0010 - CASE MANAGEMENT AND CASE TRACKING REPORT

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0010**
Subject:	**CASE MANAGEMENT AND CASE TRACKING REPORT**

Effective Date	Jan. 2023	**Last Date Reviewed**	Jan. 2023	**Last Date Revised**	Jan. 2023

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