Metrolink Bureau Unit Order 610-28 Timely Submissions of all Administrative Paperwork

Los Angeles County Sheriff's Department

Unit Order: 610-28

METROLINK BUREAU

Effective Date: 02-12-18

Revision Date: 02-12-18

Annual Review: 02-12-19

Subject: TIMELY SUBMISSIONS OF ALL ADMINISTRATIVE PAPERWORK – FORCE, COLLISION, WCSCR, INJURY AND UNIT LEVEL PACKAGES

PURPOSE OF ORDER

To satisfy Bureau mandates, the following requirements are in place regarding the

indicated documents:

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- All force packages will be completed and submitted to the Captain within ten (10) days of the
 occurrence.
- All Watch Commanders Service Comment Report (WCSCR) investigations will be completed and submitted to the Captain within fourteen (14) days of being assigned to the investigator. However, WCSCR's may be submitted in thirty (30) Days, if there is a pending 10-day letter, or other articulated issues and it is approved by the Unit Commander or Operations Staff.

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 All Unit Level Investigations will be completed and submitted to the Captain within ninety (90) days of being assigned to the investigator.
 All Collision packages shall be completed and submitted within seven (7) days. If the package is pending an outside agency traffic report, complete the supervisors report with info provided by the on scene investigator. The handling Sergeant shall ensure that the outside agency report is later submitted to operations as soon as possible.
All Injury Packages shall be submitted within 24 hours of the incident.
Any exceptions to all administrative deadlines shall require a memorandum to the Unit Commander requesting an extension of time.
Captain Karl R. Schow
Metrolink Bureau