

LCS Unit Order 44

LANCASTER STATION

UNIT ORDER # 44

PRINT DEPUTY REQUEST

PURPOSE:

The purpose of this unit order is to establish protocol regarding fingerprint request forms and their distribution.

ORDER:

It is the responsibility of the authoring deputy or CSA to complete a (Print Deputy Request) form for any case that requires fingerprinting. The completed form shall be given to the station secretary who will generate a teletype request. The original print request form shall be submitted with the original incident or supplemental report.

It shall be the watch sergeant's responsibility to check the face sheet of the incident report or the CHP 180 and confirm a print request was ordered and submitted.
