Deferred Report Procedure

PURPOSE OF ORDER:

It is the policy of Altadena Station that reports shall not be deferred without a sergeant's approval.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

Once approval has been granted, the deputy shall complete the face sheet of the SH-AD 49 indicating the name of the sergeant who gave authorization. The sergeant shall enter the information in the Deferred Report Binder along a copy of the completed SH-AD 49 's face sheet.

All deferred reports shall be completed and submitted the following day. It shall be every sergeant's responsibility for checking and purging the Deferred Report Binder during their respective shifts. Any overdue reports shall be brought to the attention of the responsible deputy.

When any of the following criteria applies to the report being considered for deferment, that report must be completed before the deputy goes home, unless otherwise directed by the Watch Commander:

- **Suspect (s) / Subject (s) arrested / detained.**
- **Workable information which requires follow-up prior to the deputy's returning to work.**
- **Private person's arrest.**
- **Crimes involving large losses requiring notification (s).**
- **Deputy Involved traffic accident or injury.**

- **Deputy / police personnel listed as victim or suspect.**
- **The following day(s) is the deputy's R.D.O. or scheduled vacation.**

Once the report is cleared for deferment, the deputy shall: Copy the completed face page and retain the original for completion the following day. The copy of the face page shall have Deferred written across the top of the page. It shall also include the date and the sergeant's name who authorized the deferral.

No report shall be deferred for more that 24-hours. The sergeant shall be notified by the deputy if there is a compelling, substantial reason the report cannot be completed on schedule. The sergeant shall determine the proper course of action to ensure completion of the report.