98-04 REPORT ACCOUNTABILITY

761551N25A - SH - AD - 32A (2/72)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: July 24, 2006

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: CARSON STATION MANAGEMENT DIRECTIVE 98-04
REPORT ACCOUNTABILITY (Revised 07-24-06)

Purpose of Directive:

This directive ensures the timely completion of police reports and provide for file number accountability.

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

The Watch Deputy for each respective shift shall review the Master URN Log daily, (including Manual URN's) to note any delinquent reports over 24-hours.

- The Watch Deputy's review shall note only delinquent reports and should not include deferred reports until such time as they become past due.
- The Watch Deputy shall note only URN numbers drawn by Carson Station personnel (URN numbers on both the sergeant's URN log and Manual URN log). Other unit URN numbers, such as Narcotics, Safe Streets Bureau, G.E.T., etc., will not be included in review.

- To assist the Watch Deputy while checking the URN log for missing report numbers, colored marking pens will be issued to identify each designated shift; (blue for AM, red for PM, and green for EM). The designated shift Watch Deputy shall review the log from the previous 24 hour designated shift (For example: The PM Watch Deputy will review the log for the PM generated URN numbers from the previous PM shift drawn URN numbers, the EM Watch Deputy is responsible for the past EM drawn file numbers, the same AM Watch Deputy is responsible for the AM past 24 hour drawn file numbers). The Watch Deputy shall initial the bottom right corner of the page where he or she last reviewed the URN log utilizing the designated shift colored pen.
- The Watch Deputy shall complete, in duplicate, a Missing Report Memo (see attached) when delinquent reports over 24-hours and past deferred reports are identified.

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REPORT ACCOUNTABILITY (Revised)

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- The original of the completed Missing Report Memo will be kept as permanent record at the Watch Sergeant's desk in the Missing Report Memo Log.
- The copy of the completed Missing Report Memo will be given tot he deputy who obtained the URN number.
- The Watch Deputy shall list the name of the deputy, the URN number, and the date the URN was drawn on the Missing/Delinquent Report sheet which will be posted on the Watch Sergeant's office window. Deputy personnel shall be responsible for checking the Missing/Delinquent Report sheet prior to each shift to expedite the process of locating the missing report.
- The Watch Sergeant shall note and sign the completed duplicate Missing Report Memo.
- Personnel receiving the Missing Report Memo shall complete the appropriate information therein, and, without delay, submit the documents to the Watch Sergeant for approval.
- Once the delinquent report has been approved, the Watch Sergeant shall sign of the appropriate Missing Report Memo from the Missing Report Memo Log, as well as the Master URN Log. The deputy's name shall also be crossed out from the Missing/Delinquent Report sheet.
- Deputy Personnel who draw a file number(s) in error shall submit a memorandum requesting to void the file number(s). This shall be done as soon as possible. This memorandum (see attached form) shall be presented to the Watch Sergeant to counter sign. This memorandum shall be placed in the secretaries "In" tray for proper

voidance accountability.

- URN numbers for outside agencies (i.e., Safety Police, LAUSD Police, etc.) shall be obtained from the station secretary. The reports will only be generated in person (not over the telephone). The station secretary will be assigned to complete a log titled "Outside Agency URN Request" (see attached). The secretary will fill in the appropriate fields in the log (i.e. the officer's name and employee number, agency, area of assignment, contact phone number, the URN number generated, time and date.) The "Outside Agency URN Request" log will be in a binder located in the secretariat. If the station secretary is not available for this task, the Watch Deputy shall assist the officer in obtaining the URN number and follow the aforementioned procedures.

TSR:JPB:jpb