

## LCS Unit Order 17

### LANCASTER STATION

#### UNIT ORDER # 17

#### LARCIS, URN ACCOUNTABILITY & DEFERRED REPORTS

The Supervising Station Clerk (SSSC) is responsible for overseeing LARCIS data entry work for the station. The actual LARCIS entries for cases assigned to DPU, the School Deputy Program and Traffic, will be the responsibility of those sections. The responsibility for entering supplemental information, assigned investigator, property information, and case closure information will also rest with each section.

LARCIS entries are complex, time consuming, and must be completed in a timely manner. To meet the initial time hurdle all URN's must be accounted for within 10 days of issuance. Reports not entered in LARCIS within 10 days are automatically listed as errors in the system. Errors of this type skew crime statistics and degrade the entire system. Traditionally, duplicate URNS and deferred reports account for most of these errors. To keep this problem in check, the following procedures have been adopted.

#### ALL PERSONNEL

All reports must be completed and submitted during your shift, unless deferred. To minimize overtime costs, reports that can be deferred will be deferred. Since every situation cannot be anticipated, the watch commander will make a determination in unusual cases.

If a report must be deferred, follow the procedures listed under Unit Order #70, Deferred Reports. This includes traffic collision reports and school deputy reports. **NO EXCEPTIONS.**

All reports must be routed through the watch sergeant, whether approved by the field sergeant or a special unit sergeant. This includes all traffic collision reports and school deputy reports.

Traffic collision reports will continue to be approved by the traffic sergeant, and school deputy reports may be approved by the school deputy sergeant. But, again, all traffic collision reports and school deputy reports must be routed through the watch sergeant, so they can be accounted for on the URN Log located in the watch sergeant's office.

### **WATCH SERGEANT**

Watch sergeants will check the URN log during their shift to ensure all reports for their shift from the prior day are accounted for. All file numbers should be accounted for within this 24-hour period. The log should show the report was received, deferred, or rejected. An exception may be file numbers pulled by other stations for courtesy reports.

When a report cannot be accounted for after 24-hours, the watch sergeant will initiate an inquiry to determine why the report has not been submitted or properly deferred.

Watch sergeants will check the rejected reports tray during their shift to see if the author of the report is available to complete the report.

Watch sergeants will check the deferred report board for overdue reports. A new due date will be determined, if needed, and recorded on the copy.

Watch sergeants will also assist the SSSC to determine why reports which appear on the missing data exception report (DER) have not been submitted. If a watch sergeant's investigation reveals a member failed to follow the procedures in this Unit Order and or Unit Order #70, the sergeant will take corrective action, and/or bring the situation to the attention of the member's watch commander or special unit lieutenant for corrective action. Watch sergeants will also ensure this Unit Order is re briefed as needed.

### **REJECTED REPORTS**

The supervisor rejecting a report will advise the writer of the needed correction(s) if the writer is still on duty.

If the writer is no longer on duty, the writer's name and file number will be added on the rejected report list posted inside the watch sergeant's office. The supervisor rejecting the report will ensure the URN log reflects the date the report was rejected.

### **WATCH COMMANDERS**

Watch commanders will assist the watch sergeant to ensure the procedures in this briefing are being followed.

### **SECRETARIES**

Secretaries responsible for LARCIS data entry work will give such work a high priority. Reports with in-custody arrest data will be handled first.

Secretaries processing reports will keep the URN Log in the secretariat updated as the reports are processed.

### **SPECIAL UNIT SUPERVISORS (TRAFFIC, DPU, SCHOOL PROGRAM, ETC.)**

Supervisors responsible for these units will monitor LARCIS entry work assigned to their units to ensure the work is being equitably assigned and is being completed in a timely manner.

### **SUPERVISING SECRETARY**

The supervising secretary will be designated as the program manager and will liaison with records bureau and LARCIS administrators. The SSSC will also assist in scheduling formal LARCIS training, provide on-site training, and will maintain a level of proficiency with the LARCIS system to enable on-site trouble shooting. The SSSC or designee will also generate missing data exception reports on a weekly basis and coordinate

with the watch sergeants as needed to account for reports listed on the exception report.

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