

25-02 CASE MANAGEMENT- QUARTERLY TEAM MEETINGS



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
DETECTIVE DIVISION
FRAUD & CYBER CRIMES BUREAU**



Unit Order Number: **25-02**

Subject: **CASE MANAGEMENT- QUARTERLY TEAM MEETINGS**

Effective Date:	May 13, 2026	Last Date Revised:	May 13, 2026
Date Reviewed:	May 13, 2026	Next Review Date:	May 12, 2027

PURPOSE

The purpose of this Unit Order is to outline the procedures for Quarterly Team Meetings (QTM) at Fraud & Cyber Crimes Bureau.

UNIT ORDER

All Fraud & Cyber Crimes Bureau (FCCB) teams shall meet, at a minimum, one-time each quarter. These meetings will be referred to as "Quarterly Team Meetings" or "QTM's." These QTM's require mandatory attendance and shall consist of all detectives assigned to the team, led by the team sergeant. Team meetings should be held during the first month of each quarter.

EXAMPLE:

1. January 2026
2. April 2026
3. July 2026
4. October 2026
5. January 2027
6. April 2027
7. July 2027
8. October 2027

Quarterly meetings are the minimum. Sergeants are encouraged to hold meetings more often when needed.

DISSEMINATION OF INFORMATION

Team sergeants shall begin each meeting by disseminating information gained from (Supervisor & Manager) monthly meetings as well as other sources of reliable Department, Division or Bureau-related topics of interest to detectives.

BRIEFING AND PEER REVIEW

During the QTM, each detective on the team shall individually discuss at least one of their active cases in a “Roundtable” setting consisting of the entire team. This will allow the handling detective to brief the entire team regarding: 1) summary of the facts which brought the case to them initially, 2) progress and investigative steps taken so far, 3) any obstacles encountered and 4) plan for future investigative steps towards solving of the case.

In the “Roundtable” format, other detectives on the team shall give input and advice on possible investigative techniques or resources which could assist in the solving of the case or overcoming indicated obstacles. Also, suggestions of potential questions that may be raised by defense attorneys should be discussed and answered (“*Steel-Man*” or “*Devil’s Advocate*” scenarios). Such discussions should positively facilitate a thorough investigation and may help bring the investigator closer to the truth.

OUTSIDE EXPERTS

Teams shall coordinate with outside experts in a relevant field to attend the meetings. These outside experts serve two purposes: 1) To teach investigators in a standard instructional format and 2) if appropriate, participate in Peer Review, as described above.

Detectives and team sergeants are encouraged to seek out experts in the fields which will help detectives improve their investigative skills, techniques and build their investigative resources. A balance shall be made between experts who serve what detectives **want** to learn about, and what detectives **need** to be taught.

These outside experts may include, but are not limited to Deputy District Attorneys, specialized Deputy District Attorneys, crime lab professionals, retired FCCB deputies, other detectives from outside FCCB (i.e., other Detective Division detectives, detectives from other agencies, etc.), doctors and social workers specializing in elder abuse cases, real estate agents, attorneys, banking experts, crime analysts, computer program experts (i.e., Excel, Word, Operating Systems, etc.), cyber experts, etc.

Additional topics/formats may be added, and teams may meet for the instructional format portion by the outside expert, then break up to discuss cases if desired. Multiple teams may also discuss cases together in the peer review format if teams have similar disciplines/topics (e. Elder Fraud Detail and Real Estate Fraud or North ID Theft and South ID Theft) or demonstrate a benefit from this format.