00-019 Deferred Reports

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-019**

Subject: **Deferred 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 establish policies and procedures for deferring reports by all personnel assigned to Cerritos Station. All station personnel shall also abide by the deferred report policies as outlined in Field Operations Directive 95-9.

SCOPE OF ORDER:

All patrol personnel are, generally, expected to complete crime and arrest reports, including their daily worksheet, during their shift.

ORDER:

The field sergeant shall be responsible for monitoring late calls for possible reassignment to a later unit, or oncoming personnel. It should be considered that a completed report is needed for detectives to properly and quickly investigate a crime.

When an employee realizes that he or she will be unable to complete any report(s) during the assigned shift, he or she shall notify the field sergeant who shall approve or disapprove the deferral. Any approved deferred

reports shall be completed and turned in by the employee, by the completion of the work shift on the following day. If the employee is not scheduled to work the following day, the watch commander shall evaluate the necessity of having such a report completed in a timely fashion and consider authorizing overtime.

[REDACTED TEXT]

Employees shall complete a deferred report by the end of shift, the next day. If the employee is not scheduled to work the next day, reconsideration for deferral may be necessary.