14-04 EXCEPTION REPORTS

761551N25A - SH - AD - 32A (2172)

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE December 8, 2014

FILE NO.

FROM: CHRIS E. MARKS, CAPTAIN
CARSON STATION

TO: WATCH SERGEANTS
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 14-04**

EXCEPTION REPORTS

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines for station personnel assigned as the watch sergeant regarding the processing of the Exception Reports.

Scope of Directive:

This directive applies to all personnel assigned to Carson Station as the watch sergeant and is effective immediately.

Directive:

The guidelines for processing exceptions reports for each shift:

1. Print a copy of the exception report from CAD for the shift 24-hours prior.

2. Review the report for long errors and extended response times.

3. If there are any long errors, notify the author of the log to correct the error. Note the method of notification of the exception report (i.e. personally, email, etc.).

   a. If the notification is made personally, the watch sergeant shall ensure the correction(s) are made before the end of their shift.
   b. If the notification is made via email, the watch sergeant shall require the correction(s) to be made within 4 days and a reply from the author when the corrections are made.

4. If there are any extended response times, notify the author of the log to amend the tag clearance to reflect the reason for the extended response or adjust the arrival time, whichever is the case.

MANAGEMENT DIRECTIVE 14-04
December 8, 2014

EXCEPTION REPORTS

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Note the method of notification of the exception report (i.e. personally, email, etc.).

   a. If the notification is made personally, the watch sergeant shall ensure the amendment(s) are made before the end of their shift.
   b. If the notification is made via email, the watch sergeant shall require the amendment(s) to be made within 4 days and a reply from the author when the amendments are made.

5. Sign the exception report and place the report in the Exception Report binder located in the watch sergeant's office.

***NOTE** The watch sergeant may amend a clearance, by time or narrative, if he/she can determine the cause of the extended response time. If a clearance is amended by the watch sergeant, he/she shall make a notation on the exception report indicating the amendment.*

Oversight:

A designate of Operations shall regularly review the exception reports to ensure they are prepared properly, notifications are made, and corrections/amendments are completed. The designate will be responsible for archiving the completed exception reports.

CEM:RP:rp