8. Transfer evidence specifically designated for SVB investigations from station investigator to SVB investigator and ensure the change of assignment in PRELIMS.

C. Within 72 hours of being assigned a case where patrol has seized evidence, take any of the following steps to ensure that the evidence has been recorded or transferred to the Special Victims Bureau:

1. Update PRELIMS personally.
2. Advise the station property custodian to see that all evidence related to your case has been transferred to the responsibility of the Special Victims Bureau.
3. Record either of the above notifications in the Case Journal.

D. Team Sergeant Responsibility

1. Ensure that all evidence seized by your personnel is properly documented on a supplemental report, including the location.

2. Periodically brief your personnel about complying with the Manual of Policy and Procedure on handling evidence.

IV. Disposition of Evidence

A. Evidence shall be disposed of as quickly as feasible when it is no longer required in conjunction with a court case, a legal retention requirement or an active investigation. Those items no longer needed shall be immediately returned to the owner or classified to a "dispose" category as appropriate or required by law. The investigator is responsible for the final disposition of all evidence related to the case. The following options apply:

1. Return to owner, "property release" (SH-CR-19).

2. Held for trial, indicate final location of evidence on supplemental report, i.e., URN file or Central Property.
  
  3. Taken out of the station or Central Property for court or other hearing, interim removal order (SH-CR-583) placed in file.
- B. Evidence sent to Central Property will be reviewed every six months and the investigator will receive a message in the PRELIMS system.
- C. The Crime Lab shall be notified regarding the final status of the case and storage or disposal needs of the evidence.
- D. When considering a final disposition of the evidence, keep in mind possible criminal filing at a later date, retrials, appeals and the statute of limitation on unknown suspect cases or where the suspect can be identified at a later date.
- E. Items taken by authority of a search warrant must have an order directing disposition from the court who issued it before evidence can be returned or destroyed.
- F. Items destroyed must be illegal to possess or have NO monetary value. Destruction orders shall be approved by a lieutenant.
- G. If you want evidence to be destroyed on those cases where a trial occurs, request the trial judge to issue an order to destroy the evidence, even if the item(s) is not entered into evidence during trial, i.e., photos, etc.
- V. Vehicles Impounded/Stored for Evidence

## Special Victims Bureau - Unit Orders

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A. When you or patrol have impounded or stored a vehicle as evidence in a case, notify Property Control at Central Property as soon as possible. Under no circumstances is a vehicle to be left at a tow yard for more than 15 days.

B. The Sheriff's Department pays towing and daily storage fees on all impounded vehicles at privately owned yards. Notify Central Property to remove the vehicle within the 15-day time period. They will direct that you send them a JDIC request message containing the following information:

1. Vehicle Description:

a. Make

b. Model

c. Year

d. Color

e. License

2. Location of Vehicle:

a. Address

b. City

c. Telephone number of location

3. Reason for Removal for Long-Term Storage:

a. To preserve evidence (nature of it-location)

b. Time limitation

4. Authorization:

a. The field lieutenant shall authorize long-term storage

b. List his name in the JDIC message

4. Your name and business telephone number.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0010 - CASE MANAGEMENT AND CASE TRACKING REPORT**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |   |
|-------------------------|---|
| <b>Bureau Order No:</b> | <b>0010</b>                                     |
| <b>Subject:</b>         | <b>CASE MANAGEMENT AND CASE TRACKING REPORT</b> |

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|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To gather information needed by this bureau in managing its operations and to ensure continuity of information used by the bureau in providing mandatory reporting of statistical information to Detective Division Headquarters.

**METHODOLOGY:**

A new form has been created for use by Team Sergeants in recording and reporting of cases handled by the bureau. The "Team Sergeant's Monthly Activity Report" form supersedes the previous "Supervisor's Report of Team Activity" (form F-6).

Investigators are no longer required to complete the "Investigator's Monthly Record" (form F-5).

**POLICY:**

Each Team Sergeant shall complete the "Team Sergeant's Monthly Activity Report" and shall submit the completed form to Operations by the 5th day of the next month. The Crime Analyst shall prepare the Monthly Management Report to the Operations Lieutenant, who will forward the report to the Unit Commander for approval, signature and dissemination.

The Unit Commander shall submit the approved Monthly Management Report to the Detective Division Chief through the appropriate Division Commander.

Reviewed and approved by:

Richard Ruiz, Captain

Special Victims Bureau

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• **0011 - RESCINDED**

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• **0012 - WORK ACTION CONTINGENCY PLAN/MINIMUM STAFFING**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |  |
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| <b>Bureau Order No:</b> | <b>0012</b>  |
| <b>Subject:</b>         | <b>WORK ACTION CONTINGENCY PLAN/MINIMUM STAFFING</b> |

Special Victims Bureau - Unit Orders

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|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To provide direction for the collection and dissemination of personnel information in the event of a work action, in order for personnel redeployment or work consolidation to occur as needed.

**REFERENCE:**

Detective Division Order #7-1 (REVISED).

**POLICY:**

It is the policy of the Special Victims Bureau (SVB), to provide personnel support to Department units in critical need while maintaining operational efficiency and service to the public. Designated personnel will be prepared to respond to other Department units as directed to augment forces in order to maintain operational effectiveness and essential services.

**PROCEDURE:**

In the event of a work action or stoppage within the bureau, the following action shall occur:

- I. The supervisor of the affected section or any supervisor or manager becoming aware of a work action, shall assess the situation as it impacts internal operations and shall report his/her findings to the Unit Commander, giving the following information:

- A. Description of work action, its effect and cause.
- B. Employee classifications and number of personnel involved.
- C. The number and classification of employees remaining on duty.
- D. Personnel needs, present and projected, to maintain essential functions.
- E. Personnel available for redeployment.
- F. Function, impact, and extent of work action within the area of responsibility.
- G. Estimation of any security requirements as applicable and present personnel requirements to the Unit Commander, who shall contact Division Headquarters or the Department DOC if activated.
- H. Estimate the amount of time required to initiate minimum staffing.
  - 1. Terminate non-essential work in progress.
  - 2. The time needed for excess personnel (those above minimum staffing) to be released for reassignment.
- I. An estimate of any unusual operational requirements that may develop.

1. Transportation requirements.

2. Personnel issues.

II The Unit Commander will assess the situation as it impacts the SVB and will notify the Area Commander of the situation.

In the event of notice being given of a work action occurring outside the bureau, but requiring our bureau's assistance, supervisors or managers shall do the following:

A. Discontinue non-essential operations/services.

B. Prepare to redeploy 50 percent of their personnel.

C. Provide a time estimate of when re-deployment can occur.

D. Have personnel to be redeployed available at a staging area with roll-out gear, as appropriate.

E. Report her/his readiness to the Unit Commander or her/his designate.

III Essential Services/Functions of SVB.

A. Respond to requests for investigative services involving:

Special Victims Bureau - Unit Orders

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1. Persons arrested.
2. Victims of sexual and physical abuse in need of protective custody.
3. Serious crimes in progress.

B. File cases as required to ensure public safety.

1. In custody follow-up requirements for arraignments.
2. Maintain due diligence and follow critical investigative leads.

C. Respond to court as required.

1. Prevent dismissals
2. Prevent premature release of serious, habitual, or stalking suspects.

The following personnel shall be available for redeployment:

| PERSONNEL | MIN. OPERATING FORCE | AVAILABLE FOR REDEPLOYMENT | TOTAL |
|-----------|----------------------|----------------------------|-------|
|-----------|----------------------|----------------------------|-------|

Special Victims Bureau - Unit Orders

|                    |           |           |           |
|--------------------|-----------|-----------|-----------|
| Lieutenant         | 1         | 1         | 2         |
| Sergeant           | 4         | 4         | 8         |
| Bonus I Deputy     | 21        | 36        | 57        |
| <b>SWORN TOTAL</b> | <b>26</b> | <b>41</b> | <b>67</b> |
| Civilian           | 6         | 0         | 6         |
| <b>GRAND TOTAL</b> | <b>32</b> | <b>41</b> | <b>73</b> |

\*\*Subject to changes due to staffing levels.

Geographical deployment is divided into North County and the rest of Los Angeles County:

North Deployment:

- 1 Sergeant
- 4 Bonus I Deputies
- 1 Professional Staff

South/East/West/Northwest/Central Deployment:

- 1 Lieutenant
- 3 Sergeants
- 32 Bonus I Deputies
- 6 Professional Staff

Reviewed and approved by:

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Richard Ruiz, Captain  
Special Victims Bureau

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• **0013 - ON-CALL AND RESPONSE PROCEDURES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |  |
|-------------------------|--|
| <b>Bureau Order No:</b> | <b>0013</b>                            |
| <b>Subject:</b>         | <b>ON-CALL AND RESPONSE PROCEDURES</b> |

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|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

In order to achieve the ultimate goal of having this bureau recognized for the important role it plays in major or serious incidents, every deputy sheriff working a patrol station should view specific types of incidents involving juvenile victims just as important as a homicide, for the purpose of follow-up and the collection and preservation of evidence. So should each of you.

Therefore, the following procedures have been established relative to how the members of this bureau will respond to specific incidents, with the emphasis on an immediate roll-out to certain critical situations.

**POLICY:**

Investigators shall be available for immediate telephonic contact (via cell phone is adequate) and, if necessary, immediate response (within one hour) to a critical incident during the entire period of the designated on-call responsibility.

Team members (North, South, East, West, Central & Northwest), will share the responsibility for being the "On-Call Incident Evaluator" (OCIE). During other than "normal business hours," this person will be responsible, **from 1700 hours on Friday, until 1700 hours on the following Friday**, for accepting telephone notifications of incidents and/or inquiries for guidance from patrol station personnel. Using the criteria as noted in the "Response Procedures" section of this memorandum, the OCIE will conduct an analysis of the situation and, if deemed appropriate, notify the On-Call Sergeant.

The OCIE does not have the responsibility to respond to a critical incident, only to notify the On-Call Sergeant.

Once notified, the appropriate "On-Call Response Investigator" (OCRI), shall make immediate contact with the involved station personnel and provide them with directives as to what actions to take prior to his/her arrival (crime scene containment, handling of the suspect or victim, etc.). The OCRI shall then notify the On-Call Sergeant regarding their response. The team sergeant may also be notified. The sergeant, together with the investigator, will make a determination whether additional personnel are required. The On-Call Lieutenant shall be notified and approve additional personnel response.

Basically, this policy means that all investigators will have the responsibility of being the "On-Call Incident Evaluator" and/or the "On-Call Responder" about once every ten (10) weeks, absent any unforeseen circumstances, staffing shortages, and/or any scheduling conflicts.

In the event an investigator cannot perform the on-call responsibility (sick, emergency, etc.), an immediate notification shall be made to the on-call supervisor, who will designate a substitute investigator and make notification to Sheriff's Headquarters' Bureau. The same procedure applies to the on-call supervisor who may become unavailable. However, that notification shall be made to the field lieutenant.

Special Victims Bureau (SVB), sworn personnel are on a "flex schedule." Both the On-Call Incident Evaluator and the assigned On-Call Responder shall make every attempt to flex their schedule for the week in anticipation of their On-Call responsibilities. If approved by a Lieutenant, the On-Call Evaluator will receive compensation at the premium overtime rate. The amount of overtime will be figured in 15 minutes increments, allowing for not less than that amount of time for every phone call received/handled during "off-duty" hours.

The OCIE shall submit an activity log each business day by 0900 hours, absent any unforeseen circumstances. The logs shall be retained for two years.

The On-Call Responder will receive compensation at the premium overtime rate when such a response is necessitated by this policy. The rule of minimum four hours of compensation shall apply.

**RESPONSE PROCEDURES:**

Department personnel have been informed that investigators from this bureau are

on-call and available 24-hours a day, seven days a week, and are prepared to assist them with any incidents which come under the case assignment responsibility of the SVB. Such assistance may include providing information and guidance over the telephone, or may also include the immediate response of an investigator(s) to take over the responsibility of the crime scene and interviewing witnesses and victims.

If personnel from patrol stations provide appropriate and timely notification, investigators from the SVB shall respond immediately to the following types of incidents:

1. When it is reported that a victim has been taken to the hospital (not necessarily hospitalized) with substantial injuries. This could include injuries from being beaten or burned, or injuries (either external or internal) that may have resulted from a sexual assault.
2. When a "significant" felony has occurred (i.e., the rape of a child under the age of 14) and there is a crime scene where there exists the possibility of collecting physical and other sexual assault evidence. In these cases, the investigator(s) should consider using the resources of the Scientific Services Bureau.
3. When, during other than normal business hours, a suspect has been arrested and there exists the likelihood that he/she will bond/bail out prior to the next business day, or there is significant workable information available to apprehend a dangerous suspect. (This makes the assumption that during normal business hours an investigator would respond to such a notification.) In these instances, the on-call investigator may choose to also notify the "case assigned" investigator that one of her/his wanted suspects is in custody.
4. When the station watch commander makes a specific request that we respond.

Depending on the significance and severity of the crime and the magnitude of the investigation, the on-call supervisor may choose to assign more than one investigator to immediately respond to a situation. Such incidents might include a rape and beating where, there is a need for crime scene analysis and information gathering from witnesses and potential suspects at a hospital.

In any of the above response categories, the on-call (or on-duty) supervisor shall give serious consideration to responding with the investigator(s) and overseeing the investigation.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0014 - ACCOUNTABILITY**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



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| <b>Bureau Order No:</b> | <b>0014</b>           |
| <b>Subject:</b>         | <b>ACCOUNTABILITY</b> |

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|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

To provide for a standard of work performance consistent with established investigative protocols and policy. In addition, to provide guidelines for conduct, behavior, and interpersonal relations within the work place.

**POLICY:**

All personnel shall become familiar with and adhere to the below accountability policy.

**I. GENERAL EXPECTATIONS**

My general expectations for managers and supervisors are:

A. That each team sergeant will assign the appropriate number of investigators to complex or noteworthy cases, so as not to delay or hinder a proper and timely investigation.

B. That each team sergeant will ensure that your investigators are:

1. E-mailing to each author of the first report at the close of each case.

Items to be covered in the e-mail are:

a. The disposition of the case.

b. The areas of strength and weaknesses of his/her report, keeping in mind that the intent is to better train our patrol deputies.

c. Provide recommended investigative techniques or laws that could assist them in the future.

C. Making timely notifications and updates to the concerned patrol station management regarding noteworthy or significant cases.

1. That each team sergeant will be assigned to conduct two (2) random audits to include, but not be limited to:

a. Completeness, timeliness, and quality of investigative effort.

b. Completeness and quality of written reports.

c. Appropriate conclusion reached for disposition giving special attention to bureau closures and rejects by the District Attorney.

d. Receiving feedback from the handling Deputy District Attorney regarding thoroughness of investigative effort and quality of court testimony.

e. Following up with the family of the victim (if appropriate) regarding professional demeanor.

- f. The results of the audit will be discussed with the team member.
  
- D. That each team sergeant will make a personal visit at least once per month to a member of the operations staff of each of their assigned patrol stations to discuss service needs, trends, problems, etc.
  
- E. That each team sergeant will personally review the search and arrest warrants completed by their personnel to ensure accuracy, probable cause, and other related legal issues, and that there are appropriate Operations Plans for service. To that end, my expectations are:
  - 1. That copies of all Operations Plans will be forwarded to the field lieutenant for review and approval prior to actual service (except in exigent circumstances).
  
  - 2. That an Operations Plan will be completed and approved for all high-risk arrest warrants.
  
  - 3. That a sergeant will be present during the execution of all search and high-risk arrest warrant operations, pursuant to Department policy.
  - 4. That a lieutenant be present during the execution of all search and arrest warrant operations that could be considered "high-risk."
  
  - 5. That all personnel involved in the execution of a search or arrest warrant will be wearing a vest, Sam Browne and weapon, raid jacket or uniform, and be carrying other appropriate safety equipment, such as baton and Oleoresin Capsicum spray.
  
  - 6. That each manager and supervisor will document the commendable actions of their personnel and will take the appropriate measures to ensure that their employees are recognized for their efforts. Such recognition could include an entry in the Performance Log, a written commendation, or a recommendation for a Department Service Medal.
  
  - 7. That each manager and supervisor will support and encourage each employee to participate in the Department's Wellness Program or a similar program designed to provide for their physical and mental conditioning.

The following expectations for Deputy Sheriff personnel shall be adhered to:

A. Operational Duties

Daily

1. By 0900 hours, advise your team sergeant of your planned activities for the day.
2. Receive permission from your team sergeant to work any necessary overtime.
3. Receive permission from your team sergeant prior to releasing any suspect 849(b)(1).

Monday

1. By 0900 hours, submit to your team sergeant a short synopsis of your most interesting or noteworthy investigations for the preceding week, including a complete file number.

Continually

1. Have all your safety equipment available at all times, including your vest, etc.
2. Comply with the on-call and roll-out procedures and make appropriate notifications, such as scanning the roll-out forms to the desk.

3. If assigned to training, assume it is mandatory and attend. If for some reason you cannot attend, immediately notify your team sergeant who will notify the training coordinator.

4. Graciously share your expertise with station deputies, reserves, and new investigators.

B. Investigative Duties

Do the Following

1. Contact your victim, their family, or the informant on each case no later than 24-hours after receiving the case. Maintain a case journal indicating the contact or attempts to contact.

2. Initially interview the victim in person. If not possible, receive approval for an alternate method of interviewing from your team sergeant. If the victim cannot come to the Sheriff's Station or SVB office without it being a hardship, the interview will take place in the victim's home.

3. Provide the victim's family with counseling referrals, if appropriate.

4. Advise the family of the case status and case closure, and indicate advisement in your case journal.

5. Submit supplemental reports in a timely manner (at least every 30 days, if not closed out).

6. Submit supplemental reports that include the date, time, location, and manner in which the interview was conducted.

7. Present supplemental report to team sergeant for review and approval prior to presenting to the District

Attorney's Office.

8. Make timely notifications and updates on significant cases to your team sergeant.
9. Comply with Bureau Order #0009 regarding evidence handling procedures.
10. Plan and execute all arrest and search warrants with officer safety as an absolute priority.
11. Prepare search warrants and Operations Plans as appropriate, and have them approved by your team sergeant prior to execution.

(NOTE: Manual Sections 5-09/465.00-60 shall be followed prior to any search warrant being executed.)

12. Ensure that the Search Warrant Check-Off List (SH-R-455) is forwarded to the Watch Deputy within five days of drawing a warrant number. The Watch Deputy will ensure Records and Identification Bureau receives the list.
13. Conduct thorough/timely investigations, using all of the appropriate resources available to you.
14. If appropriate, inspect the crime scene and collect any additional evidence as soon as possible.
15. Immediately report to your team sergeant:
  - a. Any use of force.
  - b. Any damage to a county vehicle, or accident in a county vehicle.
  - c. Any industrial injury, however slight.

- d. Any inquiry by the press regarding an investigation (Do not conduct a media interview without first consulting your team sergeant.)
- e. Any investigation which might result in a citizen's complaint.
- f. Any police action taken by you on or off duty, not related to Special Victims Bureau.
- g. At the closure of each case, send an e-mail to the deputy who wrote the first report and include a copy of the e-mail after it was sent in your notes packaged to be scanned. The e-mail shall include:

1. The disposition of his case

(2) The areas of strength and weaknesses of his report, keeping a mind that the intent is to better train our patrol deputies

(3) Recommended investigative techniques or laws that could assist him in the future.

## **II. FORCE MANAGEMENT**

Expectations in this area are as follows.

- A. That you and all your subordinates will emphasize clearly by word and action, that unreasonable force will not be tolerated and that overreaction to verbal or passive resistance is a form of unreasonable force which the Department will be particularly alert for.

- B. That you will verify that force reviews and the attendant documentation is objective, thorough, and absent any bias or hostility.
  
- C. That force review documentation is complete, paying special attention to these areas:
  - 1. That memos shall not omit or improperly describe key evidence.
  
  - 2. That taped statements and the narrative accounts of the tapes in the memos shall be consistent.
  
  - 3. That there is sufficient photographic documentation of suspect or deputy injuries.
  
  - 4. That there is sufficient tape-recorded documentation of witness or suspect statements.
  
- D. That decisions about the justification for use of force are reviewed by the Unit Commander in all cases of force requiring hospital treatment.
  
- E. That the bureau lieutenant and the respective team sergeants analyze and comment on tactics issues as part of force review procedures.
  
- F. That each team sergeant personally present recurrent force training briefings to their personnel and appropriately provide explanations about how reverence for life and Department philosophy about force relate to actual police/custody situations.

There are a number of ways to check to make certain these objectives are being accomplished. Among them, for instance, include these:

- 1. The Bureau lieutenant includes a specific reference in evaluation narratives to the sergeant's skill in this endeavor.

2. The Bureau lieutenant and the captain conduct a comprehensive review of all force review packages (i.e., evaluate the entire range of documentation for a given incident, including the video tapes, audio tapes, photographs, medical records, first and supplemental reports, in addition to any memos).
3. Commendations for supervisors who submit excellent, example's setting force review documentation which clearly establishes facts which are supported by conscientious evidence collection.
4. Documented counseling or discipline for supervisors who conduct biased or inadequate force reviews.
5. Establishing a required training briefing, created by the team sergeant or involved deputies, based on tactics issues derived from actual incidents.

The integrity of our force management efforts rests with each of you individually.

### **III. PUBLIC COMPLAINT PROCESS**

A. Our primary expectation in the area of public complaints is identical to the Sheriff's, embodied in Department policy. By adhering to this policy we enhance public trust and simultaneously often gain valuable information about the quality of our service and/or the public's perception of it. Failing to be responsive results in erosion of the public's confidence in our personnel and in us as Department leaders.

B. Many features of the Department's procedure for processing public complaints have been designed, especially to foster openness and responsiveness to complaints. These features form the basis for some of my specific expectations in this area, as follows:

1. That team sergeants and civilian supervisors emphasize to their personnel, the expectation that no one (the public, Department, or other governmental personnel, etc.), shall be discouraged or intimidated from filing complaints.

2. That people with complaints are immediately put in touch with the Bureau lieutenant or team supervisor.
3. That complaints not be selectively accepted and investigated. Supervisors shall refrain from accepting only those complaints with a predetermined outcome that will clear their personnel. Complaints must not be refused simply because of the belief that the complaint is frivolous. All complaints are to be documented on the Service Comment Report and processed as outlined in Department policy and procedural information.
4. Service Comment Reports are to be prepared even in cases where the complaint is quickly resolved after discussion with a supervisor or manager. The form shall be filled out and the results documented.
5. That the Bureau lieutenant verifies the categories of complaints applicable at the top of the service comment report prior to sending the report to the Unit Commander. The category(s) checked should accurately reflect the actual nature of the complaint, not merely what it was initially interpreted as prior to the service review.
6. That the team sergeant will ensure that complainants receive a letter from the Unit Commander acknowledging receipt of the complaint and assuring that the complaint will be investigated.
7. That the Bureau lieutenant will also ensure that complainants receive a letter from the Unit Commander after the service review or administrative investigation is completed, notifying the complainant of the outcome and providing him/her with the appropriate information as to additional recourse if still dissatisfied.
8. That team sergeants utilize conflict resolution techniques as appropriate among the complainant and the involved Department member, making a concerted attempt to satisfy the complainant about our responsiveness and thoroughness, if not about the outcome.
9. That up-to-date placards inviting commendations and complaints and displaying the 800 phone number are displayed in facility areas open to the public.

#### **IV. ADMINISTRATIVE INVESTIGATIONS**

A. My expectations in this area are as follows:

1. That the Bureau lieutenants, team sergeants, and civilian supervisors recognize the importance of integrity and quality in administrative investigations, to ensure public trust.
  
2. That the Bureau lieutenants, team sergeants, and civilian supervisors understand and recognize the demand that administrative investigations are done in a thorough, accurate, and objective manner, absent any bias or hostility on the part of the investigators and reviewers.
  
3. That investigations must be complete, accurate, and objective, with special attention to the following areas:
  - a. All leads shall be pursued and crucial evidence be presented.
  - b. Investigative summaries shall be accurate and not omit facts.
  - c. Witness interviews shall be tape recorded.
  - d. Tape recordings and the investigative summary shall be consistent.
  - e. Investigative summaries shall point out disputed facts.
  - f. Photographs shall be taken of physical injuries (or the lack of injuries).
  - g. Interview techniques should be consistent with Detective Division standards.
  - h. Interviews shall be conducted in a fair, open, unbiased, and civil manner.
  
4. That you will only recommend approval to inactivate an administrative investigation when you are certain both that the complainant volitionally withdrew his/her complaint and that there is no reason to believe misconduct occurred.

**V. DISCIPLINE**

A. My expectations in this area are as follows:

1. That you understand that discipline must be administered for the purpose of:

- a. Holding employees accountable for conduct and decisions.
- b. Setting consistent standards about how policy applies day-to-day situations.
- c. Maintaining public trust.
- d. Demonstrating concern for subordinate welfare, including that of the disciplined employee as well as other employees, who are entitled to a work environment where they and their peers are held similarly and accountable.

2. That you understand the distinctions among the four possible dispositions (founded, unfounded, unresolved and exonerated).

3. That you will be accountable for instances in which you select a finding which is not logically supported by the facts.

4. That you submit to the Unit Commander all of the following information for founded administrative investigations.

- a. Disposition work sheets (or, if none has been prepared, your own analytical assessment of the aggravating and mitigating factors in the incident which may affect the level of discipline).
- b. Guidelines for discipline.
- c. The employee's performance history, as indexed in the automated databases and documented in reports, performance evaluations, and the unit performance log.

## VI. PERFORMANCE EVALUATIONS

The County Code (Rule 20.02) requires a performance evaluation for each employee at least annually. Over and above any legal requirement, however, is the common sense rationale. If we level with our employees about our expectations and their own work product, and if they receive honest written feedback, they'll do better.

I expect you to view the "performance evaluation" as a process, not as an occasional, onerous task. This process is much more demanding than merely filling out the "Report on Performance Evaluation." It entails making continual judgments and comparisons about an employee's work product, work ethic, and professionalism. It requires open-minded refinements and adjustments as new information becomes available. It requires ongoing, written notations, organizing observations about performance into commendations and discipline, and records of accomplishments, counseling sessions, conferences about career development, etc. Supervisory documentation makes it possible for you to write an evaluation that is uniquely significant, helpful and/or rewarding to the employee.

A. My additional expectations in this area are as follows:

1. That Reports on Performance Evaluation are written and processed on time, so that employees receive meaningful, useful written feedback.
2. That evaluations reflect a commitment to holding people accountable for their actual job performance objectively and accurately.
3. That all appropriate documentation of performance during a rating period is accounted for in the evaluation narrative. In the case of discipline, reference shall be made in the evaluation report for the rating period in which the discipline is imposed.

B. Among the directives for fulfilling these expectations are:

1. The Bureau lieutenant, each team sergeant, and each civilian supervisor shall:

- a. During each evaluation period, conduct three formal counseling sessions with each subordinate, focusing on the major components of the "Report on Performance Evaluation," including specialized skills, goals for improvements, commendable actions, and work ethic associated with the Department's core values and service oriented policing goals.
  - b. Document the counseling sessions in the Performance Log.
  - c. Ensure that each employee has a page.
  - d. Ensure that each employee's page represents the current rating period.
  - e. Ensure that no employee's page is blank.
  - f. Ensure that entries for substandard performance are being conscientiously documented.
- g. Recognize that your willingness and skill concerning use of the performance log will be part of your evaluation report.

2. Identify employees with frequent or severe performance trends and do the following:

- a. Document all incidents of substandard performance in the Performance Log.
- b. Include in the Performance Log recommendations for the employee to improve his/her performance.
- c. If necessary, based on the severity and level of the substandard performance, prepare documentation for a rating of "Improvement Needed" on the "Report on Performance Evaluation."

Whichever ideas you select, pending more formal Department-wide processes being established, I expect you to develop a system for documenting the performance of your personnel.

## **VII. INTERNAL CULTURE**

The Department's expectations about how we relate to and treat our employees is as follows: We managers and supervisors, both as individuals and as the group which administers, promotes and enforces Department-wide systems which significantly affect employee welfare and motivation (e.g., promotions, job assignments, transfers, discipline, etc.), have special obligations in this area.

A. My primary expectations simply reiterate the Sheriff's expectations, as put forth in his August 24, 1992, letter to each Department member.

1. That all members treat each other, whether sworn or civilian, as they would expect to be treated if the positions were reversed.
2. That all members understand the connection between effective law enforcement and appreciate cultural and gender diversity.
3. That all members receive consideration without regard to race, color, religion, national origin, ancestry, sex, marital status, sexual orientation, or physical disability.
4. That we administer a work atmosphere free from discrimination, hazing, or harassment.
5. That everyone will conduct him or herself professionally in demeanor and personal appearance.
6. That offensive conduct or discriminatory action based on the previously listed factors result in discipline.
7. That supervisory members take immediate and appropriate corrective action in response to violations of these expectations.
8. That the chain of command shall be respected.

9. That we shall practice core values within our own ranks.

B. We can also outline some additional expectations which augment the preceding ones, as follows:

1. That you strive to foster in your personnel an understanding of the connection between an appreciation for cultural and gender diversity and effective law enforcement.

2. That we demonstrate that the opportunity to come to Special Victims Bureau is genuinely open to all personnel—particularly those who, for whatever reason, in the past have not comprised a representative percentage of those assigned to traditionally coveted units or positions.

3. That we take extra care to evaluate personnel investigations into discrimination, harassment, and hazing allegations, ensuring thoroughness and objectivity.

4. Make a definite, clear, resounding statement about your personal convictions concerning the corrosive, destructive effect of intolerance on our work environment, and professionalism at a staff or team meeting.

## **VIII. VEHICLE PURSUIT MANAGEMENT**

Law enforcement vehicle pursuits involve significant issues of deputy safety, public safety, and risk management. I am particularly concerned that you and all your personnel have a genuine appreciation for the risks involved and a sound sense of judgment about how to evaluate the advisability of engaging in or continuing pursuits within the guidelines of Department policy.

A. My expectations as to pursuits are as follows.

1. That the bureau lieutenant and team sergeants will emphasize the importance of pursuit management within Department policy guidelines to their personnel and will also emphasize to their subordinates that they will be held accountable for pursuits not conducted within guidelines.

2. That all Detective Division personnel operating "unmarked" or "undercover" vehicles shall adhere to the Department's emergency driving policies governing Code 3 responses.
3. That deputies operating "unmarked" or "undercover" vehicles without red lights and siren shall not engage in vehicle pursuits.
4. That only sheriff's vehicles properly equipped with a departmentally approved red light, siren, and operational sheriff's radio (480 hand-held portable or hard wire mount) may be utilized to engage in Code 3 responses or vehicle pursuits, pursuant to departmental guidelines.
5. That to insure legislative compliance, all red lights and sirens utilized on sheriff's vehicles are authorized by Communications and Fleet Management Bureau.
6. That when an arrest is imminent, the tactical planning for making the arrest should evolve around a time that the suspect is not mobile in a vehicle, thus decreasing the possibility of a fleeing suspect.
7. That in situations where an arrest can only be made as a result of a traffic stop, and prior planning is possible, a uniform officer in a marked patrol vehicle is to conduct the intended vehicle stop.
8. That pursuits are properly broadcast on frequencies monitored by Sheriff's Communications Center. That team sergeants are accountable for comprehensive and accurate completion of the pursuit summary form and the CHP 187 form for each and every pursuit. The bureau lieutenant will check to ensure that the pursuits reported to Traffic Services Detail by means of these forms match those logged by Sheriff's Communications Center.

## **IX. PROBLEM INDICATORS**

Our effectiveness, even our professionalism as law enforcement managers and supervisors, rests on our willingness to work hard to anticipate problems and develop plans to prevent them or minimize their adverse

impact. Our failure to try jeopardizes public safety, our level of service, and employee welfare.

Much of the Department's effort in the past few years has been directed toward providing tools for executives, managers, and supervisors to assist in anticipating problems (risk management plans, automated performance tracking, community input, etc.). The general expectation, of course, is that you will use the tools, in combination with other appropriate sources of information, and apply your experience and judgment to the tasks of anticipating potential problems and coming up with well-reasoned responses and solutions.

One particular challenge we all face in accomplishing "problem identification" is deciding what indicators to notice or examine in order to recognize that a given employee or group of employees, or shift or entire unit, merits attention, analysis or action. The task is partly an "art" involving seasoned instincts, but it also has concrete dimensions which are the basis of my specific expectations.

I expect you will be able to inform me, in substantial detail, about certain significant aspects of the operations of the team or unit you oversee. These include:

1. Employee strengths and weaknesses.
2. Unique law enforcement problems or challenges in the area served or the function performed.
3. Identities and performance histories of individual employees who appear to merit special managerial attention.
4. Aspects of the informal organization within your team or unit and their effect on the effectiveness of the bureau.
5. Information and updates on significant or noteworthy cases.
6. Open case status for each investigator.

## **X. HAZING**

Department personnel have operated for years in general agreement that hazing is a "negative" thing and "not to be tolerated." Despite that agreement, instances still occur too frequently in which trainees or newly assigned personnel are "initiated" or "disciplined" by means of unreasonable, unnecessary, oppressive or humiliating expectations/demands by training officers or "tenured" personnel.

Part of the problem apparently is that there is not a sufficiently common understanding of what constitutes hazing in the Sheriff's Department. Furthermore, some practices or expectations which may be reasonable in the hands of seasoned professionals (people guided by wisdom and genuine concern for employee development) can be harmful or dangerous in the hands of shortsighted, insecure, immature people who tend toward abuse of authority.

A. In order to establish a common understanding about hazing and to strengthen accountability for eradicating the practice, I outline the following expectations:

1. That lieutenants, sergeants and civilian supervisors actively express to your team members and staff your intolerance of hazing.
  
2. That lieutenants hold sergeants, and civilian supervisors accountable for providing clear guidelines about the behavior/practices that constitute hazing as explained below.
  
3. That sergeants and civilian supervisors are accountable for alertness and assertiveness in: (1) Observing/detecting signs of possible hazing activity, (2) Evaluating questionable activity carefully, (3) Quelling the practices/activities/conduct outlined below, and (4) Holding violators accountable as appropriate.

To clarify what conduct/practices/activities are deemed to constitute hazing, I am providing the following list of examples. The list is not all-inclusive, but contains an illustrative sampling of things which can hamper/erode or play havoc with learning, positive relationships or professionalism.

**NOTE:** It is acknowledged that some of the items listed are not inherently malevolent. Nevertheless, they are

risky to condone as a practice due to

the potential for abuse. In these cases, that risk of abuse has been determined to outweigh any possible benefit of allowing the practices to continue. Hazing occurs when training officers or established peer groups of tenured personnel engage in the following:

1. Requiring personnel of equal rank or classification to address oneself or others of equal rank as "sir" or "ma'am."
2. Denying trainees the same right as the training officer to eat during the shift or workday.
3. Denying trainees the right to eat in the same location available to the training officer or tenured peers.
4. Prohibiting trainees or new personnel from addressing or conversing with others, absent a specific, valid reason for such a prohibition.
5. Deliberately and unnecessarily placing obstacles in the path of a trainee's accomplishing work tasks, such as "stacking" radio calls, and assigning unreasonable workload, requiring unnecessary physical tasks, etc.
6. Ignoring the presence of a co-worker.
7. Addressing or referring to trainees or new personnel in their presence unprofessionally with terms such as "boot," "fish," "scrum," "FNG," etc.
8. Requiring trainees to ride in the back seat of a car when the front seat is available.
9. Requiring trainees/new personnel to sit at a designated table during briefings, meetings, meals, etc.

10. Enlisting or conspiring with inmates to trick, misguide, or harass a fellow employee in any way.
11. Correcting deficiencies or mistakes made by trainees or new personnel in the presence of others, except where absolutely necessary.
12. Correcting deficiencies or mistakes made by trainees or new personnel in a demeaning, ridiculing manner.
13. Requiring trainees or new personnel: (1) To stand at attention at any time after the date of their graduation from the Sheriff's Academy, except in those instances appropriate for all sworn personnel to stand at attention. (2) To request permission to be recognized or to be excused differently from the manner used by any other courteous professional Deputy Sheriff or civilian.
14. Pressuring or "requiring" trainees or new personnel to host or attend parties, meals, get-togethers, etc., or to perform tasks or consume specific things or amounts at such events.
15. Prohibiting new personnel from wearing/using certain types of Department-approved clothing or equipment.
16. Playing "practical jokes" which result in humiliation or damage to the property or equipment of another.

**NOTE:** Nothing in this section is meant to preclude legitimate supervisory or training officer communication about performance deficiencies which is meant to assist or inform trainees or new personnel, or which is necessary to hold them accountable for safe, capable, professional law enforcement service, or support.

The Department has developed a policy prohibiting hazing that will be strictly enforced by this bureau. Allegations of hazing shall be investigated in the same manner as allegations of discrimination. The policy pertaining to hazing can be found in the Manual of Policy and Procedures, under Section 3-01/030.73. All Department members shall treat every co-worker, whether sworn or civilian, with respect. Please use the information in this section as a basis for explaining to all personnel what constitutes hazing and as a basis for

holding personnel accountable for its absence.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0015 - MEDIA RELATIONS AND INTERVIEWS**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |             |
|-------------------------|-------------|
| <b>Bureau Order No:</b> | <b>0015</b> |
|-------------------------|-------------|

|                 |                                       |
|-----------------|---------------------------------------|
| <b>Subject:</b> | <b>MEDIA RELATIONS AND INTERVIEWS</b> |
|-----------------|---------------------------------------|

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

The purpose is to provide guidelines for personnel assigned to the Special Victims Bureau (SVB), in dealing with the media when information and interviews are sought.

**OVERVIEW**

All personnel shall adhere to the Policy and Press Manual and Section 3-01/080.00 of the Manual of Policy and Procedures when dealing with the media.

**POLICY**

It is the policy of the SVB that, *as a general rule*, in cases involving high-media interest, personnel assigned to the Sheriff's Headquarters Bureau, will be contacted. Media requests for information shall not be granted if disclosing the information will jeopardize a case. For other cases and general requests for information, bureau members shall obtain supervisor approval prior to being interviewed or providing information. Supervisors shall consult with the Unit Commander, through channels, to discuss the request prior to approving an interview.

Personnel given authorization to participate in a media interview, shall provide accurate information, and this information shall be based on ethical, professional, and practical considerations.

Before holding a press release or media availability, where the intention is to release a photograph of the suspect, the Unit Commander or Operations Lieutenant SHALL be consulted in the assessment process and approve any release. Personnel shall exercise caution and be guided by our quest for the truth as we seek to exonerate the innocent and prosecute those responsible for criminal conduct. In those cases where the facts are unclear or without corroboration, alternative options to a media release shall be considered as significant impact to a subject's character may result.

Personnel shall avoid giving opinions, speculation, educated guesses, editorial comments or personal views about a case when being interviewed by the media. Personnel shall not be abrupt or terse in giving responses and should avoid saying "no comment." It is better to indicate *that the matter is still under investigation or information is still being obtained, and it would be premature to comment on the matter being discussed.* It is best to avoid any temptation to provide a response that goes beyond the scope of the question. Personnel shall not interpret Department or Bureau policy.

Prior to any interview, it is permissible and good practice to ask the interviewer to go over the questions that are planned. Personnel being taped for a later broadcast can ask the reporter to stop any audio or video equipment and start over (Refer to the attached "Bill of Rights" for the television interviewee for additional guidance.)

Prior to any news release, the concerned Unit Commander, who has jurisdiction of the incident being released, shall be notified. A record of this notification shall be made on the SVB News release form.

Bureau personnel shall refer reporters who request the following types of information to the Sheriff's Information Bureau:

- Interpretation of Department policy
- Comments or information on trends or statistics involving the Department.

Reviewed and approved by:

\_\_\_\_\_  
Richard Ruiz, Captain

Special Victims Bureau

### **BILL OF RIGHTS FOR THE TELEVISION INTERVIEWEE**

In interviews of a spontaneous nature:

YOU HAVE THE RIGHT . . . .

1. To know who is interviewing you and whom he or she represents.
2. To have total agreement by both parties of the ground rules, no matter how hastily arranged.
3. To be treated courteously. The questions can be tough, but the reporter's demeanor should not be abusive.

4. To have off-the-record comments, if previously stated, honored. (As a rule, never say anything off-the-record unless you know and trust the reporter.)
5. Not to be physically threatened or impaired by handheld lights too close or microphones shoved in your face.
6. To break the interview off after a reasonable amount of time, but only after important questions have been answered.

In pre-arranged, office or TV studio interviews....

YOU HAVE THE RIGHT . . . .

1. To all the above.
2. To know the general content, subject or thrust of the interview so you have time to research the appropriate information.
3. To know approximately how long the interview will last.
4. To know if there are other guests appearing with you on a talk or panel show and what the nature of their role will be.
5. To have a public relations or other company representative present.
6. To make your own audio or videotape of the interview, or to be able to obtain a complete tape

from the TV station.

7. To make sure that no material is recorded by the reporter on audio or videotape unless you are told you are being recorded. The pre-interview discussion, talk between commercials or after show chitchat cannot be used on the air unless you approve.
8. To be allowed to answer without the constant harassment of interruptions, assuming your answers are brief and to the point.
9. To ignore editorial comments or pejorative asides by reporters or panelists.
10. To have an accurate on-air introduction that will put the interview in the proper perspective.
11. In the film or tape editing to have the basic intent and flavor of your answers come through.
12. To have the time to get some of YOUR points across in the interview and not be expected only to answer questions obediently and obsequiously.

### **WHEN ANSWERING QUESTIONS**

#### **DO . . . .**

- ax. Be relaxed, confident and honest.
- ax. Maintain a neutral attitude.
- ax. Use pitch and rate changes for variety.
- ax. Build in a cut-off with your answer if you wish to drop the subject.

- ax. Discuss only those activities and policies within the purview of your area of responsibility.
- ax. Admit you don't know an answer if that's the case; you can promise to get back with the person just be sure if you promise more information, you deliver.
- ax. If the situation permits, tape the interview yourself if possible.
- ax. Use visual aids if you absolutely have to, but make sure they're simple, readable, uncluttered and relevant to your subject. Also, practice with them beforehand.
- ax. Above all, GIVE POSITIVE ANSWERS!!

**DON'T . . . .**

- ax. Use jargon, acronyms and technical terms.
- ax. Use speech mannerisms such as er-ah.
- ax. Be curt, even with the dumbest question.
- ax. Answer more than one question at a time.
- ax. Restart the question.
- ax. Begin with gratuitous phrases such as, I'm glad you asked that.
- ax. Give a no comment response; if you're unsure of the answer or can't discuss it, say no.
- ax. Get into a verbal fencing match if it's classified admit it's classified and move on.
- ax. Volunteer information unless it supports a positive point you want to make.
- ax. Be defensive.
- ax. Ever assume anything is off the record. There is no such thing unless you're certain the reporter will honor the agreement.
- ax. Let anyone put words in your mouth. Only agree if the facts and figures are the truth.
- ax. Lie. Answer as honestly and completely as you can your agency's reputation rests on the

spokesperson's veracity.

• **0016 - SEARCH WARRANT CHECKLIST PROCEDURES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |  |
|-------------------------|--|
| <b>Bureau Order No:</b> | <b>0016</b>                                |
| <b>Subject:</b>         | <b>SEARCH WARRANT CHECKLIST PROCEDURES</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

The purpose of this bureau order is to provide guidelines for personnel assigned to the Special Victims Bureau (SVB), on the search warrant and Records and Information Bureau (RIB) checklist procedures.

**POLICY:**

The Manual of Policy and Procedures, Revision dated January 12, 2009, a checklist must be completed whenever a search operation (search warrant, probation, parole search or a search of a fixed location) is anticipated. The two-page Search Warrant Preparation Checklist form (SH-R-461) must be completed and an URN number obtained prior to the service of the warrant. If there is already an URN number issued for the investigation, there is no need to obtain another URN number. However, you must list on the classification line Search Operation / 810, along with all charges on the subsequent supplemental reports. This will ensure the search operation is tracked through LARCIS.

All SVB Sergeants are to ensure that investigators understand how to complete the search warrant checklist forms thoroughly and accurately, by holding team meetings with staff to discuss the procedures and guidelines.

SVB personnel traditionally deal with two types of search warrants. The first being a warrant for records only, i.e., medical and/or school records, telephone bills or utilities statements. The second type of warrant is for the search and seizure of actual evidence of a crime, i.e., clothing, biological evidence, etc. Each of these warrants requires specific notifications and documentation.

Team sergeants and investigators shall ensure the following procedures are followed:

I. SEARCH WARRANT FOR RECORDS ONLY

This covers hospitals, schools, etc., where investigators expect full and complete cooperation.

A. WARRANT PREPARATION

1. The search warrant must be reviewed and approved by the Team Sergeant prior to submitting it to a Judge. The search warrant shall be reviewed by the Field Lieutenant prior to execution of the warrant. After the warrant is granted, complete the two-page check list (Refer to SH-R-461).

No Detective Division Operations Plan is needed if the warrant is being served at a business for records only. If a tactical situation is anticipated, then an Operations Plan is required.

2. Notify the Team Sergeant and submit all documents for review and approval.

After the search warrant and checklist are reviewed and approved, the Team Sergeant will submit all documents to the Field Lieutenant for approval.

**NOTE:** The Team Sergeant and Field Lieutenant will sign or initial all documents indicating that review and approval has been given prior to service.

3. Call the SVB Field Lieutenant and advise that you will be serving the warrant.
4. Serve the search warrant. No sergeant is required for a Records Only warrant.
5. The Team Sergeant shall sign as the Incident Commander on this type of warrant, and must note on the checklist (upper right-hand corner) indicating whether or not the warrant was served.
6. The Team Sergeant will log the warrant in the SVB warrant file.

**NOTE:** No audio or videotape required on these warrants.

B. AFTER WARRANT HAS BEEN SERVED (OR NOT SERVED)

1. Submit completed checklist, Operations Plan, first report, property receipt, and copy of search warrant to the Team Sergeant, within fifteen days of serving the warrant. The documents will be submitted in a large manila envelope with a Search Warrant Checklist attached to the face. The Team Sergeant will review and acknowledge that all required documents are contained in the envelope.
2. The Team Sergeant will immediately submit the approved documents to the SVB Field Lieutenant.
3. The Team Sergeant will log the warrant in the SVB warrant file.
4. The Field Lieutenant will maintain these documents in a locked file cabinet for five years after the date of the warrant service.

II. SEARCH WARRANT AT A RESIDENCE OR BUSINESS - (TACTICAL SITUATION)

A. FOLLOW STEPS OUTLINED ABOVE

B. SERVICE OF WARRANT

1. A Sheriff's Department sergeant will be present when the warrant is served. The sergeant will be designated as the Incident Commander. It is preferred that a SVB sergeant be present for this service, but in his absence, another unit's sergeant can be used.
2. Audiotape Knock and Notice.

3. After entry has been made and the location is secured, the Team Sergeant will videotape the location prior to any search. All occupants at the location will be captured on videotape and will be asked to announce their name, DOB, and address. The Team Sergeant will also ask for the property caretaker to identify any large sums of money, high-dollar jewelry, or weapons at the location.
4. During search operation, the Team Sergeant will oversee the search and seizure of property. A scribe will be assigned to document the actions of the search team.

C. AFTER WARRANT HAS BEEN SERVED

1. After completion of the search, the Team Sergeant will videotape the location prior to securing it.
2. The Team sergeant, whenever possible, will have the primary resident walk through the location and ask them on tape if:
  - A. Any property was damaged.
  - B. Any cash or other valuable item had been removed without their knowledge.
  - C. They have any questions or concerns.
3. The investigator must: (1) Leave a copy of the property receipt at the location, (2) Maintain the original receipt in the checklist package, and (3) Provide a copy of the search warrant to the occupants.
4. Secure location prior to leaving.
5. The Incident Commander will complete the appropriate paperwork on the checklist form indicating the warrant was served, noting the date and time. All reports, forms, cassette tapes, and videotapes in the search warrant package will then be submitted to the Team Sergeant.
6. The Team Sergeant will review and approve that all forms are within the packet, and will submit the completed package to the Field Lieutenant. The Field Lieutenant will maintain the package in a locked cabinet for five years from the date of service of the warrant.

**ADDITIONAL INFORMATION:**

Records and Identification Bureau

12440 East Imperial Hwy., Suite 400-W

Norwalk, California 90650.

Should the handling detective decide not to serve a signed search warrant, the detective must fill out the checklist and indicate that the search warrant was not served. The detective must then submit a search warrant package, just as if the warrant had been served. In this case, there would be no need to use the Stat Code 810 in the subsequent supplemental reports.

Additional reference and search warrant/tactical situations policies:

- Manual of Policy and Procedure revision dated January 12, 2009
- Field Operations Directive 89-3 (Tactical Operations involving Detective Personnel)
- Headquarters Detective Bureau Operational Plan
- Field Operations Directive 00-09 (Search Operations)
- Field Operations Directive 00-08 (Use of Informants)

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

• **0017 - BUREAU EVACUATION PLAN**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                               |
|-------------------------|-------------------------------|
| <b>Bureau Order No:</b> | <b>0017</b>                   |
| <b>Subject:</b>         | <b>BUREAU EVACUATION PLAN</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

The purpose of this bureau order is to provide guidelines for personnel assigned to the Special Victims Bureau concerning emergency evacuation plans.

**PROCEDURE:**

In the event of an emergency, requiring an evacuation of the facility, an orderly plan needs to occur to ensure employee safety. The following is to be implemented immediately upon an emergency evacuation order given by a supervisor.

**EVACUATION PLAN**

1. Supervisors are to direct their personnel to immediately evacuate the building quietly and in an orderly fashion.
  - A. **Employees assigned to STARS Center** are directed to assemble at the southeast corner of the parking lot on Telegraph Road and Colima Road, near the traffic signal.
  - B. **Employees assigned to the North Team offices** in Lancaster shall evacuate the building using the nearest available exit and assemble in the parking lot located at the southeast parking lot of Avenue J, near the radio communications tower.
2. Supervisors are to ensure that they have gathered their In-Service Sheet in order to take roll-call once personnel are assembled in the parking lot. All personnel present at the time an evacuation order was given must be accounted for to ensure that everyone exited the facility.
3. Prepare to provide security as directed.

4. Prepare to respond to or take action as needed and as determined by an incident commander or the Emergency Operations Bureau.
  
5. Prepare for a possible Departmental mobilization and a change of working shifts and reporting times.

A supervisory assessment shall be made concerning the event or incident requiring an evacuation. The highest ranking officer on scene shall assume the role as incident commander until relieved, and he or she shall evaluate immediate needs. A Command Post shall be created and lines of communication established. In many incidents involving a fire, hazardous materials incidents or safety hazards caused by an earthquake, our role will focus mainly on traffic and/or crowd control and/or assisting in rescue and recovery operation as needed or directed.

Operational Plans shall adhere to the Emergency Operations Procedures 2-6 concerning evacuations.

**An evacuation drill shall be performed at least once a year and shall be recorded on the attached form. The completed form shall be forwarded to the captain's secretary upon completion.**

Reviewed and approved by:

\_\_\_\_\_

Richard Ruiz, Captain

Special Victims Bureau

**EMERGENCY EVACUATION DRILL FORM**

**OFFICE LOCATION (*Check one*):**

**Headquarters STARS Center**

**Lancaster**

**RATING OF EMERGENCY EVACUATION PRACTICE DRILL (*Check one*):**

**Excellent**

**Very Good**

**Good\***

**Needs Improvement\***

**\*Explain:**

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Special Victims Bureau - Unit Orders

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**Rater's Signature:**

**Date:**

**Supervisor's Signature:**

**Date:**

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**• 0018 - SPECIAL BULLETIN SYSTEM**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                                |
|-------------------------|--------------------------------|
| <b>Bureau Order No:</b> | <b>0018</b>                    |
| <b>Subject:</b>         | <b>SPECIAL BULLETIN SYSTEM</b> |

|                       |          |                           |          |                          |          |
|-----------------------|----------|---------------------------|----------|--------------------------|----------|
| <b>Effective Date</b> | Apr 2021 | <b>Last Date Reviewed</b> | Apr 2021 | <b>Last Date Revised</b> | Apr 2021 |
|-----------------------|----------|---------------------------|----------|--------------------------|----------|

**PURPOSE:**

To standardize the Department's bulletins and broadcasts. The Special Bulletin System (SBS) (Field Operations Directive 01-10) was established to formalize the format, distribution, and tracking of all Department bulletins. The following policy shall be followed by all bureau personnel.

**POLICY:**

Bulletins can be prepared by the handling detective, in rough draft form, and forwarded to the crime analyst or

the information can be given to the crime analyst, who will prepare the bulletin. The crime analyst shall review all bulletins and ensure proper format prior to submission to the appropriate team sergeant for approval.

The team sergeant shall review all bulletins and ensure that the bulletin complies with Field Operations Directive 01-10, that it has all of the necessary information and is being sent to the appropriate agencies.

Once approved, the bulletin shall be distributed, via the SBS, by the handling detective or the Special Victims Bureau's Crime Analyst. The handling detective shall be responsible to ensure that the Special Bulletin is maintained in the system and recalled when an arrest has been made or the bulletin is no longer necessary.

**SYSTEM MANAGER:**

The crime analyst is the administrator for the SBS and will ensure that all investigators and appropriate supervisors have an account within SBS and that they are trained on its application. The crime analyst will monitor all incoming bulletins and post and/or distribute them as needed.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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**• 0019 - OUT-OF-COUNTY INVESTIGATION TRAVEL PROTOCOL**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |  |
|-------------------------|--|
| <b>Bureau Order No:</b> | <b>0019</b>  |
| <b>Subject:</b>         | <b>OUT-OF-COUNTY INVESTIGATION TRAVEL PROTOCOL</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

To provide a protocol for a timely and efficient response with appropriate travel arrangements and expenses for Special Victims Bureau (SVB), personnel conducting out of county investigations.

**POLICY:**

## Special Victims Bureau - Unit Orders

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- I. When the need arises to respond to a departmental out of county investigation, SVB personnel shall inform their immediate supervisor and prepare a memo outlining the need for travel, and the need for reimbursement from special appropriations funds with a much lead time as possible (if possible, at least two weeks in advance). The respective supervisor shall then forward that memo to the unit field lieutenant, for the Unit Commander's approval. The memo shall include the following information:
  - A. A brief synopsis of the case, the benefit to the case, and the type of travel requested.
  - B. The anticipated dates and time of departure and return.
  - C. The anticipated reservation needs, including transportation, lodging or other incidental travel expenses. The airport departure location should also be included.
- II. The field lieutenant shall forward the request for travel to the bureau's operations professional staff for immediate processing.
  - A. The operations professional staff shall ensure that the proper funding source forms are completed and submitted in a timely manner. When authorization is granted by the Unit Commander or Division Headquarters, the operations professional staff shall perform the following functions to ensure that the investigator's travel arrangements and reservations are met.
  - B. Arrange for the respective investigator's travel reservations for transportation and lodging from a travel management service agent.
  - C. Arrange for unit funds to augment the investigator's meals, and any incidentals such as cab or shuttle fair, rental cars, gasoline purchases, etc.
  - D. Provide the investigator with a complete travel itinerary.

### III. Special Appropriations Funds

A. Authority

Government Code Section 29430 establishes a Sheriff's Special Appropriations Fund. In accordance with Government Code Section 29435, this fund is to be used by the Sheriff only for:

1. Expenses incurred in criminal cases arising in the county, and/or
2. Expenses necessarily incurred in the preservation of peace, and/or
3. Expenses necessarily incurred in the suppression of crime.

B Authorized Expenditures

Expenditures are authorized from Special Appropriations Fund only when the expenses not covered by other categories are essential to the successful completion of an investigation and which have specific approval from the Division Chief or Area Commander. This includes approved expenses for travel, food, and lodging incurred by investigators during the course of a criminal investigation which requires overnight stays or exceed limits for meals or lodging as determined by the Auditor-Controller. Current limitations are available through the Fiscal Administration.

NOTE: Travel for investigative purposes outside of the county for more than 24-hours can be approved for Special Appropriations Funds under the County Code. Mileage shall be reimbursed at the current rate and shall be included on the claimant's Special Appropriations Expense Claim (SH-AD-103) with all other Special Funds expenditures.

C. Reimbursement Procedures

Personnel incurring reimbursable expenses shall submit claims in accordance with Department Manual Section 3-05/050.10. Claims shall be itemized and either typed or printed in ink.

Special Victims Bureau - Unit Orders

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Verifying receipts, etc., shall be filed and maintained in the bureau control files with copies of all claims.

- IV. The traveling employee shall be responsible for maintaining accurate records or logs of all expenses and return to the operations professional staff any receipts and unspent monies **within three business days of their return**. A Special Appropriations Expense Claim, SHAD-103 (See attachments) shall also be completed by the traveling employee and returned to the operations professional staff within three business days.

Reviewed and approved by:

\_\_\_\_\_

Richard Ruiz, Captain

Special Victims Bureau

**SHERIFF'S DEPARTMENT - COUNTY OF LOS ANGELES**

**SPECIAL APPROPRIATION EXPENSE CLAIM**

*(BLANK FORM)*

|  |       |       |                |
|--|-------|-------|----------------|
| <u>Special Victims</u><br><u>Bureau</u> BUREAU | _____ | _____ | _____          |
|  | UNIT  | DATE  | CONTROL NUMBER |

Special Victims Bureau - Unit Orders

|                                 |                               |   |
|---------------------------------|-------------------------------|---|
| \$ _____<br>TOTAL OF THIS CLAIM | RECEIVED BY (SIGNATURE) _____ | BUREAU CLAIM    â–j<br>UNIT CLAIM       â–j<br>INDIVIDUAL CLAIM  â–i<br>i |
| APPROVED BY (SIGNATURE) _____   |                               | URN _____   |
|                                 |                               |   |

**INDIVIDUAL OR UNIT**

**ITEMIZATION**

| DATE(S) | CLAIMANT | RECEIPT SIGNATURE/ITEMIZATION | AMOUNT | CASE/CONTROL NO. |
|---------|----------|-------------------------------|--------|------------------|
|         |          |                               |        |                  |
|         |          |                               |        |                  |



Special Victims Bureau - Unit Orders

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|--|--|--------------------|----|--|
|  |  |                    |    |  |
|  |  |                    |    |  |
|  |  |                    |    |  |
|  |  | TOTAL CLAIM        | \$ |  |
|  |  | LESS ADVANCE       | \$ |  |
|  |  | RETURNED TO COUNTY | \$ |  |
|  |  |                    |    |  |
|  |  |                    |    |  |

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**SHERIFF'S DEPARTMENT - COUNTY OF LOS ANGELES**

**SPECIAL APPROPRIATION EXPENSE CLAIM**

Special Victims Bureau - Unit Orders

|                                    |                         |                        |  |
|------------------------------------|-------------------------|------------------------|--|
| Special Victims Bureau<br>BUREAU   | UNIT                    | 05/03/00<br>DATE       | CONTROL<br>NUMBER                              |
| \$ 1,235.53<br>TOTAL OF THIS CLAIM | RECEIVED BY (SIGNATURE) |                        | BUREAU CLAIM<br>UNIT CLAIM<br>INDIVIDUAL CLAIM |
| APPROVED BY (SIGNATURE)            |                         | URN 499-19715-0453-120 |  |
|                                    |                         |                        |  |

INDIVIDUAL OR UNIT

ITEMIZATION

| DATE(S) | CLAIMANT | RECEIPT<br>SIGNATURE/ITEMIZATION | AMOUNT | CASE/CONTROL<br>NO. |
|---------|----------|----------------------------------|--------|---------------------|
|---------|----------|----------------------------------|--------|---------------------|

Special Victims Bureau - Unit Orders

|             |   |         |          |             |
|-------------|---|---------|----------|-------------|
| 04/24-27/00 | Dep. Jimmie Gates<br>Dep. Maria Gutierrez | HOTEL   | \$818.44 | 99-19715-04 |
| 04/24-27/00 | Dep. Jimmie Gates<br>Dep. Maria Gutierrez | MEALS   | \$392.09 | 99-19715-04 |
| 04/24-27/00 | Dep. Jimmie Gates<br>Dep. Maria Gutierrez | PARKING | \$ 25.00 | 99-19715-04 |
|             |   |         |          |             |
|             |   |         |          |             |
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**• 0020 - OUT-OF-COUNTY TRAINING, MEETINGS, CONVENTIONS,  
CONFERENCES, BUSINESS, OR LEGISLATIVE TRAVEL PROTOCOL**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |  |
|-------------------------|--|
| <b>Bureau Order No:</b> | 0020   |
| <b>Subject:</b>         | OUT-OF-COUNTY TRAINING, MEETINGS, CONVENTIONS,<br>CONFERENCES, BUSINESS, OR LEGISLATIVE TRAVEL<br>PROTOCOL |

Special Victims Bureau - Unit Orders

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|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

To provide a protocol for a timely and efficient response with appropriate travel arrangements and expenses for Special Victims Bureau personnel conducting out of County training, meetings, conventions, conferences, business or legislative travel.

**POLICY:**

- I. Travel Expense Advances for Non-Criminal Matters: Persons planning to attend events such as training, meetings, conventions, conferences, business or legislative travel, and who desire to claim reimbursement for the expenses involved, must obtain approval from the Division Chief prior to attending the event.

Requests for travel to such events and authorization to claim reimbursement shall be submitted to the Unit Commander on a SHAD-32A (memo), SHAD-591 (see attachment). Approval by the concerned Division Chief is necessary prior to forwarding to Fiscal Administration. The request should be submitted at least six weeks in advance of the event.

- A. The following criteria should apply on all requests for travel or training:

- 1. Conference travel, etc. shall be restricted to one departmental representative unless there is overwhelming justification for additional attendees. Such justification shall be stated in the request.

2. The purpose of the trip must be directly related to departmental operations and the information gained must be of substantial benefit to the county.

B. The request for travel shall include the following information:

1. Name of requester.
2. Title and location of the meeting, conference, convention, etc.
3. The specific organization, departmental assignment, etc., which require the trip.
4. Date(s) of the meeting/training.
5. Means of transportation.
6. Time of departure and time of return.
7. Whether or not a travel advance is requested for expenses.
8. Whether the travel request is to attend only or also includes salary, or registration or other fees.
9. Benefit to County and the Department.
10. No overtime will be expended for this training.

II. When authorization is granted by the Unit Commander or Division Headquarters, the Travel Training Unit will notify the traveling employee personally by electronic mail. The operations professional staff shall then provide the following:

A. Obtain reservations for transportation, lodging, and other travel expenses via authorized travel management service agent (Travel Store at 877-454-8785.

B. Provide a full itinerary for the traveling employee.

III. The traveling employee shall be responsible for maintaining accurate records or logs of all expenses and return to the operations professional staff any receipts and unspent monies immediately upon their return. An Expense Claim form 76E928 (see sample attachment 4) shall also be submitted by the traveling employee within five (5) business days of their return.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0021 - REPORT PROCESSING REQUIREMENTS**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Bureau Order No:</b> | <b>0021</b>                           |
| <b>Subject:</b>         | <b>REPORT PROCESSING REQUIREMENTS</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

To ensure the proper processing of all incoming reports to the bureau and to maintain an accurate records management system.

**POLICY:**

All incoming cases from Sheriff's patrol stations are to be placed in the electronic folder by Bureau's Intake Desk staff and the link to that folder e-mailed to the professional staff supervisor, team sergeant, and crime analyst of the appropriate handling team. Example: [\\1-stars-svb\SVB\FCB\Cases](#)

A. The team sergeant shall read the report and enter the case assignment, including the investigator assignment, into LARCIS. The sergeant will then forward the link to the assigned investigator and the professional staff supervisor. The sergeant will copy the case information onto the team spreadsheet.

B. Once supplemental reports are completed by the investigators, they are to be e-mailed to the team sergeant with the link to the report. The sergeant will conduct a review of the report and all related documents for content or problem areas and discuss if necessary with the investigator. Upon approval by the sergeant, the original supplemental report is printed by the sergeant, initialed, and forwarded to the professional staff for processing into the case folder and updated into CARES and LARCIS.

a. In-custody case supplemental reports are to be reviewed and approved by the sergeant and returned to the investigator as soon as possible.

b. Active case supplemental reports should be read and returned within three (3) working days.

C. Case inactivation: Final case closure requires a supplemental report and the case close-out packages which will be reviewed and approved by the team sergeant. The review will ensure that all necessary paperwork and procedures are followed or completed pursuant to the information on the SVB Case Journal Cover Sheet. **The supplemental reports previously processed shall not be re-submitted.**

a. Inactive case closures should be read and returned within five (5) working days.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0022 - AMBER ALERT PROCEDURES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |                               |
|-------------------------|-------------------------------|
| <b>Bureau Order No:</b> | <b>0022</b>                   |
| <b>Subject:</b>         | <b>Amber Alert Procedures</b> |

Special Victims Bureau - Unit Orders

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|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

The purpose of this order is to specify and standardize guidelines for Special Victims Bureau (SVB) personnel to assist the Major Crimes Bureau (MCB) in their response to and handling of an Amber Alert.

**POLICY:**

Investigators shall respond to and work at the direction of the MCB Lieutenant in-charge of an Amber Alert response (Refer to FOD 02-13).

**RESPONSE PROCEDURES:**

Whenever the MCB is requested by patrol personnel to respond to and investigate an Amber Alert situation, their lieutenant shall request the assistance of a SVB detective. The MCB Lieutenant will utilize the SVB detective based upon their specific expertise and superior knowledge of child victimization issues. During normal business hours, the request shall be made to the SVB Operations Lieutenant and after hours through the Sheriff's Information Bureau to the SVB on-call supervisor via the on-call evaluator (Refer Bureau Order # 0015).

Depending on the significance and severity of the crime and the magnitude of the investigation, the MCB Lieutenant and the SVB Lieutenant or on-call Supervisor may choose to assign more than one SVB detective or rotate detectives if time warrants it.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0023 - CHILD ABUSE CENTRAL INDEX PROCESS**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



|                         |  |
|-------------------------|--|
| <b>Bureau Order No:</b> | <b>0023</b>                              |
| <b>Subject:</b>         | <b>CHILD ABUSE CENTRAL INDEX PROCESS</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
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**PURPOSE:**

The Attorney General administers the Child Abuse Central Index (CACI), which was created by the Legislature in 1965 as a tool for state and local agencies to help protect the health and safety of California's children. Defined in Penal Code (PC) sections 11164 through 11174.31, these statutes are referred to as the Child Abuse and Neglect Reporting Act (CANRA).

Each year, child abuse investigations are reported to the CACI. These reports pertain to investigations that substantiated physical abuse, sexual abuse, mental/emotional abuse, and/or severe neglect of a child. The reports are submitted by **county child welfare services and probation departments.**

The information in the CACI is available to aid law enforcement investigations, prosecutions, and to provide notification of new child abuse investigation reports involving the same suspects and/or victims. Information is also provided to designated social welfare agencies to help screen applicants for licensing or employment in child care facilities and foster homes, and to aid in background checks for other possible child placements, and adoptions. Dissemination of CACI information is restricted and controlled by statute.

Information on file in the Child Abuse Central Index includes:

- Names and personal descriptors of the suspects and victims listed on reports;
- Reporting agency that investigated the incident;
- The name and/or number assigned to the case by the investigating agency; and
- Type(s) of abuse investigated.

**Policy:**

Effective January 1, 2012, Chapter 468, Statutes of 2011, amends PC sections 11165.12, 11169, and 11170 of the Child Abuse and Neglect Reporting Act. The new law directs the Department of Justice (DOJ) to receive and enter into the Child Abuse Central Index **only substantiated reports of child abuse or severe neglect submitted by a child welfare agency or a county probation department. Police and sheriff departments are no longer required to submit reports of known or suspected child abuse or severe neglect to the DOJ via the Child Abuse or Severe Neglect Indexing Form (BCIA 8583).** The new law also directs the DOJ to remove all inconclusive reports from the CACI and all names of suspects 100 years of age or older.

Pursuant to 11169 (d) of the California PC, subject to subdivision (e), any person who is listed on the CACI has the **right to a hearing** before the agency that requested his or her inclusion in the CACI to challenge his or her listing on the CACI. The hearing shall satisfy due process requirements. It is the intent of the Legislature that the hearing provided for by this subdivision shall not be construed to be inconsistent with hearing proceedings available to persons who have been listed on the CACI prior to the enactment of the act that added this subdivision.

PC 11169, subdivision (e) states, a hearing requested pursuant to subdivision (d) shall be denied when a court of competent jurisdiction has determined that suspected child abuse or neglect has occurred, or when the allegation of child abuse or neglect resulting in the referral to the CACI is pending before the court. A person who is listed on the CACI and has been denied a hearing pursuant to this subdivision has a right to a hearing pursuant to subdivision (d) only if the court's jurisdiction has terminated, the court has not made a finding concerning whether the suspected child abuse or neglect was substantiated, and a hearing has not previously been provided to the listed person pursuant to subdivision (d).

### **Review Process:**

Person(s) who have been suspected of child abuse and whose names have been placed into CACI, have a right to a hearing to remove their names. When an individual makes a request to have their name removed from the CACI, the following shall occur:

- The Special Victims Bureau (SVB) Operations Lieutenant shall conduct a complete and thorough review of all materials of the case within **45 days** following receipt of the written request.
- The SVB Operations Lieutenant shall submit the file with his/her findings and recommendations to the Unit Commander for approval. After a complete and thorough review of the file and if the Unit Commander concurs with the findings and recommendations of the Operations Lieutenant, he/she

Special Victims Bureau - Unit Orders

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will approve the case file. A letter as to the findings will be sent to the concerned individual. The letter shall be issued to the individual no later than **five (5)** days following the review by the Unit Commander.

The final conclusion letter will state that all reports, documents, and/or evidence have been reviewed (including documents submitted by the individual) and will include the result and reason(s) for the decision. The reason for the decision rendered must support the Unit Commander's evaluation of the facts and evidence contained in the documentation.

The letter informs the concerned individual of the decision based on the materials and/or documents wed. SVB will notify the CA DOJ of any changes in classification in the amended (BCIA 8583) report.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• • **0023 - CHILD ABUSE INDEX PROCESS ATTACHMENTS**



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STATE OF CALIFORNIA BCIA8583 •

(o g.6/DS:rev 3108)

DEPARTMENT OF JUSTICE

**CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM**

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Special Victims Bureau - Unit Orders

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r INITIAL.REPORT

To be completed by SubmitIn Child Protective Agency pursuant to PenalCode section 11169

I

r AMENDED REPORT (attach copy of original BCIA 8583. Complete sections A,c,and all other applicable fields)

i

I I

(! SUBMITTING AGENCY (Enter colljllole """" and check lypo) r  
POLICE r WELFARE AGENCY REPORT NUMBER/CASE.NAME  
z r SHERIFF r PROBATION

I

AGENCY ADDRESS Street State Zip Code  
CIY

III (!

;)< NAME OF SUBMITTING PARTY TITLE

Y TELEPHONE

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Special Victims Bureau - Unit Orders

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DATE OF REPORT                      The finding that allegations of child abuse or severe neglect are not unfounded  
Is: (Check *only* one box)

AGENCY

SUBSTANTIATED (Penal Code section 11165.10(a))                       INCONCLUSIVE (Penal Code section 11165.10(b))

DATE OF INCIDENT                      TYPE OF ABUSE                       PHYSICAL INJURY                        
 MENTAL/EMOTIONAL SUFFERING                       SEXUAL ABUSE, ASSAULT, EXPLOITATION

Remarks:

**(Check one or more)**

SEVERE NEGLECT                       WILLFUL HARMING/ENDANGERMENT                       UNLAWFUL CORPORAL  
PUNISHMENT OR INJURY

File:

Original Agency Report Number/Case Name:                      Date of  
Incident:                      Type of Abuse:

CHANGED TO INCONCLUSIVE                       ADDED ADDITIONAL INFORMATION

File:

CHANGED TO SUBSTANTIATED                       CORRECTED REPORT INFORMATION

NOW UNFOUNDED                       UNDERLYING INVESTIGATIVE FILE NO LONGER

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Special Victims Bureau - Unit Orders

AVAILABLE

WU..

<:EZ-

u Comment

NAME: Last First Middle DOB ApproX. r MALE RACE' AGE r FEMALE  
AKA

DID VICTIM'S INJURIES RESULT IN DEATH? IS VICTIM  
DEVELOPMENTALLY DISABLED (4512(a) W&I)7

rYES r NO r UNKNOWN rYES r  
NO r UNKNOWN

§: NAME: Last First Middle Middle RACE' AGE r  
AKA COB Approx. r MALE

b DID VICTIM'S INJURIES RESULT IN DEATH? IS VICTIM  
DEVELOPMENTALLY DISABLED (4512(a) W&I)7

5 rYES r NO r UNKNOWN rYES r  
NO r UNKNOWN

FEMALE

AGE

NAME: Last First Middle Middle RACE' AGE  
AKA COB 1\JJprOI( r MALE

Special Victims Bureau - Unit Orders

DID VICTIM'S INJURIES RESULT IN DEATH?  
DEVELOPMENTALLY DISABLED (4512(8) W&I)7

IS VICTIM

r YES      r NO      r UNKNOWN  
NO      r UNKNOWN

r YES      r

r FEMALE

NAME:      Last                      First                      Middle  
AKA                                      COB                      ApPfoil.      r MALE      RACE'

i                      |                      | | | |                      |

AGE      r FEMALE  
ADDRESS      Street                      City                      rtate J2lpCode      HGT      WGT  
EYES      HAIR      SOCIAL SECURITY NUMBER      DRIVER'S LICENSE NUMBER

a

a!!;!! RELATIONSHIP TO VICTIM:      r PARENT/STEPPARENT                      r SIBLING                      r OTHR  
RELATIVE                      r FRIENOACQUAINTANCE                      r STRANGER

.                      AGE

r FEMALE.

|

Q. NAME:      Last                      First                      Middle  
AKA                                      008                      **Appro** :.      r MALE      RACE'

Special Victims Bureau - Unit Orders

d

ADDRESS Street Oily

IState IZip Coda HGT IWGT IEYES IHAIR ISOCIAL SECURITY NUMBER  
IDRIVER'S LICENSE NUMBER

RELATIONSHIP TO VICTIM: r PARENTfSTEPPARENT r SIBLING r OTHER  
RELATIVE j FRIEND/ACQUAINTANCE r STRANGER

AGE

NAME: Last First DOB **Approx.** r MALE RACE'  
Middle r FEMALE

NAME: Last First COB **Apptot.** r MALE RACE'  
Middle

I

AGE r FEMALE

NAME: Last First DOS **Apptox,** r MALE RACE'  
Middle AGE

r

r FEMALE  
NAME: Last Fir&t COB **AppiOl.** MALE RACE'  
Middle

Special Victims Bureau - Unit Orders

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AGE  
r FEMALE

• RACE  
CODES:  
FOR DOJ USE ONLY

W • White                      D • Cambodian

c

B • Black                      G

• Guamanian

R

H • Hawaiian                      U • Hawaiian

I • American Indian                      K • Korean

F • Filipino

L • Lao

N

P • Pacific Islander                      S • Samoan

J • Japanese                      D • Other

C • Chinese                      V

• Vietnamese

A

A • Other Asian

ATTACHED                      G

K • Unknown

r CHECK HERE IF ADDITIONAL SHEET(S)

z • Asian

Indian

y

ATTACHMENT #1

Special Victims Bureau - Unit Orders

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Date URN No: Report Date:

Name

Address

City, State Zip code

Dear .....

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau, recently completed an investigation of suspected child abuse in which you were named as a suspect in the case. Pursuant to California Penal Code (PC) section 11169(b), you are hereby notified that this information has been reported to the California Department of Justice (CA DOJ), and your name is being placed on the Child Abuse Central Index (CACI).

The CACI contains information from investigative reports of suspected child abuse submitted by child protective agencies. This information is accessed only by authorized personnel of a law enforcement agency, probation department, county welfare agency, and district attorney's office when conducting investigations of suspected child abuse. Court investigators and licensing agency personnel also access the CACI when screening individuals for child placement, licensing, or employment positions having care or custody of children.

The records in CACI are not subject to Public Records Act and therefore are not released to any other person or entity. The LASD is responsible for the accuracy, completeness, and retention of this report pursuant to

Special Victims Bureau - Unit Orders

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California law.

If you believe that the classification should be "Unfounded" as defined in PC section 11165.12(a): "*a report which is determined by the investigator who conducted the investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in section 11165.6*", and desire a review of the case, a copy of all connected reports (which are redacted to maintain confidentiality as required by law) will be provided to you. Please provide the operations lieutenant with any materials and/or documents that you feel are needed and should be included for our review of your case.

Please address your request to Lieutenant John Adams, CACI Review, LASD, SVB, 11515 S. Colima Road, D106, Whittier, California 90604-2800. Lieutenant Adams may be reached at (562) 946-8232.

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain

Special Victims Bureau

ATTACHMENT #2

Special Victims Bureau - Unit Orders

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Date

URN No: Report Date:

To the Parents or legal guardian of XXXXXXXXXX Address

City, State Zip code

Dear Parents:

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau, recently completed an investigation of suspected child abuse in which your son/daughter, [full name], was named as a subject in the case. Pursuant to California Penal Code section 11169(b), your son/daughter must be notified that this information has been reported to the California Department of Justice (CA DOC), and that his/her name is being placed on the Child Abuse Central Index (CACI).

California law requires law enforcement agencies to notify the individual, regardless of age, of their name being placed on the CACI. Although law enforcement agencies have this legal requirement, under these circumstances however, I feel that it is best that you, as the parent, make this notification to your son/daughter. As difficult as this task may be, he/she has a legal right to know that his/her name is being placed on the CACI. Therefore, please inform your son/daughter of the contents of this letter.

The CACI contains information from investigative reports of suspected child abuse submitted by child protective agencies. This information is accessed only by authorized personnel of a law enforcement agency, probation department, county welfare agency, and district attorney's office when conducting investigations of suspected child abuse. Court investigators and licensing agency personnel also access the CACI when screening individuals for child placement, licensing, or employment positions having care or custody of children. The records in CACI are not subject to Public Records Act and therefore are not released to any other person or entity. The LASD is responsible for the accuracy, completeness, and retention of this report pursuant to California law.

If you or your son/daughter believe that the classification should be "Unfounded" as defined in Penal Code section 11165.12(a): *"a report which is determined by the investigator who conducted the investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in section 11165.6"* and desire a review of the case, a copy of all connected reports (which are redacted to maintain confidentiality as required by law) will be provided to you or your son/daughter. Please provide the operations lieutenant with any materials and/or documents that you or your son/daughter feels are

Special Victims Bureau - Unit Orders

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needed and should be included for our review of the case.

Please address your request to Lieutenant John Adams, CACI Review, LASD, SVB, 11515 S. Colima Road, D106, Whittier, California 90604-2800. Lieutenant Adams may be reached at (562) 946-8232

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain

Special Victims Bureau

ATTACHMENT #3

Date:

Report Number:

Name: Address:

City, State, zip code

## Special Victims Bureau - Unit Orders

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Dear

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau (SVB), received your [your client's] request for our agency to review your [your client's] case for the purpose of removing your [your client's] name from the California Department of Justice (CA DOJ); Child Abuse Central Index (CACI).

California Penal Code section 11165.12, defines three classifications, as listed below. Law enforcement agencies must determine which classification best represents the facts of a case of an individual who was investigated for being suspected of or has committed an act of child abuse or severe neglect. The decision to place an individual on the CACI is guided by the parameters established by the CA DOJ. That decision is separate and independent of any charges filed against an individual, or the case being rejected. Also, the outcome of a court trial is not a factor in that decision.

Lieutenant John Adams has reviewed the case file and any documentation {reports, evidence, and/or material) that you [your client] may have submitted to our agency for consideration. He has submitted his findings and recommendations to me. I have reviewed your (your client's) case and concluded that the below marked classification best represents the findings of the case.

**0 Unfounded:** "means a report that is determined by the investigator who conducted the Investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in Section 11165.6."

**0 Substantiated:** "means a report that is determined by the investigator

who conducted the investigation to constitute child abuse or neglect, as

defined in Section 11165.6, based upon evidence that makes it more likely than not that child abuse or neglect, as defined, occurred."

**0 Inconclusive:** "means a report that is determined by the investigator who conducted the investigation not to be unfounded, but the findings are inconclusive and there is insufficient evidence to determine whether child abuse or neglect, as defined in Section 11165:6, has occurred."

The decision to keep your [you client's] name on the CACI with the classification of "substantiated/inconclusive" was based on the victim's statements, investigative findings of this case, and any

additional evidence that you [your client] may have provided for this review.

If your [your client] would like to discuss the case further, please [have your client] contact Lieutenant John Adams at (562) 946-8232, to schedule a hearing. He will provide you [your client] with the details as to its format.

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain

Special Victims Bureau

ATTACHMENT #4

FOR ATTORNEY

Date:

Report Number:

Name: Address:

City, State, zip code

Dear

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau (SVB), received your (your

## Special Victims Bureau - Unit Orders

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client's] request for our agency to review your (your client's] case for the purpose of removing your [his/her] name from the California Department of Justice (CA DOJ), Child Abuse Central Index (CACI).

California Penal Code (PC) section 11165.12, defines three classifications, as listed below: Law enforcement agencies must determine which classification best represents the facts of a case of an individual who was investigated for being suspected of, or has committed an act of child abuse or severe neglect. The decision to place an individual on the CACI is guided by the parameters established by the CA DOJ. That decision is separate and independent of any charges filed against an individual or the case being rejected. Also, the outcome of a court trial is not a factor in that decision.

Lieutenant John Adams has reviewed the case file and any documentation (reports, evidence, and/or material) that you [your client] may have submitted to our agency for consideration. He has submitted his findings and recommendations to me. I have reviewed your [your client's] case and concluded that the below marked classification best represents the findings of your [your client's] case.

0 Unfounded: "means a report that is determined by the investigator who conducted the investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in Section 11165.6."

0 Substantiated: "means a report that is determined by the investigator

who conducted the investigation to constitute child abuse or neglect, as

defined in Section 11165.6, based upon evidence that makes it more likely than not that child abuse or neglect, as defined, occurred."

0 Inconclusive: "means a report that is determined by the investigator who conducted the investigation not to be unfounded, but the findings are inconclusive and there is insufficient evidence to determine whether child abuse or neglect, as defined in Section 11165.6, has occurred."

The classification of "substantiated" has been changed to "inconclusive/ unfounded." This decision was based on the victim's statement, Investigative findings of this case, and any additional evidence that you [your client] may have provided for this review. As a result of this change of classification, your name [your client's name] will remain [will be removed from the CACI forthwith.] on the CACI for ten years instead of permanently.

If you [your client] would like to discuss your case further, please [have your client] contact Lieutenant John Adams at (562) 946-8232 to schedule a hearing. He will provide you [your client] with the details as to its

format.

Should you have any questions, please contact Lieutenant John Adams at  
(562) 946-8232.

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain  
Special Victims Bureau

ATTACHMENT #5

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**• • 0023 - CHILD ABUSE INDEX PROCESS ATTACHMENTS**



STATE OF CALIFORNIA BCIA8583 •

(o g.6/DS:rev 3108)

DEPARTMENT OF JUSTICE

**CHILD ABUSE OR SEVERE NEGLECT INDEXING FORM**

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Special Victims Bureau - Unit Orders

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r INITIAL.REPORT

To be completed by SubmitIn Child Protective Agency pursuant to PenalCode section 11169

I

r AMENDED REPORT (attach copy of original BCIA 8583. Complete sections A,c,and all other applicable fields)

i

I I

(! SUBMITTING AGENCY (Enter colljllole """" and check lypo) r  
POLICE r WELFARE AGENCY REPORT NUMBER/CASE.NAME  
z r SHERIFF r PROBATION

I

AGENCY ADDRESS Street State Zip Code  
CIY

III (!

;)< NAME OF SUBMITTING PARTY TITLE

Y TELEPHONE

.(

Special Victims Bureau - Unit Orders

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DATE OF REPORT  
Is: (Check *only* one box)

The finding that allegations of child abuse or severe neglect are not unfounded

AGENCY

SUBSTANTIATED (Penal Code section 11165.10(a))

INCONCLUSIVE (Penal Code section 11165.10(b))

DATE OF INCIDENT

TYPE OF ABUSE

PHYSICAL INJURY

MENTAL/EMOTIONAL SUFFERING

SEXUAL ABUSE, ASSAULT, EXPLOITATION

Remarks:

**(Check one or more)**

SEVERE NEGLECT  
PUNISHMENT OR INJURY

WILLFUL HARMING/ENDANGERMENT

UNLAWFUL CORPORAL

File:

Original Agency Report Number/Case Name:

Date of

Incident:

Type of Abuse:

CHANGED TO INCONCLUSIVE

ADDED ADDITIONAL INFORMATION

||

CHANGED TO SUBSTANTIATED

CORRECTED REPORT INFORMATION

NOW UNFOUNDED

UNDERLYING INVESTIGATIVE FILE NO LONGER

Special Victims Bureau - Unit Orders

AVAILABLE

WU..

<:EZ-

u Comment

NAME: Last First Middle DOB ApproX. r MALE RACE' AGE r FEMALE  
AKA

DID VICTIM'S INJURIES RESULT IN DEATH? IS VICTIM  
DEVELOPMENTALLY DISABLED (4512(a) W&I)7

rYES r NO r UNKNOWN rYES r  
NO r UNKNOWN

§: NAME: Last First Middle Middle RACE' AGE r  
AKA COB Approx. r MALE

b DID VICTIM'S INJURIES RESULT IN DEATH? IS VICTIM  
DEVELOPMENTALLY DISABLED (4512(a) W&I)7

5 rYES r NO r UNKNOWN rYES r  
NO r UNKNOWN

FEMALE

AGE

NAME: Last First Middle Middle RACE' AGE  
AKA COB 1\JJprOI( r MALE

Special Victims Bureau - Unit Orders

DID VICTIM'S INJURIES RESULT IN DEATH?  
DEVELOPMENTALLY DISABLED (4512(8) W&I)7

IS VICTIM

r YES      r NO      r UNKNOWN  
NO      r UNKNOWN

r YES      r

r FEMALE

NAME:      Last                      First                      Middle                      r MALE      RACE'  
AKA                                      COB                      ApPfoil.

i                      |                      | | | |                      |

AGE      r FEMALE  
ADDRESS      Street                      City                      rtate J2lpCode      HGT      WGT  
EYES      HAIR      SOCIAL SECURITY NUMBER      DRIVER'S LICENSE NUMBER

a

a!!;!! RELATIONSHIP TO VICTIM:      r PARENT/STEPPARENT      r SIBLING      r OTHR  
RELATIVE      r FRIENOACQUAINTANCE      r STRANGER

.                      AGE

r FEMALE.

|

Q. NAME:      Last                      First                      Middle                      r MALE      RACE'  
AKA                                      008      **Appro** :.      r MALE      RACE'

Special Victims Bureau - Unit Orders

d  
ADDRESS Street Oily  
IState IZip Coda HGT IWGT IEYES IHAIR ISOCIAL SECURITY NUMBER  
IDRIVER'S LICENSE NUMBER

RELATIONSHIP TO VICTIM: r PARENTfSTEPPARENT r SIBLING r OTHER  
RELATIVE j FRIEND/ACQUAINTANCE r STRANGER

AGE

NAME: Last First DOB **Approx.** r MALE RACE'  
Middle r FEMALE

NAME: Last First COB **Apptot.** r MALE RACE'  
Middle

I

AGE r FEMALE

NAME: Last First DOS **Apptox,** r MALE RACE'  
Middle AGE

r

r FEMALE  
NAME: Last Fir&t COB **AppiOl.** MALE RACE'  
Middle

Special Victims Bureau - Unit Orders

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AGE  
r FEMALE

• RACE  
CODES:  
FOR DOJ USE ONLY

W • White                      D • Cambodian

c

B • Black                      G  
• Guamanian  
R  
H • Hawaiian                U • Hawaiian

I • American Indian        K • Korean

F • Filipino  
L • Lao  
N

P • Pacific Islander        S • Samoan

J • Japanese                D • Other

C • Chinese                 V  
• Vietnamese  
A

A • Other Asian              K • Unknown                r CHECK HERE IF ADDITIONAL SHEET(S)  
ATTACHED                    G

z • Asian  
Indian  
y

ATTACHMENT #1

Special Victims Bureau - Unit Orders

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Date

URN No: Report Date:

Name

Address

City, State Zip code

Dear .....

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau, recently completed an investigation of suspected child abuse in which you were named as a suspect in the case. Pursuant to California Penal Code (PC) section 11169(b), you are hereby notified that this information has been reported to the California Department of Justice (CA DOJ), and your name is being placed on the Child Abuse Central Index (CACI).

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Special Victims Bureau - Unit Orders

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California law.

If you believe that the classification should be "Unfounded" as defined in PC section 11165.12(a): "*a report which is determined by the investigator who conducted the investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in section 11165.6*", and desire a review of the case, a copy of all connected reports (which are redacted to maintain confidentiality as required by law) will be provided to you. Please provide the operations lieutenant with any materials and/or documents that you feel are needed and should be included for our review of your case.

Please address your request to Lieutenant John Adams, CACI Review, LASD, SVB, 11515 S. Colima Road, D106, Whittier, California 90604-2800. Lieutenant Adams may be reached at (562) 946-8232.

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain

Special Victims Bureau

ATTACHMENT #2

Special Victims Bureau - Unit Orders

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Date

URN No: Report Date:

To the Parents or legal guardian of XXXXXXXXXX Address

City, State Zip code

Dear Parents:

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau, recently completed an investigation of suspected child abuse in which your son/daughter, [full name], was named as a subject in the case. Pursuant to California Penal Code section 11169(b), your son/daughter must be notified that this information has been reported to the California Department of Justice (CA DOC), and that his/her name is being placed on the Child Abuse Central Index (CACI).

California law requires law enforcement agencies to notify the individual, regardless of age, of their name being placed on the CACI. Although law enforcement agencies have this legal requirement, under these circumstances however, I feel that it is best that you, as the parent, make this notification to your son/daughter. As difficult as this task may be, he/she has a legal right to know that his/her name is being placed on the CACI. Therefore, please inform your son/daughter of the contents of this letter.

The CACI contains information from investigative reports of suspected child abuse submitted by child protective agencies. This information is accessed only by authorized personnel of a law enforcement agency, probation department, county welfare agency, and district attorney's office when conducting investigations of suspected child abuse. Court investigators and licensing agency personnel also access the CACI when screening individuals for child placement, licensing, or employment positions having care or custody of children. The records in CACI are not subject to Public Records Act and therefore are not released to any other person or entity. The LASD is responsible for the accuracy, completeness, and retention of this report pursuant to California law.

If you or your son/daughter believe that the classification should be "Unfounded" as defined in Penal Code section 11165.12(a): *"a report which is determined by the investigator who conducted the investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in section 11165.6"* and desire a review of the case, a copy of all connected reports (which are redacted to maintain confidentiality as required by law) will be provided to you or your son/daughter. Please provide the operations lieutenant with any materials and/or documents that you or your son/daughter feels are

Special Victims Bureau - Unit Orders

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needed and should be included for our review of the case.

Please address your request to Lieutenant John Adams, CACI Review, LASD, SVB, 11515 S. Colima Road, D106, Whittier, California 90604-2800. Lieutenant Adams may be reached at (562) 946-8232

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain

Special Victims Bureau

ATTACHMENT #3

Date:

Report Number:

Name: Address:

City, State, zip code

## Special Victims Bureau - Unit Orders

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Dear

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau (SVB), received your [your client's] request for our agency to review your [your client's] case for the purpose of removing your [your client's] name from the California Department of Justice (CA DOJ); Child Abuse Central Index (CACI).

California Penal Code section 11165.12, defines three classifications, as listed below. Law enforcement agencies must determine which classification best represents the facts of a case of an individual who was investigated for being suspected of or has committed an act of child abuse or severe neglect. The decision to place an individual on the CACI is guided by the parameters established by the CA DOJ. That decision is separate and independent of any charges filed against an individual, or the case being rejected. Also, the outcome of a court trial is not a factor in that decision.

Lieutenant John Adams has reviewed the case file and any documentation {reports, evidence, and/or material) that you [your client] may have submitted to our agency for consideration. He has submitted his findings and recommendations to me. I have reviewed your (your client's) case and concluded that the below marked classification best represents the findings of the case.

**0 Unfounded:** "means a report that is determined by the investigator who conducted the Investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in Section 11165.6."

**0 Substantiated:** "means a report that is determined by the investigator

who conducted the investigation to constitute child abuse or neglect, as

defined in Section 11165.6, based upon evidence that makes it more likely than not that child abuse or neglect, as defined, occurred."

**0 Inconclusive:** "means a report that is determined by the investigator who conducted the investigation not to be unfounded, but the findings are inconclusive and there is insufficient evidence to determine whether child abuse or neglect, as defined in Section 11165:6, has occurred."

The decision to keep your [you client's] name on the CACI with the classification of "substantiated/inconclusive" was based on the victim's statements, investigative findings of this case, and any

additional evidence that you [your client] may have provided for this review.

If your [your client] would like to discuss the case further, please [have your client] contact Lieutenant John Adams at (562) 946-8232, to schedule a hearing. He will provide you [your client] with the details as to its format.

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain

Special Victims Bureau

ATTACHMENT #4

FOR ATTORNEY

Date:

Report Number:

Name: Address:

City, State, zip code

Dear

The Los Angeles County Sheriff's Department (LASD), Special Victims Bureau (SVB), received your (your

## Special Victims Bureau - Unit Orders

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client's] request for our agency to review your (your client's] case for the purpose of removing your [his/her] name from the California Department of Justice (CA DOJ), Child Abuse Central Index (CACI).

California Penal Code (PC) section 11165.12, defines three classifications, as listed below: Law enforcement agencies must determine which classification best represents the facts of a case of an individual who was investigated for being suspected of, or has committed an act of child abuse or severe neglect. The decision to place an individual on the CACI is guided by the parameters established by the CA DOJ. That decision is separate and independent of any charges filed against an individual or the case being rejected. Also, the outcome of a court trial is not a factor in that decision.

Lieutenant John Adams has reviewed the case file and any documentation (reports, evidence, and/or material) that you [your client] may have submitted to our agency for consideration. He has submitted his findings and recommendations to me. I have reviewed your [your client's] case and concluded that the below marked classification best represents the findings of your [your client's] case.

0 Unfounded: "means a report that is determined by the investigator who conducted the investigation to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in Section 11165.6."

0 Substantiated: "means a report that is determined by the investigator

who conducted the investigation to constitute child abuse or neglect, as

defined in Section 11165.6, based upon evidence that makes it more likely than not that child abuse or neglect, as defined, occurred."

0 Inconclusive: "means a report that is determined by the investigator who conducted the investigation not to be unfounded, but the findings are inconclusive and there is insufficient evidence to determine whether child abuse or neglect, as defined in Section 11165.6, has occurred."

The classification of "substantiated" has been changed to "inconclusive/ unfounded." This decision was based on the victim's statement, Investigative findings of this case, and any additional evidence that you [your client] may have provided for this review. As a result of this change of classification, your name [your client's name] will remain [will be removed from the CACI forthwith.] on the CACI for ten years instead of permanently.

If you [your client] would like to discuss your case further, please [have your client] contact Lieutenant John Adams at (562) 946-8232 to schedule a hearing. He will provide you [your client] with the details as to its

format.

Should you have any questions, please contact Lieutenant John Adams at  
(562) 946-8232.

Sincerely,

ROBERT G. LUNA, SHERIFF

Richard Ruiz, Captain  
Special Victims Bureau

ATTACHMENT #5

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**• 0024 - WIRELESS COMMUNICATION DEVICES WITHIN CUSTODY FACILITIES**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



Special Victims Bureau - Unit Orders

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|-------------------------|--|
| <b>Bureau Order No:</b> | 0024   |
| <b>Subject:</b>         | WIRELESS COMMUNICATION DEVICES WITHIN CUSTODY FACILITIES |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

PURPOSE:

The purpose of this bureau order is to provide guidelines for personnel assigned to the Special Victims Bureau (SVB) concerning possessing wireless communication devices within custody facilities.

POLICY:

Personnel assigned to the SVB shall not bring in wireless communication devices within custody facilities. Possession of a wireless communication device, including, but not limited to, cellular telephones, pagers, voice over Internet protocol (VOIP) phones, or wireless Internet devices, in a secured custody facility area is **prohibited**.

Per 4575(a) P.C., any person in a local correctional facility who possesses a wireless communication device as indicated above, who is not authorized to possess that item, is guilty of a misdemeanor, punishable by a fine of not more than \$1,000. A correctional facility is defined as any secured facility, station jail or court lockup.

Any exception to this guideline requires prior approval by Undersheriff.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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• **0025 - RESCINDED**

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• **0026 - NOTIFICATION OF SIGNIFICANT INCIDENTS TO SHERIFF'S STATIONS OR BUREAUS**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



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|-------------------------|---|
| <b>Bureau Order No:</b> | <b>0026</b>   |
| <b>Subject:</b>         | <b>NOTIFICATION OF SIGNIFICANT INCIDENTS TO SHERIFF'S STATIONS OR BUREAUS</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

To ensure the proper notification of Special Victims Bureau (SVB) significant incident cases to Sheriff's Stations and Bureaus with high-profile media attention.

**BACKGROUND:**

SVB personnel are routinely tasked with sensitive and sometimes high-profile cases that often attract the attention of social media or other news outlets. SVB personnel handle these cases with the utmost priority, including media interviews regarding the case and at times requesting the public's assistance on a particular case. However, during the investigation some media outlets are not familiar with the Department's case assignment structure and routinely contact the local Sheriff's Station or Bureau having jurisdiction seeking answers to their questions.

**SCOPE OF POLICY:**

SVB Team Sergeants shall be responsible to make and ensure proper notifications have been made to the local Sheriff's Station or Bureau (County Services Bureau, College Bureau, Transit Services Bureau, etc.) when a significant incident from SVB will attract media attention.

**ACCOUNTABILITY:**

Team Sergeants shall ensure that a **Significant Incident Notification Memorandum** is created for the SVB Captain's review on all cases that are of a significant nature. A **Watch Commander Log** entry shall also be made in the SVB web-based portal. These types of cases may include but are not limited to:

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|--|
| Suspect or victim is a public figure:  |
| Foster Care / DCFS facility or facility caretaker involved in case                                     |
| Arrest – named suspect or victim is an employee of any governmental agency                             |
| Suspect or victim is a relative of an employee of any governmental agency                              |
| Newsworthy incident  |
| Contact with departmental member or other law enforcement agency of controversial or noteworthy nature |
| Assist Homicide Bureau   |
| Roll-Out:  |
| Suspected Shaken Baby  |
| Child Abandonment / Kidnaping / Attempt murder   |

## Special Victims Bureau - Unit Orders

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| Multiple suspect rape / Gang rape                |
| MYSFACE.com                                      |
| Other Internet related crimes (FACE Book, etc.): |
| 290 Sex Registrant                               |
| Other (Explain):                                 |

If a significant incident warrants notification to a Sheriff's Station or Bureau Unit Commander, the Team Sergeant will consult with the SVB Field Lieutenant and ensure that an email or verbal notification is made to the Station or Bureau Operations Staff or Watch Commander. A notation shall be made on the Significant Incident Notification Memorandum identifying the personnel who were notified.

It is important to follow this procedure on **press releases** that are made through SVB to ensure that the Sheriff's Stations or Bureaus are aware of the press release in their jurisdiction and can direct inquiries by the media to the appropriate personnel at SVB.

As we are aware, Station and Bureau Unit Commanders have a responsibility to keep their own Division command staff informed as well as keeping their respective contract cities or governing entities informed of cases that are being handled by the Sheriff's Department, including SVB. Team Sergeants should keep this in mind and provide Station and Bureau Unit Commanders with periodic updates, so they can keep city and county officials informed at their discretion.

It should be noted that not all cases will warrant verbal or email notification to a Sheriff's Station or Bureau. Significant incidents shall be reviewed on a "case-by-case" basis and a final determination shall be made by the SVB Field Lieutenant.

### **TRAINING:**

The SVB Field Lieutenant shall ensure that all Team Sergeants under his or her supervision are appropriately

trained.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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- **0027 - RESCINDED**

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- **0028 - OUTSIDE OVERTIME**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**DETECTIVE DIVISION**

**SPECIAL VICTIMS BUREAU**



Special Victims Bureau - Unit Orders

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|-------------------------|-------------------------|
| <b>Bureau Order No:</b> | <b>0028</b>             |
| <b>Subject:</b>         | <b>OUTSIDE OVERTIME</b> |

|                       |           |                           |           |                          |           |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|
| <b>Effective Date</b> | Jan. 2023 | <b>Last Date Reviewed</b> | Jan. 2023 | <b>Last Date Revised</b> | Jan. 2023 |
|-----------------------|-----------|---------------------------|-----------|--------------------------|-----------|

**PURPOSE:**

The investigation of physical and sexual abuse and adult felonious sexual abuse is one of the most important, unique, and sensitive case an investigator will handle within Special Victims Bureau (SVB). These cases require the utmost priority, compassion, and availability to our victims we serve on a daily basis. A common theme that resonates with these types of investigations is, "treat each case as if this was your family member or loved one."

The needs of the Bureau and the overriding concern and availability for our victims is the reason for this Bureau Order.

**POLICY:**

- I. All SVB sworn personnel will be restricted from working outside overtime during regular business hours, **Monday through Friday, between 8:00 AM to 4:00 PM**, depending whether the investigator is on a 5/80 or 4/10 schedule respectively.
  
- II. The Flex Schedule at SVB was created to meet the needs of the Bureau and for Investigators to be available to their victims.

III. A SVB Investigator's responsibility and priority should be to their assigned caseload and victims.

IV. Any deviation from this Bureau Order, shall be approved by the respective **Team Lieutenant**.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

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