2016

• 16-01 ADMINISTRATIVE PAPERWORK REPORTING

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 16-01 Janurary 1, 2016

Effective Date:	01/01/2016	Last Date Revised:	01/01/2016
Last Date Reviewed:	05/23/2017	Next Review Date:	05/23/2018

ADMINISTRATIVE PAPERWORK REPORTING AND TRACKING

PURPOSE:

The purpose of this order is to establish guidelines for the reporting, tracking, and submission of administrative paperwork.

POLICY:

When a member of Carson Station becomes involved in an incident that requires administrative documentation including, but not limited to, a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, or damage to property, the on-duty watch commander, regardless of rank, is responsible for:

- Ensuring the initiation of a watch commander log entry in the Station/Bureau Administration Portal - Watch Commander Log (WCL) without delay
- Emailing the WCL narrative of the WCL to the "Carson Operations" email group
- Ensuring notifications of an incident include all pertinent information regarding the incident and

identification of all involved employees

- If an event requires entry into the Preliminary Data Entry (PDE) module of the Personnel Performance Index Program, ensuring the handling supervisor enters the necessary information into the PDE module
- Ensuring all incidents are entered into the Risk Management Tracking program by the handling supervisor
- Reviewing the incident documentation (package) from the handling supervisor for accuracy and completeness
- Ensuring submission of completed incident documentation to Operations pursuant to this Order

CARSON STATION
UNIT ORDER 16-01

-2-

All administrative paperwork shall be submitted to the Operations Office prior to the guidelines provided below. All administrative paperwork submitted after the below timelines shall include a reason for the delay on a separate memorandum.

An electronic copy of the completed administrative paperwork and any accompanying documents, photographs, or videos shall be placed in the station's shared ADMIN IN-BOX folder.

STAFF WORK	**DEADLINE TO OPERATIONS**
CIVIL CLAIMS	15 CALENDAR DAYS
FORCE PACKAGES	20 CALENDAR DAYS
IODs	24 HOURS
PURSUIT PACKAGES	20 CALENDAR DAYS
TRAFFIC COLLISIONS	5 CALENDAR DAYS
WCSCRs	20 CALENDAR DAYS



- **16-02 CASE MANAGEMENT AND SUPERVISORY REVIEW**

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 16-02 March 11, 2016

Subject: Case Management and Supervisory Review			
Effective Date:	03/11/2016	Last Date Revised:	03/11/2016
Last Date Reviewed:	05/16/2017	Next Review Date:	05/16/2018

PURPOSE:

The purpose of this order is to specify procedures for managing, tracking, and closing cases during an investigation. This order shall also set forth the supervisory responsibilities regarding case closure procedures in the Department's record management system, Los Angeles Regional Crime Information System (LARCIS).

SCOPE OF ORDER:

This order shall apply to all detective personnel and detective supervisors assigned to Carson Station detective bureau. Nothing in this unit order shall supplant standardized procedures set forth in Field Operations Directive 11-01, Standardized Procedures for Detective Unit Operations and this directive shall be adhered to in conjunction with FOD 11-01.

ORDER:

Detective Investigator Responsibilities

Case Management:

All case files shall be maintained in a neat, uniform manner and each case file shall be maintained as a complete package. Paperwork shall be secured within the case folder. A case journal (SH-R-405) or CLEATS Activity Log shall be affixed to the inside left of the case folder. The log shall be comprehensive and document, in a summary fashion, the investigative steps (i.e., "work-up") taken by the detective. This account shall include, but not be limited to, the case assignment date, the date acknowledged by the detective, actions taken such as interviews, photographic line-ups, correspondence submitted or received, telephone calls, database research, district attorney filings or

CARSON STATION

STATION ORDER 16-02

-2-

rejections, and any other final closure notes. The case journal or CLEATS Activity Log shall be kept current, i.e., updated within the three business days of the last action taken by the detective.

Case Tracking:

All detective personnel shall monitor and track their assigned cases. Detectives shall maintain their case files in chronological order. Under no circumstances shall a case journal or CLEATS Activity Log be utilized in lieu of a supplemental report, if such a report is required to document significant investigative activities.

Should an assigned case extend beyond **60** days, the detective shall document the extension as a case journal entry or entry in the CLEATS Activity Log, and the entry shall indicate notification to a detective sergeant, who shall be identified by name.

For a case extending beyond **90** days, the detective shall complete an extension memoranda and obtain the detective supervisor's written approval. The memoranda shall indicate the nature and reasons for the extension, as well as a proposed date of completion. The memoranda shall be included in the case file.

Should an assigned case extend beyond **120** days, the detective shall complete an extension memoranda every 30 days and obtain the detective lieutenant's written approval. The memoranda shall indicate the nature and reasons for the extension and the proposed date of completion. The memoranda shall be included in the case file.

Case Closure:

Once a detective's investigation is complete, along with all necessary written reports, the detective shall complete a case closure form (SH-R-77 or electronic equivalent). The detective shall indicate on the form the appropriate LARCIS case clearance codes. This form shall be affixed to the right side of the case folder and placed on top of the incident report, supplemental reports, and any other documentation. The detective shall submit the completed case file package to the detective supervisor for review, concurrence, and approval.

Under no circumstances shall a detective access the LARCIS database to enter, input, or change a case clearance code for any assigned case. Nor shall a detective access the LARCIS database to change an assigned case from "pending" to "active."

Detective Supervisor Responsibilities

Each detective supervisor in charge of his/her team detectives shall utilize CLEATS or other systematic means to track, monitor, and review their team's cases. The review process shall use LARCIS as a management tool (as required per Field Operations Directive 11-01), but the LARCIS "active/assigned" report shall not be the sole means of tracking and monitoring cases.

CARSON STATION

STATION ORDER 16-02

During a twice monthly review, the detective supervisor shall ensure cases are being investigated correctly and in a timely fashion. Such reviews shall include an inspection of the case folder and its contents. The detective sergeant shall ensure cases do not remain open unnecessarily and they are closed once they are filed with district attorney's office. If there is a district attorney filing rejection, the detective supervisor shall review the case file and determine if further investigation is required.

Once detective supervisors receive a closed case package, they shall ensure its completeness, e.g., a case closed with "victim non-desirous" shall include, absent extenuating circumstances, a signed non-prosecution form. Detective supervisors shall also adhere to

closure procedures set forth in FOD 11-01, Standardized Procedures for Detective Unit Operations. A closed case review shall be conducted no later than ***3 business days*** after its submission to a detective supervisor. Once the case review is complete, the detective supervisor, or his designee (i.e., a detective secretary), shall input the appropriate case clearance codes in LARCIS.

