Unit Order 2018

• 18-001 Procedures For Voiding Uniform Report Numbers (URN)

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: 18-001

Subject: Procedures For Voiding Uniform Report Numbers (URN)			
Effective Date:	02/16/18	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this directive is to ensure Cerritos Station personnel are utilizing correct procedures for voiding Uniform Report (URN) Numbers.

SCOPE OF ORDER:

This directive applies to all Cerritos sworn and professional staff who draw URN numbers.

ORDER:

An URN will only be voided if the URN was drawn in error. A Uniform Report Number Void Form (SH-R-474) shall be completed by the sworn or professional staff member requesting the URN void.

Personnel requesting to void an URN shall submit the Uniform Report Number Void Form in person to a sworn

supervisor at the minimum rank of Sergeant or above for review and approval.

The supervisor shall review the Uniform Report Number Void Form for accuracy, comparing it to the Larcis Station URN Log, ensuring the URN to be busted is listed accurately. Prior to authorizing the URN to be voided, the supervisor shall ensure the URN was in fact drawn in error, as enumerated on the Uniform Report Number Void Form.

Once approved, the supervisor will make a notation on the Larcis Station URN Log indicating a Uniform Report Number Void Form was submitted for that URN. The notation shall include the date of submission, name of the sworn or professional staff member who submitted the request, and the initials of the approving supervisor. The Watch Commander shall log the URN void in the Watch Commander Log and initial the Uniform Report Number Void Form, next to the approving supervisor's signature.

The Los Angeles Regional Crime Information System (LARCIS) shall be updated once the Uniform Report Number Void Form is approved. The original Uniform Report Number Void Form shall be forwarded to the Records and Identification Bureau and a copy shall be maintained in the Station file, to maintain compliance with MPP4-02/080.00 (Voiding a Uniform Report Number).

• 18-002 Child Abuse and Neglect Reporting Act

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: 18-002

Subject: Child Abuse and Neglect Reporting Act			
Effective Date:	07/30/18	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this Unit Order is to add additional guidelines in order to ensure the Child Abuse and Neglect Reporting Act (FOD 03-004) policy is fully adhered to and to ensure compliance with its mandates.

SCOPE OF ORDER:

This directive applies to all sworn personnel working the position of Watch Commander and Watch Deputy.

ORDER:

Watch Deputy's Responsibilities:

- The Watch Deputy coming off duty shall advise his or her relief of any pending SCARS.
- The Watch Deputy coming on duty at the beginning of his or her shift shall check the E-SCAR system for any pending SCARS.
- If there are any pending SCARS the Watch Deputy shall investigate their status and make sure they are handled to conclusion.
- When a Watch Deputy receives a prompt on the CAD system that a new SCAR has been received by the dispatcher, the Watch Deputy shall update a call for service.
- If the SCAR clearly fails to establish a basis for investigation, the Watch Deputy may present the SCAR to the Watch Commander.

  If the Watch Commander determines that no call for service shall be dispatched, the Watch Deputy shall clear the call for service in the CAD system with all appropriate information and complete the top portion of the SCAR Clearance Narrative/Checkoff Report. The Watch Deputy shall obtain an URN with a statistical code of 419. The Watch Deputy shall have the Watch Commander sign and date the Watch Commander's approval section. All other SCARs shall be dispatched as a call for service.

- When determining whether to dispatch a child abuse or neglect call as a routine or emergent, the Watch Deputy shall take into consideration the degree of urgency of the SCAR or call for service, the time of day, and the age of the child.
- Watch Deputies shall continue to adhere to Field Operations Directive 03-004 (Child Abuse and Neglect Reporting Act) when handling SCARS.

Watch Commander's Responsibilities:

- The Watch Commander shall review the E-SCAR system which contains the SCARs at least once during their shift and ensure that all SCARs are handled in a timely and complete manner **(no more than three days)**.
- The Watch Commander shall enter all SCARS assigned on their shift into the Watch Commander log.
- If the SCAR clearly fails to establish a basis for investigation, the Watch Commander may determine that no call for service shall be dispatched. The Watch Commander shall sign and date the SCAR Clearance Narrative/Checkoff Report in the Watch Commander's approval section.
- Watch Commanders shall continue to adhere to Field Operations Directive 03-004 (Child Abuse and Neglect Reporting Act) when handling SCARS.