Training Bulletin 11- eP.A.S.S. Report

Contract Law Enforcement Bureau | Training Bulletin

Los Angeles County Sheriff's Department

Number 11 March 2019

Guidelines for Completion of the Electronic Patrol Area Statistical Summary (eP.A.S.S.) Reports

Purpose

The purpose of this bulletin is to provide

information regarding the accurate completion and timely submission of the electronic Patrol Area Statistical Summary (ePASS) report. This training bulletin supersedes any previously disseminated information.

Responsibilities

- Each Station Commander is responsible for the accurate recording of required data for his/her station on the monthly ePASS report.
- Each month's original ePASS report shall be reviewed by the Station Commander prior to submission to Contract Law Enforcement Bureau.
- The preceding month's ePASS report must be sent to Contract Law Enforcement Bureau (submit button on ePASS) no later than the due dates listed in the matrix in the right column of this page.

Procedures

- After reviewing the ePASS reports for errors, Contract Law Enforcement Bureau will forward the reports to the concerned Patrol Division Chiefs for review prior to forwarding the reports to Administrative Services Division and the Board of Supervisors.
- Please refer to the "Instructions for Completion of the ePASS (Electronic Patrol Area Statistical Summary) Report" attached to this training bulletin for step-by-step instructions.

Additional Resources

- Field Operations Support Services—Field Operations Directive: 06-04—Equitable Distribution of Patrol Deputy Resources
- Contract Law Enforcement Bureau—Training Bulletin #10—Service Compliance Tracking

Reported PASS Month	Deadline Date For Submission
January	March 1
February	April 1
March	May 1
April	June 1
May	July 1
June	August 1
July	September 1
August	October 1
September	November 1
October	December 1
November	January 1
December	February 1