16-01 ADMINISTRATIVE PAPERWORK REPORTING

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 16-01 Janurary 1, 2016

Effective Date:	01/01/2016	Last Date Revised:	01/01/2016
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ADMINISTRATIVE PAPERWORK REPORTING AND TRACKING

PURPOSE:

The purpose of this order is to establish guidelines for the reporting, tracking, and submission of administrative paperwork.

POLICY:

When a member of Carson Station becomes involved in an incident that requires administrative documentation including, but not limited to, a traffic collision, employee injury, use of force, allegation of force, Watch Commander Service Comment Report (WCSCR), vehicle pursuit, foot pursuit, civil claim, or damage to property, the on-duty watch commander, regardless of rank, is responsible for:

- Ensuring the initiation of a watch commander log entry in the Station/Bureau Administration Portal - Watch Commander Log (WCL) without delay
- Emailing the WCL narrative of the WCL to the "Carson Operations" email group
- Ensuring notifications of an incident include all pertinent information regarding the incident and identification of all involved employees
- If an event requires entry into the Preliminary Data Entry (PDE) module of the Personnel Performance Index Program, ensuring the handling supervisor enters the necessary information

into the PDE module

- Ensuring all incidents are entered into the Risk Management Tracking program by the handling supervisor
- Reviewing the incident documentation (package) from the handling supervisor for accuracy and completeness
- Ensuring submission of completed incident documentation to Operations pursuant to this Order

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All administrative paperwork shall be submitted to the Operations Office prior to the guidelines provided below. All administrative paperwork submitted after the below timelines shall include a reason for the delay on a separate memorandum.

An electronic copy of the completed administrative paperwork and any accompanying documents, photographs, or videos shall be placed in the station's shared ADMIN IN-BOX folder.

STAFF WORK	**DEADLINE TO OPERATIONS**
CIVIL CLAIMS	15 CALENDAR DAYS
FORCE PACKAGES	20 CALENDAR DAYS
IODs	24 HOURS
PURSUIT PACKAGES	20 CALENDAR DAYS
TRAFFIC COLLISIONS	5 CALENDAR DAYS
WCSCRs	20 CALENDAR DAYS


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