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

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0026**
Subject:	**NOTIFICATION OF SIGNIFICANT INCIDENTS TO SHERIFF'S STATIONS OR BUREAUS**

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

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
Multiple suspect rape / Gang rape
MYSPACE.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 inquires 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