

## **2012 - 1 ADMINISTRATIVE PAPERWORK AND NOTIFICATIONS**

### **PURPOSE OF ORDER**

The purpose of this order is to establish guidelines for the reporting of significant incidents, tracking, and the submission of associated administrative paperwork.

### **SCOPE OF ORDER**

All Bureau supervisors.

### **ORDER**

When a member of the Bureau is involved in an incident that requires administrative documentation including but not limited to a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, lawsuit, or damage to property, the supervisor shall make email notification to Bureau Operations at [OSSOPS@lasd.org](mailto:OSSOPS@lasd.org) without delay and no later than 24-hours after the incident. The Bureau's Operations staff will provide an internal (Risk Management Bureau generated) tracking number for the incident and a due date.

Supervisors making notifications of an incident shall provide all pertinent information regarding the incident and identify all involved/witness employees.

All administrative paperwork shall be timely submitted to the Operations staff for review and approval prior to being sent to Detective Division. All administrative paperwork submitted after the established timelines shall include a reason for the delay in the narrative or on a separate memorandum.

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