00-018 Timely Submission of Reports

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-018**

Subject: **Timely Submission of Reports**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to identify the proper procedures for the timely submission and approval of written reports. The order will delineate the responsibilities of employees and supervisors regarding the matter.

SCOPE OF ORDER:

This order is for reports that are rejected by a supervisor. Frequently when this occurs, timely information is not available regarding the incident. This order will provide guidelines for the proper handling of reports that are not approved by a supervisor.

ORDER:

DEPUTY RESPONSIBILITIES

All personnel must be accountable for managing their time efficiently when handling matters assigned to them. This includes the timely submission of reports. Personnel shall turn in all written reports to a supervisor as soon as reasonably possible for approval. Field units shall make every effort to utilize a field supervisor to have their reports approved (field supervisors include dedicated city sergeants). It is mandatory that

personnel ensure that all reports are approved prior to the end of their assigned shift. If an employee discovers that a report has not been read or approved by a supervisor, the employee shall make the necessary notifications to the sergeant or corrections and resubmit the report **prior to the end of their shift**. No employee shall leave without ensuring all submitted reports have been approved by a supervisor.

In order to facilitate this process, employees shall submit reports in a timely manner and shall not hold reports until the end of their shift for approval.

SERGEANT'S RESPONSIBILITIES

Sergeant's who find errors in a report shall note the corrections necessary and place the report in the "correction" tray in the Watch Sergeant's Office. Sergeants will contact concerned personnel in the station via the paging system and employees in the field via Mobile Digital Computer, as soon as a report is rejected to notify them that corrections are required. Sergeants shall ensure that all reports placed in the correction tray during their shift are corrected and resubmitted prior to the end of their shift. In the event there are reports outstanding, the off going shift sergeant shall brief the oncoming shift sergeant. This sergeant shall make immediate contact with the deputy and resolve the matter. Sergeants receiving reports near the end of shift will check the time the incident was reported to ensure that the report was submitted in a timely manner. It shall be all sergeants responsibility to identify personnel that are having difficulty in managing their time, so as to submit reports timely, and develop a course of action for that employee that will enhance their time management skills. When approving the actual report, the reviewing sergeant **shall note the date of approval as well as the time.** Sergeants shall read all reports in a timely manner.

In the process of maintaining the integrity of the contents of reports, it is imperative that sergeants make the appropriate case assignment, review statistical codes and be attentive to "case screening" factors. To that end, in the event the sergeant approves a report and it is processed but contains errors, we have established a tracking program. Approved reports containing errors, or deficiencies, shall be returned to the **approving supervisor for correction.** To facilitate the training of our personnel, the approving sergeant will return the report to the concerned deputy. The deputy will complete a supplemental report addressing needed corrections, or the supervisor may complete the required supplemental report. Additionally, if it proves necessary, the program will be expanded to require approving sergeants to complete supplemental reports to correct *assignment* or s*tatus* errors. This program will be on a strict time line, not to exceed five working days, to allow time for required Justice Data Interface Controller (J.D.I.C) and Regional Allocation of Police Services (RAPS) updating.

LIEUTENANT'S RESPONSIBILITIES

It shall be the lieutenant's responsibility to periodically review compliance with this order. This shall be accomplished by inspecting the correction tray, monitoring the deferred report board for accurate and complete entries and monitoring overtime requests for the timely completion of late reports / arrests.

Lieutenants shall also assist supervisors in identifying personnel that need mentoring in time management. Likewise, lieutenants shall also identify sergeants that require additional training and develop a plan to enhance their knowledge with completing this task.