

MAJOR CRIMES DIVISION

March 16, 2010

DIVISIONAL ORDER NO. 17
15.1

TO: Major Crimes Division Personnel

FROM: Commanding Officer, Major Crimes Division


SUBJECT: SECURITY PROCEDURES FOR MAJOR CRIMES DIVISION

Employees assigned to Major Crimes Division (MCD) should be aware that the nature of their work is confidential and sensitive. Information received and developed by MCD employees shall only be disseminated on a need and right to know basis. Additionally, employees assigned to Anti-Terrorism Intelligence Section (ATIS) shall be governed by the Standards and Procedures approved by the Board of Police Commissioners. The following are security precautions that MCD personnel shall consider during their daily assignment. This list will be periodically updated at the direction of the Commanding Officer of MCD to ensure that security procedures remain relevant and effective.

- Discussion of MCD information with non-MCD personnel is strictly prohibited, unless a need and right to know exists. MCD information would include: active criminal investigations, intelligence investigations, source reporting, surveillance reports or any other information not considered open source information. Under no circumstances shall MCD information be discussed with relatives, friends or former MCD employees. Former MCD employees shall be prohibited from discussing the above information upon conclusion of their assignment at MCD.
- While inside the MCD offices, all personnel are required to display appropriate law enforcement credentials. Visitors to MCD shall be escorted and display appropriate law enforcement or visitor identification. The MCD employee who allows office access to maintenance, repair and delivery personnel shall escort them, or assign another MCD employee the responsibility of escort. Unescorted visitors shall be challenged in order to determine the legitimacy of their presence in MCD offices.
- MCD personnel shall ensure that computers, laptops, and any storage devices containing sensitive and confidential information are not left unattended. The LAN system "G" drive (guarded drive) should be utilized for storage of sensitive or confidential information. External drives (i.e. thumb drives) should be utilized as a backup and should generally be secured in a locked cabinet during off hours. Information removed from the MCD office, whether hard copy or on an external storage device, should not be

left unsecured or in an unattended vehicle. ATIS personnel should be guided by the Standards and Procedures with regards to storage of intelligence.

- When no longer needed or eligible for retention, all sensitive and confidential MCD information shall be destroyed utilizing the Divisional shredders. This will ensure that inappropriate dissemination of information does not occur. Additionally, employees shall lock file cabinets and remove all sensitive and confidential material from the workspace.
- MCD personnel should consider utilizing conference rooms when discussing sensitive operations, source information or other confidential case related issues.
- Any employee who gains access to the MCD office during off-hours shall notify their immediate supervisor. That supervisor must ensure access was within the scope of their official duties.
- MCD personnel periodically receive calls requesting MCD information or employment verification. If the identity of the caller is in question, a return call shall be made to verify the caller's identity and their need and right to know, prior to the release of any information.
- MCD personnel having Federal Bureau of Investigation (FBI) security clearances shall be cognizant of the requirement to report any planned official or unofficial foreign travel, 10 days prior to departure. All foreign travel, including trips to Mexico and Canada, shall be reported in accordance with Department of Justice regulations. Unplanned trips to border countries shall be reported as soon as possible upon return to the United States. These notifications are to be made to the FBI Security Officer, at the FBI Office, 11000 Wilshire Blvd, West Los Angeles.


STEVEN S. SAMBAR, Captain
Commanding Officer
Major Crimes Division