

LCS Unit Order 42

LANCASTER STATION

UNIT ORDER # 42

ADMINISTRATIVE REPORTS SUBMISSION TIME LIMITS AND TRACKING REQUIREMENTS

To ensure incident and administrative reports are submitted in a timely manner and closely tracked, submission time limits have been established. The time limits are outlined on the attached chart.

It is important these reports be submitted in a timely manner since additional notifications, training issues, tactical concerns, and possible policy violations must be handled appropriately.

The reports/documents listed on the attached chart must be submitted to Operations within the noted time frames.

Additionally, tracking systems for each type of document/report must be maintained and shall minimally include;

- Date of occurrence
- Date received in Operations
- Date approved by the Captain
- Date entered into PDE/PPI, or other required tracking system
- Date sent to North Patrol Division Headquarters.

Each tracking system will be reviewed by the operations lieutenant at the intervals indicated on the attached chart.

Report/Document	Submission Time Limit	Tracking System Maintained By	Tracking
Administrative Investigations	90 days	Operations Lieutenant	1st c

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Citizen's Complaints - SCR's	20 days	Captains Secretary	15th
Civil Claim Investigations	15 days	Captains Secretary	1st c
Foot Pursuit Reviews	20 days	Risk Management Sergeant	15th
Occupational Injury/Illness Reports	2 days	Captains Secretary	
Performance Evaluations	20 days	Captains Secretary	1st c
Use of Force Package	20 days	Risk Management Sergeant	Eac
Use of Force Package W/C Review	1 week	Risk Management Sergeant	Eac
Vehicle Incidents - traffic collisions, vehicle damage	20 days	Captains Secretary	
Vehicle Pursuit Reviews	20 days	Risk Management Sergeant	1st