

# Butte County DA's Office Bureau of Investigation

## Policy Manual

### **106.1 PURPOSE AND SCOPE**

The manual of the Butte County District Attorney's Bureau of Investigation is hereby established and shall be referred to as "*The Policy Manual*." The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of the Butte County District Attorney's Bureau of Investigation. All Bureau staff members are to conform to the provisions of this manual. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual. Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of the Bureau under the circumstances reasonably available at the time of any incident.

### **106.2 RESPONSIBILITIES**

The ultimate responsibility for the contents of the manual rests with the Chief Investigator, subject only to review by the District Attorney. Since it is not practical for the Chief Investigator to prepare and maintain the manual, the Chief Investigator may choose to delegate the preparation and maintenance of the manual to an Investigative Lieutenant, or other agent of their choosing.

#### **106.21 CHIEF INVESTIGATOR**

Subject only to review by the District Attorney, the Chief Investigator shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Special Orders which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

#### **106.22 COMMAND STAFF**

The Command staff shall review all recommendations regarding proposed changes to the manual at staff meetings.

Command Staff shall consist of the following:

- Chief Investigator
- Investigative Lieutenants

#### **106.23 BUREAU PERSONNEL - POLICY RECOMMENDATIONS**

All Bureau personnel suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, to their Lieutenant who will forward the recommendation Chief Investigator.

### **106.3 FORMATTING CONVENTIONS FOR THE POLICY MANUAL**

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

#### **106.31 ACCEPTABLE ABBREVIATIONS**

The following abbreviations are acceptable substitutions in the manual:

DA - District Attorney

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MCU - Major Crimes Unit  
SVU - Special Victims Unit  
WFU - Welfare Fraud Unit  
HEAT - Hazardous Entry and Arrest Team  
IHSS - In Home Support Services  
BCU - Bad Check Unit  
DACOM - District Attorney's Communications Center  
EMDT - Electro-Muscular Disruption Technology (Taser)  
CSIP - Child Support Investigation Program  
Special Orders may be abbreviated as "SO"  
Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X"

## **106.32 DEFINITIONS**

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Shall mean any person 18 years of age or older

Bureau- Shall mean the Butte County District Attorney's Bureau of Investigation

Department - Shall refer to the Butte County District Attorney Office

County - Shall mean the County of Butte

Employee/Personnel - Shall apply to any person employed by the Butte County District Attorney's Office

Investigator/Sworn - Applies to District Attorney Investigators, regardless of rank, who are employees of the Butte County District Attorney's Office.

Juvenile - Shall mean any person under the age of 18 years

Manual - Shall refer to the Butte County District Attorney's Bureau of Investigation Policy Manual

Member - Term applied to all persons who are employed by the Butte County District Attorney's Office and shall include sworn investigators and non-sworn employees.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his or her assigned duties

Order - An instruction either written or verbal issued by a superior

POST - Shall mean the California Commission on Peace Officer Standards and Training

Rank - Shall mean the title of the classification held by a District Attorney Investigator

Shall - indicates a mandatory action

Should (or may) - Indicates-a permissive or discretionary action

Unit – Sub-grouping of investigations; Major Crimes Unit, Financial Crimes Unit, Public Assistance Unit

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## **106.33 DISTRIBUTION OF MANUAL**

Copies of the Policy Manual shall be distributed to the following:

- District Attorney
- Chief Investigator
- Lieutenants of each unit
- Each of the following units - MCU, SVU, PAU

A computerized version of the Policy Manual will be made available on the Department network for access by all employees. The computerized version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization from Staff.