Deferred Reports

PURPOSE
The purpose of this directive is to establish uniform guidelines for deferring reports while considering our public service responsibilities and overtime constraints.

SCOPE
This Directive applies to all station personnel.

ORDER

When any of the following criteria applies to a report being considered for deferment, the report shall be completed before the deputy's/employee's end-of-shift, unless otherwise directed by the Watch Commander:

- Suspect(s)/Subject(s) arrested/detained (unless cited out),
- Workable information, which requires follow-up prior to the deputy's return to duty,
- Private Person's arrest,
- The case assignment for the report is to a unit outside Marina Station,
- A noteworthy person is listed as the victim or suspect,
- Large loss crimes requiring notifications,
- Indexable information requiring entry into computer systems,
- Deputy/police/city/county employee listed as victim or suspect,
- The following day is the deputy's RDO or scheduled variance,
- With the concurrence of the assigned investigator, an “active” report may be deferred until the following day.

The Watch Sergeant shall be notified prior to the end of the deputy's shift that a report is being considered for deferral. The Watch Sergeant shall determine if any of the above criteria applies to the report being considered. Once the report is authorize for deferral, the deputy shall:

- Print the required information in the deferred report log, which also requires the Watch Sergeant to acknowledge the entry with his/her signature,
- Complete the face page of the report with complete file number. Copy the completed face page of the report (retaining the original for completion), write "DEFERRED" in the upper right corner, and submit it to the Watch Sergeant for attachment to the deferred log as a reference,
- Upon returning to work, notify the dispatcher that a deferred report is in need of completion and provide the dispatcher with an estimate of time necessary to complete the report,
- Complete the deferred report prior to initiating any observations, patrol checks, or other self initiated activities. (The deputy shall assist on any assigned calls, requests for assistance/back up, and then immediately return to completing the report),
- Ensure that the deferred report is cleared from the deferred log upon submitting it to the Watch Sergeant.

The Watch Sergeant shall follow-up on all incomplete deferred log entries and shall ensure that each shift's

Watch Deputy conducts periodic reviews of the station's URN log to ensure report accountability.

No reports shall be deferred longer than 24-hours. Deputies shall notify the Watch Sergeant of any compelling or substantial reasons a deferred report cannot be completed on the next work day. If necessary, the Watch Commander shall determine the proper course of action to ensure the completion of the report.