

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

### Los Angeles County Sheriff's Department

#### METROLINK BUREAU

**Unit Order:** 610-28

**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:

- 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.**

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Captain Karl R. Schow

Metrolink Bureau

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