0021 - REPORT PROCESSING REQUIREMENTS

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0021**
Subject:	**REPORT PROCESSING REQUIREMENTS**

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