0018 - SPECIAL BULLETIN SYSTEM

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0018**
Subject:	**SPECIAL BULLETIN SYSTEM**

Effective Date	Apr 2021	**Last Date Reviewed**	Apr 2021	**Last Date Revised**	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