Training Bulletin 10- Service Compliance Tracking

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

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Service Compliance Tracking

Classification of Personnel for the Mobile Digital Computer and Computer-Aided Dispatch System & Basic Tracking Guidelines

(Training Bulletins 5 and 8 have been rescinded. Pertinent information contained in these rescinded Training Bulletins has been reformatted in this Training Bulletin #10.)

At the direction of the Los Angeles County Board of Supervisors, our Department provides the Board a monthly statistical report for each Sheriff's station's unincorporated areas and contract cities. This report, known as "Electronic Patrol Area Statistical Summary," or eP.A.S.S., provides information such as service level compliance, crime statistics, number of arrests, and calls for service.

This Board-mandated report necessitates that concerned station personnel, including but not limited to patrol and dedicated contract items, diligently log onto a Mobile Digital Computer or a Computer-Aided Dispatch terminal so that the services provided are accurately tracked via the automated Monthly Services Compliance Report.

Appropriate alpha codes were created to include all personnel who use the MDC when in service but whose services are not tracked for compliance (example: non-contracted Station detectives, SEB/GET, OSS/CST/CMB/Custody/HQ Detectives, Community Services Assistants).

Call signs were also created for station contracted support personnel (e.g., professional staff, Community Services Assistants and Security Officers) to use when logging onto a CAD terminal.

These call signs have a station numeric identifier, followed by the "Q" designator (example: a City of Norwalk contracted Station Clerk would log on using one of the call signs from 40Q1 through 40Q4).

(RAPS_500A). Note: Field Operations Directive 00-04 also requires that “all individual field units performing regular field law enforcement duties shall create a Deputy Daily Worksheet through the Mobile Digital Computer and Computer-Aided Dispatch Systems for purposes of logging public contacts.”

Modifications to the "Personnel Classification Codes" used in the MDC log-on process are already in place to ensure the accuracy and reliability of reported statistical data.

Effective EM Shift on Tuesday, July 1, 2003, all Department personnel who log onto an MDC when in service, and personnel whose service minutes are tracked for compliance (i.e., patrol deputies, dedicated county, and contracted positions), are required to use the “Alpha MDC Personnel Classification Codes” - Attachment A.

Please refer to the following attachments for additional information pertaining to the use of the new “Alpha MDC Personnel Classification Codes” and basic tracking guidelines:

Attachment A: Alpha MDC Personnel Classification Codes

Attachment B: Instructions to Deputy Personnel for Using the Alpha Personnel Classification Codes.

Attachment C: Instructions to Station & Bureau Staff

Attachment D: Example of Monthly Services Compliance Report (RAPS_500A)

Attachment E: Example of the Purchased Minutes Report (RAPS_500B)

Attachment F: Guidelines for Tracking Contract Cities and Unincorporated Areas’ Service Minutes

Attachment G: Lessons Learned

References

- Field Operations Directive 00-11: Sworn Ride Along Program
- Field Operations Directive 00-04: Deputy’s Daily Worksheet and Logging Public Contacts
- Field Operations Directive 07-004: Patrol Trainee Minutes Compliance in Contract Cities