

## CHIEF OF DETECTIVES

February 7, 2019

### NOTICE 1.8

**TO:** All Concerned Personnel

**FROM:** Chief of Detectives

**SUBJECT:** REVIEW OF ONLINE DOMESTIC ABUSE RESPONSE TEAM ADVOCATE TIME SUBMISSIONS

The City of Los Angeles Mayor's Office has created an online form for Domestic Abuse Response Team (DART) advocates to submit their time at geographic Area stations.

Effective immediately, advocates assigned to work at geographic Areas will fill out and submit the online advocate station log at the end of every shift. Advocates will also continue to fill out the *DART Advocate Station Log*, created by the Mayor's Office. Every two weeks (generally coinciding with payday Wednesdays) an email for each advocate will be sent to the corresponding Area Detective Division's generic email account for review.

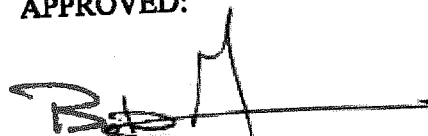
#### **PROCEDURE:**

**MAJOR ASSAULT CRIMES COORDINATOR RESPONSIBILITIES.** Each Major Assaults Crime (MAC) Coordinator shall access their respective Area email account every two weeks for the advocate time review emails. The MAC Coordinator shall review the dates and times submitted by the advocate, comparing the information to that documented on the *DART Advocate Station Log*. Within the email, the MAC Coordinator shall select the green button if the time matches or the red button if the time does not match. If there is a discrepancy in the time reported, a box will be provided for comment. Review of the advocate time is due by 1700 hours the Friday after the emails are received.


**AREA DETECTIVE COMMANDING OFFICER RESPONSIBILITIES.** Each Area Detective Commanding Officer shall ensure compliance with this Notice, including assigning a supervisor to review the advocates time when the MAC Coordinator is absent over two weeks.

If you have any questions, please contact the Domestic Violence Coordinator, Detective Bureau, at (213) 486-7000.

APPROVED:



BOB GREEN, Deputy Chief  
Chief of Staff



SHAN W. MALINOWSKI, Deputy Chief  
Chief of Detectives  
Office of the Chief of Police

DISTRIBUTION "A"