01-01 REVIEW AND RETENTION OF DEPUTY DAILY WORKSHEETS (DDWS)

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

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: July 7, 2006

FILE NO.

FROM: TODD S. ROGERS, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 01-01**

REVIEW AND RETENTION OF DEPUTY DAILY WORKSHEETS (DDWS)

(REVISED 07-07-06)

Purpose of Directive:

The purpose of this Directive is to establish procedures governing the review and retention of the Deputy Daily Worksheet (DDWS).

Scope of Directive:

This Directive applies to all personnel assigned to Carson Station.

Directive:

The Deputy Daily Worksheet is utilized as a necessary supplement to the Unit operational log. It enables a Unit Commander to judge each Deputy's proficiency and note changing conditions

throughout our policing area. Within the Department, information used to conduct the Deputy Daily Worksheet is also used by the Department to compose statistical analysis of and address accountability issues in settings such as Station, Region and Department Sheriff s Critical Issues Forum (SCIF) meetings. Externally, the information is used to demonstrate our productivity to City Officials and others as needed.

It shall be the responsibility for each deputy assigned to field duties, (i.e. patrol, Special Assignment deputy, etc.) to print out a copy of his/her Deputy Daily Worksheet (DDWS) at the end of the tour of duty and submit it to the Watch Sergeant's office. COPS deputies shall submit their worksheets to the respective City or County COPS sergeant. It shall be the responsibility of the Sergeants to verify the information contained in each worksheet to ensure that it complies with Department Policy, Field Operations Directives, Station Management Directives and all other business practices associated with the accurate recording of information (see below).

MANAGEMENT DIRECTIVE 01-01 **July 7, 2006**

DEPUTY DAILY WORKSHEETS

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Submitted worksheets from the prior day shall initially be reviewed by

field/COPS sergeants for accuracy (see individual responsibilities below)

and then forwarded to the appropriate Lieutenant for final review. All logs shall

be retained for the one-month.

All worksheets shall be reviewed by the sergeant for the following information:

- Logging Public Contacts (refer to Field Operations Directive 00-04)
- Compliance with the Department/Station's back seat detention policy (refer to Management Directive 99-01 and Newsletter #45)
- Report Accountability and Deferred Reports (refer to Management Directive 98-04 and Management Directive 97-03)
- Negative Citizen Contacts (refer to memorandum dated September 7, 1999)

- Area Integrity
- Overtime Minutes (refer to memorandum dated October 5, 2000)

The following personnel shall be responsible for the Deputy Daily Worksheet:

Field Deputies:

Each deputy assigned to a patrol assignment shall print out a copy of his/her Deputy Daily Worksheet at the conclusion of the shift worked and submit it to the Watch Sergeant's office. COPS deputies shall submit printed worksheets to their primary COPS sergeant. It shall be the responsibility of each deputy (the "book man" in the case of a two-person unit) to ensure the accuracy of the information contained in the worksheet including, but not limited to, the areas mentioned above.

Sergeant:

It shall be the responsibility of the field sergeant/COPS sergeant to review the previous day's Deputy Daily Worksheet for accuracy and compliance with this Management Directive (i.e., today's PM shift field sergeant shall review logs from the previous day's PM shift). Any errors noted should be dealt with in a forthright manner and the worksheet corrected by the deputy as soon as possible.

The review of the worksheet by the field sergeant shall focus on policy and productivity issues. Examples of the latter may include, but are not limited to, arrests, citations, patrol minutes, information relevant to performance evaluation, etc.

The sergeant shall place a check mark next to each field unit on the shift's respective In Service Sheet to denote each worksheet submitted. The sergeant shall either initial or place his or her "contents noted" stamp on

the front page of each log reviewed. All submitted worksheets, along with the In-Service Sheet, shall be forwarded to the Shift Manager for final review.

Lieutenant:

It shall be the responsibility of the Shift Managers/assigned Lieutenant to review all completed worksheets submitted to them by their respective field sergeants. Lieutenants shall ensure that sergeants are reviewing worksheets in a timely manner and identifying accountability issues as outlined above.

In addition, the Shift Manager shall review the In-Service Sheet to ensure compliance with Field Operations Directive 90-8, STANDARDIZED SYMBOLS FOR DAILY IN-SERVICE SHEETS. Shift Managers shall make certain that the completed worksheets are retained for one-month.

Nothing in this Management Directive shall preclude a Shift Manager from requesting additional useful information from a deputy(s) worksheet as needed.

TSR:JPB:jpb