



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
FINANCE DEPARTMENT POLICY & PROCEDURE**

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SUBJECT: **INVESTIGATION OF POSSIBLE CRIMES**

Policy No: **101.10**  
Revision No.: **3**  
Revision Date: **March 2001**  
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I. **PURPOSE:**

The County Office of Public Safety is responsible for the maintenance of law and order and the protection of property. The Office of Public Safety staff are assigned for this purpose and represent the Executive Director in the performance of their duties.

II. **POLICY:**

If a Finance Department employee suspects that a crime other than assault, rape, battery, robbery in progress, bomb threat, or car jacking has been committed on Rancho grounds, the Chief Financial Officer should be notified. He or a member of his Administrative staff will notify the Rancho Office of Public Safety Department.

If a Finance Department employee suspects that an assault, rape, battery, robbery in progress, bomb threat, or car jacking is being or has been committed on Rancho grounds, the employee should immediately contact the Office of Public Safety at extension 551. The Office of Public Safety will handle all investigations.

It is the responsibility of every Rancho employee to protect the interests of the Medical Center and the County in all matters until the proper authorities are present.

CROSS REFERENCE: RLANRC POLICY A400

EFFECTIVE DATE:

Reviewed: April 2003  
Reviewed: July 2004  
Reviewed: November 2005

APPROVED BY: