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## 15-02 TIMELY SUBMISSION AND APPROVAL OF REPORTS

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Los Angeles County Sheriff's Department

### UNIT ORDER



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## Carson Station

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UNIT ORDER NUMBER: 15-02  
26, 2015

January

Subject: Timely Submission and Approval of Reports			
Effective Date:	01/26/2015	Last Date Revised:	06/20/2016
Last Date Reviewed:	06/20/2016	Next Review Date:	06/20/2017

### **PURPOSE:**

The purpose of this order is to identify the proper procedures for the timely submission and approval of written reports. The order will delineate the responsibilities of employees and supervisors regarding the matter.

### **GENERAL GUIDELINES:**

Carson Station personnel write over 10,000 reports each year and a majority of these reports are approved without corrections and processed accordingly. This fact is testament to the high quality of written work completed by Carson personnel. In certain instances, however, reports are rejected by a supervisor. In other cases, the reports are forwarded to Carson Station's Traffic Office and subsequently require correction. This directive will provide guidelines for the proper handling of reports when they are rejected by a supervisor.

### **SCOPE OF ORDER:**

This directive applies to all personnel assigned to Carson Station.

### **ORDER:**

#### **Deputy Responsibilities**

All personnel must be accountable for managing their time efficiently when handling matters

assigned to them. This includes the timely submission of reports. Personnel shall turn in all written reports to a supervisor as soon as reasonably possible for approval. Field units shall make every effort to utilize a field supervisor for report review and approval.

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Personnel shall ensure **all** reports, either approved or requiring approval, are submitted to the watch sergeant prior to the end of their assigned shift. This includes the face page of reports properly deferred (see Unit Order 97-03, Deferred Reports, revised 01-25-15).

If an employee discovers a supervisor rejected his/her report, the employee shall make the necessary corrections and resubmit the report **prior to the end of his/her shift**. Employees shall submit **all** reports, originals or those requiring correction, in a timely manner and shall not hold reports until the end of shift for approval.

### **Sergeant Responsibilities**

A sergeant who finds errors in a report shall do the following:

- Note the necessary corrections and include his/her legible name as the reviewing supervisor.
- Page the concerned deputy via the station's public address system and send a message to the deputy's MDC via the CAD system. If the concerned deputy is still on duty, every effort should be made to have the deputy correct and resubmit the report prior to the end of his/her shift, time permitting.
- If the concerned deputy does not respond or has ended his/her shift, the sergeant shall also send an e-mail to the concerned deputy informing them of the required corrections. The sergeant shall place the corrected report and a copy of the sent e-mail in the appropriate "rejection" folder in the watch sergeant's office.
- Legibly initial the URN log and indicate the report was rejected and the rejection date
- Note the rejected report on the dry erase board outside the watch sergeant's office.

Watch sergeants shall check the rejection folders at the beginning of their shift. If any reports remain from the previous day (or earlier), the watch sergeant shall review the in-service to see if the concerned deputy is working. If so, the watch sergeant shall direct that deputy to make the appropriate corrections and resubmit the report prior to the end of their shift.

Watch sergeants shall also review the URN log prior to the end of their shift to ensure all file numbers generated on the previous shift are accounted for — either as approved, rejected, or deferred. In addition, watch sergeants shall review the URN log to ensure each entry has a notation regarding the status of the associated report, the report type, a sergeant's initials, and

the date. Signed off reports require no status. For example:

- 49, SI (Sergeant's Initials), 6/20 - (signed off report example)
- Deferred 555, SI, 6/20 - (not just "T/C," but specify 555, PDO, etc.)
- B/O 180, SI, 6/20
- Supp/Smith. SI, 6/20 - (include author on supps in case there are several)

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When the temporary entries at the bottom of the URN log contain more than ten (10) new URNs since the last printed URN log, a new URN log sheet shall be requested from the secretariat. Only full pages of URNs (10 numbers) shall be used. When a new URN log sheet is provided, the on-duty watch sergeant shall be responsible for transferring the temporary notations at the bottom of the previous URN log sheet(s) to the appropriate spaces on the new sheet.

Watch sergeants shall make every effort to ensure URN log entries are not left blank with no indication as to a report's status. If there is a discrepancy as to a report's status, the watch sergeant shall make further inquiries with the concerned deputy and brief the relieving watch sergeant.

Sergeants shall be responsible for identifying personnel who demonstrate difficulty in managing their time and develop an appropriate course of action for these employees to improve their time management skills.

### **Traffic Reports**

Traffic reports shall be handled as follows:

#### **Reporting Deputy Responsibilities**

- The reporting deputy shall treat traffic reports in the same manner as criminal incident reports insofar as submission and deferral requirements. In effect, traffic collision reports shall be submitted to the watch sergeant prior to the end of the reporting deputy's shift, unless properly deferred.
- When a reporting deputy receives notification of a rejected traffic report on his/her shift, the reporting deputy shall make the necessary corrections and re-submit the traffic report ***by the end of that shift.***

#### **Watch Sergeant Responsibilities**

- Watch sergeants receiving such reports shall not correct them, but forward them to the station's

Traffic Office for review and approval. The watch sergeant shall note on the URN log the type of report (555, PDO, etc.), date of receipt, and legibly initial. The watch sergeant shall place the report in the "Traffic" tray in the watch sergeant's office.

Traffic Office Responsibilities

- Traffic Office personnel shall retrieve traffic reports from the "Traffic" tray in the watch sergeant's office and place their legible initials and the date just inside the right edge of the URN log box.
- Traffic Office personnel shall account for the receipt of traffic reports utilizing an internal tracking system. If traffic reports require rejection, Traffic Office personnel shall do the following:

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- Indicate the required corrections along with the reviewing person's name
  - Note the rejection date via the internal tracking system and send an e-mail to the concerned deputy
  - Place the rejected report and a copy of the sent e-mail in the "rejected" folder in the watch sergeant's office
  - Initial the URN log in the watch sergeant's office, indicate the report was rejected, and note the rejected date.
- The traffic sergeant shall review the internal tracking log daily to ensure all rejected reports are re-submitted by the concerned deputies within the appropriate time frame and take necessary action if required.

  
CHRIS E. MARKS, CAPTAIN