001 - 02 MAINTENANCE OF BUREAU ORDERS

Los Angeles County Sheriff's Department

BUREAU ORDER

Human Trafficking Task Force

BUREAU ORDER NUMBER: **01-02** **January 9, 2023**

Effective Date:	01/09/2023	Last Date Revised:	01/09/2023
Last Date Reviewed:	01/09/2023	Next Review Date:	01/09/2023

MAINTENANCE & USE OF BUREAU ORDERS

POLICY

The Special Victims Bureau (SVB), Human Trafficking Task Force (HTTF), Orders are promulgated as a means of clarifying and disseminating the policy and procedures of the HTTF. As policies and procedures alter in response to changes dictated by the internal and/or external environment, additional bureau orders may be published and/or existing orders revised or deleted as necessary.

MAINTENANCE AND USE

The SVB/HTTF Operations Lieutenant shall be the custodian of all original bureau orders. Electronic copies will be maintained in the SVB/HTTF share folders for all personnel to access. It is the responsibility of each supervisor to ensure that all personnel under their supervision are familiar with and adhere to the contents of each bureau order. Familiarization with bureau orders shall be a part of the orientation program for newly assigned SVB/HTTF personnel.

DISTRIBUTION

Bureau orders will be distributed through the access of the SVB/HTTF share folder. Any bureau employee may suggest a revision, addition or deletion of the bureau orders to the unit commander. Any changes or additions shall be made using the above heading format and be coordinated through the operations lieutenant. Once the changes are approved by the unit commander, electronic email distribution will be made to all personnel. All bureau orders will be reviewed by the unit commander at the beginning of each New Year. All bureau orders will remain in effect, regardless of renewal, until repealed under the order of the unit commander.

Reviewed and approved by:

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Richard Ruiz, Captain

Special Victims Bureau

Human Trafficking Task Force