

## **LCS Unit Order 29**

### **LANCASTER STATION**

#### **UNIT ORDER # 29**

#### **QUALITY ASSURANCE COLLATERAL**

In order to keep uniformity and consistency throughout all three shifts, Lancaster Station has implemented an additional sergeant collateral duty. The chosen sergeant will be responsible for Quality Assurance for his respective shift. This collateral will address specific areas that have been known to be problematic. These will include, but not limited to the following areas:

- Review the URN log for their shift to ensure reports are being submitted or properly deferred.
  - In addition to any other Telephone Audits being completed as required by Field Operations Directive 04-03, audit 10 incoming calls per week and complete Telephone Audit forms and submit them to their shift lieutenant.
  - Receive all reports generated on their shift that are deficient or need URN corrections, and ensure the corrections are made.
  - Review the Evidence Ledgers for entries made on their shift for accuracy and counter-signatures.
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