

LCS Unit Order 43

LANCASTER STATION

UNIT ORDER # 43

WATCH COMMANDER'S LOG

It is the responsibility of the shift watch commander to complete and store a Watch Commander's Log for his/her shift. The logs are stored in a shared file folder on the station server. The folder can be located by going to \\1-lcs-03\sharefiles, Watch Commander Log.

In order to keep the logs organized, save your log in the current month's sub-folder, with a standard file name beginning with the date (no spaces or hyphens) and the shift (EM,AM or PM), ie:120807PM. This will keep the logs in chronological order and make their retrieval easier.

Log entries shall include, but are not limited to, information regarding any of the events listed on the attached chart. Watch commanders are also still responsible for determining the need for telephonic notifications, Operations Logs entries, and/or a Chief's Memorandum.

Amber Alert

Any incident of significant liability

Arrest or Detention of an employee, member of another agency, city or county official

Bank Robbery

Barricaded Suspect

Citizen's Complaints & Commendations

City Facility (any law enforcement incident at a City facility, including all parks)

Containments and/or Area Searches

Critical Missing Person (adult or child)

Deputy Involved Shooting (hit, non-hit, animal)

Earthquake

Employee Vehicle Incidents (traffic collision and/or vehicle damage)

Escape (jail or in the field)

Executive Visits

Facility Inspection (by other county departments or government agencies)

Fatal Traffic Accident

Fire (significant loss, or any fire involving a school or government building)

Foot Pursuits

Hate Crime

High Loss Robbery or Burglary

Homicide

Injured Personnel

Jail Incidents (prisoner injured, prisoner death, erroneous release)

K-9 Deployment

Kidnapping

Law Enforcement Contact with a City or County Official

Major Mechanical Failures

Media Interview

Person Dead (unusual circumstances, or no attending physician known or available)

Plane Crash

Search & Rescue Team Activation

Special Weapons Team (request or response)

Station Evacuation

Tactical Response to another Unit or Station's Area

Use of Force (less significant, significant, or alleged)

Vehicle Pursuits
