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).