

## 2014

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### • 14-002: Tour of Duty Equipment Reporting

#### PURPOSE

The purpose of this station order is to establish guidelines for the inspection and inventory of the usage of county vehicles assigned to Compton Station.

#### SCOPE

This order shall apply to all Compton Station personnel.

#### POLICY

##### 5-09/240.10 TOUR OF DUTY EQUIPMENT REPORT

The driver of every County vehicle shall inspect and inventory his assigned vehicle prior to the start of his shift, noting any damage or missing items, plus a statement of the vehicle's general condition on the Tour of Duty Equipment Report (form SH-CR-159). The completed form shall be submitted to the Unit Commander.

##### 5-09/240.05 MECHANICAL DEFECTS AND/OR DAMAGES

The driver of every County vehicle shall inspect his or her assigned vehicle for mechanical defects and/or damage prior to accepting the vehicle. If any discrepancies are noted, a Driver's Vehicle Condition Report (form LAFM-OPS500) shall be completed and brought to the attention of the employee's immediate supervisor. All subsequent mechanical defects shall also be reported.

The concerned supervisory personnel shall coordinate the submission of such Driver's Vehicle Condition Report to the proper Sheriff's Department representative, depending upon the location of the reporting unit.

All Compton Station personnel utilizing county vehicles shall properly and accurately complete a Tour of Duty Equipment Report (Vehicle Slip) prior to usage. Any mechanical defects or collision damage shall be reported on the Tour of Duty Slip and reported to an immediate supervisor.

The Watch Sergeant shall ensure Tour of Duty Slips are submitted for the usage of county vehicles prior to the start of every shift. The sergeant shall review the vehicle slips and conduct random vehicle inspections to ensure accuracy.

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• **14-004: Improper Use of Statistic Codes**

**PURPOSE**

The purpose of this unit order is to establish procedures to properly document, report, and classify crime reports. The following corrective measures will also address deficiencies in training, supervisory review, and documentation.

**SUPERVISORY RESPONSIBILITY**

**WATCH SERGEANT/FIELD SERGEANT**

All sergeants shall familiarize themselves with the contents of "Assault Stat Codes – Proper Assignment" Newsletter, dated January 28, 2004. This newsletter will be a recurrent topic during shift briefings. While reviewing submitted reports, supervisors will confirm the proper statistic code is used in the reporting of each appropriate crime. Supervisors will notify the author of the when an improper statistic code is used and take appropriate administrative action to correct the error.

**WATCH COMMANDER**

On Monday of each week, the shift watch commander will conduct an audit of at least ten (10) reports from the previous week's submitted reports. Upon completing the audit, an entry into the watch commander's log shall be made documenting the results and any corrective action taken to address deficiencies.

**MASTER FIELD TRAINING OFFICER**

The Master Field Training Officer (MFTO) will meet with all field training officers and conduct a separate training session to ensure they are familiar with the contents of the newsletter and the proper application of the statistical codes when completing crime reports. This training will be recurrent and documented on an APIS roster to ensure accountability at all levels.

**DETECTIVE BUREAU REVIEW**

Each detective bureau team sergeant will review, document, and correct reports which were found to contain errors of inappropriate use of statistical codes. When statistical code errors are identified, the team sergeant will document the Uniform Report Number (URN) and the incorrect statistical code used, and they will identify the appropriate statistical code, the author(s) of the report, and the approving supervisor on a log maintained by the bureau operations sergeant. This log will be reviewed by the detective bureau lieutenant on a weekly basis. The team sergeant will then complete a supplemental report correcting the error and will notify the

approving supervisor and the shift watch commander.

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## • 14-005: Desk Response Procedures

### PURPOSE

The purpose of this order is to establish procedures for monitoring response times to calls and desk responsibilities on delayed response from field units.

### ORDER

#### Desk Personnel

In order to provide the citizens of Compton and the surrounding unincorporated areas a reasonable expectation of timely service, desk personnel (dispatcher and watch deputy) shall continually monitor calls for service dispatched to field personnel. These calls shall be monitored for acknowledgement, enroute time, arrival time, completion time, and hold time duration (if applicable).

#### Dispatcher's Responsibility

The dispatcher shall monitor all calls sent to field units that are indicated on the dispatcher's terminal. The dispatcher shall inquire on all calls that field personnel have not arrived to within the established response thresholds. The dispatcher shall actively monitor the status of all field units that are shown to be dispatchable. The dispatcher shall issue calls for service to all available personnel in order to minimize response times.

Any calls with a justifiable, extended response time shall be reassigned to another available unit to ensure personnel arrived at the call within a reasonable amount of time. Any call with an unexplained, extended response time shall have a field sergeant assigned to the call to facilitate punctual handling of the call.

Those calls that have reached the station threshold for delayed response (emergent calls for service under 6 minutes, priority calls for service under 15 minutes, and routine calls for service under 40 minutes) shall be identified by the dispatcher. The dispatcher shall inform the watch deputy of the status of the call. The dispatcher and watch deputy shall collectively have desk personnel initiate the Station Desk Procedure for Delayed Response and ensure the caller is informed of delay per Field Operations Directive 90-012.

#### Watch Deputy Responsibility

It shall be the responsibility of the watch deputy to actively monitor all calls for service issued by the dispatcher. The watch deputy shall ensure calls are properly dispatched to ensure timely response by field personnel. Any call identified with an extended response time shall be scrutinized by the watch deputy to determine the cause of the delay.

Any calls that automatically flag on the watch deputy terminal for "No Ack" or "No Unit 10-97" shall be immediately identified and a determination made on the most expedient manner in which to resolve the delay. The watch deputy shall ensure the informant on the call is advised of delay and attempt to give them the

estimated time field personnel will arrive to handle the call, per FOD 90-012. The watch deputy shall report to the watch sergeant or watch commander on the status of any call where there is no valid explanation on why the call is delayed.

#### Watch Sergeant Responsibility

Upon being contacted by the watch deputy and notified of a call with an unexplained extended response time, the watch sergeant shall further investigate the call in an attempt to determine the cause of delay. The watch sergeant will contact the person assigned to the call and conduct an inquiry as to the reason for the delay. If there is a plausible explanation for the delay, the watch sergeant shall reinforce the importance of a timely response. If there is no reasonable explanation, the watch sergeant shall consult with the watch commander, and appropriate administrative action shall be taken.

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### • **8-002: Armory Procedures**

#### **PURPOSE**

The purpose of this order is to establish procedures for the issuance, return, and accountability of Compton Station's armory weapons.

#### **ORDER**

The following order shall be followed to check out, check in, and inventory the weapons assigned to Compton Station's armory, in order to ensure their proper safeguarding, maintenance, and accountability on every shift.

- All Compton Station armory weapons checked out for use by a deputy shall be properly logged into each deputy's daily worksheet (i.e.. Special Equipment R/24, S/G-12, S/B-2, T/3) and vehicle inspection form.
- All Compton Station armory weapons shall be returned to the Compton Station armory at the completion of the deputy's shift. Under no circumstances shall weapons be kept/stored in locker, work space, vehicle, or any place other than the armory.
- Compton Station armory AR-15s being check out for use in Department approved training shall be indicated in the remarks section of the Compton Station Armory Inventory sheet.
- Weapons stored in Armory #2 are not for routine patrol. They are either out of service due to malfunction, stored as response team weaponry, or unissued weapons. Under no circumstances shall these weapons be placed into service without the approval from the watch commander or armory sergeant. Access to the Armory #2 key shall be strictly monitored.

#### Deputy Responsibility

It is the responsibility of each deputy to ensure the proper safeguarding, accountability, and return of all Department weapons. Deputies shall properly account for the equipment issued on the vehicle inspection sheet and shall be properly logging in their daily worksheet. The deputy shall email the Compton Station Armory Sergeant indicating any weapon that is not functioning correctly or needs immediate care.

#### Watch Sergeant Responsibility

The watch sergeant on every shift shall conduct a detailed inventory of the Compton Station armory, utilizing the Compton Station Armory Inventory Sheet, in order to accurately account for all Compton Station weapons. The watch sergeant shall physically verify the weapons remaining in the armory against those weapons

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indicated in the on-duty deputies' logs.

Each vehicle inspection form shall be reviewed to confirm the equipment portion reflects the same information as provided in the deputies' logs and the Compton Station Armory Inventory Sheet. Any discrepancies shall be handled immediately and corrected. In the event an armory item is still not located, an email detailing the discrepancy and what action(s) were taken shall be sent to the Compton Station Armory Sergeant and noted in the Watch Commander Log.

Armory Sergeant Responsibility

The armory sergeant will conduct monthly inspections of the armory for organization, condition, and cleanliness. He/she will review all Compton Station Armory Inventory Sheets and bring discrepancies to the armory lieutenant. The armory sergeant will ensure the armory equipment is in compliance with proper storage procedures. He will also request additional equipment and replacement equipment as necessary.

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