

## **Unit Order #31 - Deferred Report Procedure**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 31

### **DEFERRED REPORT PROCEDURE**

It is the policy of the Crescenta Valley Station that all written reports should be completed by the

end of the handling employee's shift. However, if the report cannot be completed by the end of the shift, the employee shall notify the watch sergeant as soon as possible. The watch sergeant will determine if the report will be written after the employee's shift, deferred, or reassigned.

### **Deferred Report Criteria**

All report deferrals must be approved by the watch sergeant. The following criteria will apply to any deferred reports. A report may be deferred when:

- There is no workable information
- Misdemeanor field releases
- Misdemeanor non-desirous
- Felony, no workable information
- Traffic collisions with no injuries
- Traffic collisions with minor injuries and no follow-up
- It does not involve a hate crime (hate incidents may be deferred with the concurrence of the watch sergeant)
- It does not involve a child abuse
- Late arrest/in-custody reports may be deferred when a PCD has been completed and detectives are aware of incident and concur with deferral of the report
- Deputy's shall complete a deferred report by the end of shift, the next day. If the deputy is not scheduled to work the next day, reconsideration for deferral may be necessary.

### **Procedures for Deferring Reports**

The following procedures will be followed when it becomes necessary to defer a report:

- The watch sergeant must concur with the deferral
- The handling deputy will fill out the "Deferred Report Log" which is located in the "Deferred Report Binder" and present it to the watch sergeant for signature
- The handling deputy will fill out the face page and make three photocopies of it
- A line will be drawn from corner to corner across each copy and "Deferred Report" will be written on top of the line. The watch sergeant approving the deferral will sign his/her name under the line.
- The photocopies will be distributed as follows:
  - 1 copy to deferred report binder
  - 1 copy to the detective bureau in-tray
  - 1 copy to the secretariat

### **Procedures for Submitting Completed Deferred Reports**

The following procedures will apply to any deferred report which is submitted for approval:

- The handling deputy will pull the copy of the concerned deferred report from the "Deferred Report Binder" and attach it to the completed report prior to submitting it to the watch sergeant.
- Upon approval, the watch sergeant will sign the approved section in the "Deferred Report Log" and discard the copy of the deferred report face sheet.

### **Watch Sergeant Responsibilities**

Watch sergeants will approve all deferred reports. Every reasonable effort shall be made to defer reports for the purpose of not expending overtime. Should overtime become necessary, personnel must obtain watch commander authorization. When a trainee is to write an after-shift report, the watch sergeant will determine the necessity for the training officer to remain with the trainee.

Watch sergeants shall be responsible for maintaining the "Deferred Report Log" and binder. The watch sergeant will review the "Deferred Report Log" on a daily basis at the beginning of their shift.

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Crescenta Valley Station

(Revised on 05/30/2008)

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Date Approved

