



OPERATIONS ORDER

Major Crimes Bureau

The purpose of this Order is to outline the duties and responsibilities of the Major Crimes Bureau.

I. Chain of Command

- A. The Centralized Investigations Division Commander shall be responsible for the complete and proper disposition of all duties assigned to Major Crimes Bureau personnel and the inspection of personnel and equipment. The Division Commander is responsible for reviewing and updating all bureau orders and initiating new orders as necessary; monitoring the work of supervisors which includes reviewing the progress and final disposition of major crimes investigations; providing direction and assistance as necessary; and ensuring accurate statistics are maintained. The Division Commander shall oversee the functions of the bureau to ensure adherence to all Department, Division and Bureau mandates.
- B. The Bureau Sergeant reports directly to the Division Commander and is responsible for supervising and directing field officers. The sergeant will assist and provide guidance on locating and apprehending known subjects with probable cause or warrants involving major crimes investigations and other bureau duties. The sergeant is responsible for training and evaluating subordinates and coordinating operations or "sweeps" with other Department/County personnel or allied agencies.

II. Duties and Responsibilities of Major Crimes Bureau

- A. Locating and apprehending persons wanted on probable cause for the commission of major crimes.
 - 1. Major crimes include Part 1 Offenses, such as; criminal homicide, forcible rape, robbery, and aggravated assault, or where the crimes are with severity, with high notoriety, media sensitive, or serial in nature.
- B. To perform exigent "real time" tracking and location of cellular phones; electronic and physical surveillance; data mining into social media and other public data resources; and writing search warrants or court orders.

- C. To investigate and apprehend fugitives from justice from Sacramento County, other states or jurisdictions, and initiate all extradition cases to and from the State of California as they relate to Sacramento County.
- D. Investigate, prepare necessary reports, and apprehend all escapees from local detention facilities and escapees from other jurisdictions who are located or reported to be within the bureau's jurisdiction.
- E. Serve arrest and search warrants for investigative bureaus.
- F. Attempt apprehension of Department of Military Services deserters.
- G. Aid other Department divisions and allied agencies in the location and apprehension of known dangerous felons.
- H. Assist in high-risk missing person investigations in locating victims.
- I. To conduct undercover operations and collect evidence.
- J. Maintain a current log of Department wanted person bulletins related to major crimes investigations and ensure the distribution, posting, and cancellation of the bulletins.
- K. Maintain telephone contact to include public inquiries, liaison with law enforcement agencies throughout the United States, with federal agencies involved in international and intra-national extradition, and assist bail bond agencies relative to wanted persons.
- L. Maintain statistics to ensure the bureau is able to provide current information to develop monthly reports; measure the performance of the bureau with respect to time relative to workload factors; and measure the performance of the bureau against past major crimes cases and captures. In accordance with the management control system, the Division Commander shall be supplied with the statistical information.
- M. Investigators shall be required to investigate and keep such records on assigned warrant worksheets.