Voiding an Uniform Reporting Number

Date: April 10, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 18-01

Purpose:

The purpose of this directive is to ensure Norwalk Station personnel use correct procedures for voiding Uniform Report Numbers (URN).

SCOPE OF ORDER:

This directive applies to all Norwalk sworn and professional staff who draw URN numbers.

ORDER:

An URN will 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 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 MOO 4-02/080.00 (Voiding a Uniform Report Number).

JDT:JFS:jfs