0028 - OUTSIDE OVERTIME

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

DETECTIVE DIVISION

SPECIAL VICTIMS BUREAU

Bureau Order No:	**0028**
Subject:	**OUTSIDE OVERTIME**

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

PURPOSE:

The investigation of physical and sexual abuse and adult felonious sexual abuse is one of the most important, unique, and sensitive case an investigator will handle within Special Victims Bureau (SVB). These cases require the utmost priority, compassion, and availability to our victims we serve on a daily basis. A common theme that resonates with these types of investigations is, “treat each case as if this was your family member or loved one.”

The needs of the Bureau and the overriding concern and availability for our victims is the reason for this Bureau Order.

POLICY:

I. All SVB sworn personnel will be restricted from working outside overtime during regular business hours, **Monday through Friday, between 8:00 AM to 4:00 PM**, depending whether the investigator is on a 5/80 or 4/10 schedule respectively.

II. The Flex Schedule at SVB was created to meet the needs of the Bureau and for Investigators to be available to their victims.

III. A SVB Investigator’s responsibility and priority should be to their assigned caseload and victims.

IV. Any deviation from this Bureau Order, shall be approved by the respective **Team Lieutenant.**

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau