0013 - ON-CALL AND RESPONSE PROCEDURES

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0013**
Subject:	**ON-CALL AND RESPONSE PROCEDURES**

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

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