Report Tracking Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: PROCEDURE FOR ACCOUNTING REPORTS

PURPOSE

The purpose of this directive is to establish a procedure to account for all reports generated from Norwalk Station and to mitigate the occurrence of missing reports.

PROCEDURE

All reports generated from Norwalk Station shall be submitted to the Watch Sergeant prior to the end of watch of the person writing the report. In the event that a report needs to be deferred, the person writing the report shall obtain approval from the Watch Sergeant prior to deferral.

The Watch Sergeant of each shift will be responsible for reconciling the file numbers drawn during the same shift, 24 hours prior.

The Watch Commander of each shift will continue to submit the Watch Commander's log to the Captain, which will now include an entry that the URN log was reconciled, by whom, and which deputies were identified as a violator.

When the URN log reflects that a report has not been submitted for a file number drawn, and there is no entry in the deferred book, the Watch Sergeant shall contact the deputy to produce the report before the end of shift. If it is the deputy's RDO, the Watch Sergeant shall take appropriate administrative action and ensure the deputy produces the report upon returning.

If the Watch Sergeant is filled by a deputy, the Field Sergeant shall complete this process.

Missing reports drawn by Norwalk PSO personnel shall be forwarded to the attention of Sergeant Burruss. Missing reports drawn by La Mirada PSO personnel shall be forwarded to the attention of Sergeant Judy Anderson.

Traffic deputies should be forwarned to enter all deferred traffic report in the deferred book accordingly.