

Unit Order 15 - Deferred Reports

PURPOSE:

The following order has been established in an effort to set the guidelines to be followed when deferring reports.

SCOPE:

The order shall take effect immediately and shall be strictly adhered to by all personnel deferring reports.

ORDER:

In the event a report needs to be deferred:

Deputies wishing to defer a report shall first obtain approval from the Watch Commander or Watch Sergeant.

In-custody reports **shall not** be deferred, unless specifically authorized by the Watch Commander. **Juvenile felony in-custody reports shall not be deferred.** PCD's shall never be deferred. Active reports **shall not** be deferred, unless specifically authorized by the Watch Commander or Watch Sergeant. Reports containing noteworthy/newsworthy information shall not be deferred, unless specifically authorized by the Watch Commander or Watch Sergeant.

Deferred reports shall only be deferred to the next day and shall never be deferred over the deputy's R.D.O.'s.

The handling deputy will complete the entire face page of the report to be deferred prior to leaving.

- The face page must have all the required information and must be accurate.
- The deputy will label the face page as "Deferred Until (Next Day's Date)".
- The Watch Sergeant shall initial the face page of the deferred report as well as write "deferred" next to the file number on the U.R.N. log.
- The deputy will make two copies of the completed face page. One for the deferred report log and one for the station secretariat.

The deferred report shall then be written at the beginning of the next shift and turned into the Watch Sergeant immediately upon its completion.

NOTE: The Watch Sergeant **shall** check the deferred report log daily, and compare it's contents to the U.R.N. log board to ensure deferred reports are being accomplished in the described time.