

## **15-003: Los Angeles Regional Crime Information System (LARCIS) Audit**

### **PURPOSE**

The purpose of this directive is to establish uniform guidelines for auditing LARCIS logs, which will increase accountability as well as ensure timely submission of the associated reports.

### **SUPERVISORY RESPONSIBILITY**

During their shift, the Watch Sergeant shall conduct an audit of the LARCIS log for activity initiated 24 hours prior to their assigned shift. The Watch Sergeant shall do the following;

- Review the LARCIS log for entries that have not been approved
- If any entry has not been approved, immediately contact the employee and ascertain the status of the report
- Note the reason for the delay next to the URN entry
- Initials and date the URN entry
- Send an email to the employee as a reminder of the contact
- Once all entries have been corrected, notify the Watch Commander, who will make a notation in the Watch Commander's Shift Summary Log

This Directive is intended to increase accountability and ensure all reported crimes are entered into LARCIS and scanned into Sheriff's Electronic Criminal Documents Archive (SECDA) system within the desired 48 hour time frame. Thus, reflecting the most current statistics for Part I crimes and in-custody arrests associated with Compton Station.

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