

## **Unit Order #18 - Daily Deputy Worksheets Audits**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 18

**DAILY DEPUTY WORK SHEET AUDITS**

The watch sergeant of each shift will be responsible for reviewing all of the Deputy Daily Worksheets from the previous shift (i.e., Sergeant on duty for p.m. shift, 01-19-13 will review ALL day shift logs for 01-19-13).

During the review of the daily logs, special attention shall be given to the nature of the field activity, frequency of stops, racial profiling, etc., and that contacts are appropriately completely documented, in compliance with the MDT/MDC clearance screen and Field Operations Directive 00-04. The reviewing sergeant shall ensure the proper clearance codes and reporting districts are being used and all the necessary information is entered into the fields on the incident clearance. Patrol times shall indicate the appropriate patrol area for the unit's assignment, 6 for La Canada Flintridge, 7 for La Crescenta / Montrose.

If the reviewing sergeant locates any incomplete logs, discrepancies or other errors, a copy of the log shall be printed and it will be brought to the attention of the concerned deputy(s), for correction. If the deputy(s) is on an RDO, the log shall be set aside and discussed with him/her upon the next scheduled work day. Simple corrections may be made by the sergeant to avoid the error to be entered into Regional Allocation of Police Services (RAPS) record. This will occur within 24 hours of the end of shift and might not be corrected afterwards.

Audits shall be recorded on a spreadsheet located in the Crescenta Valley Station \ Watch Sergeant \ DDWS Audit share files.

It will be the responsibility of each shift Watch Commander to perform random audits of the logs to assure compliance with this Unit Order and Field Operations Directive 00-04. Also, Watch Commander Service Comment Report investigations/follow-ups shall be verified against the employee's log to ensure that the contact was properly entered.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/22/2013) gao

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Date Approved

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