

Unit Order 48 - Manual URN Procedures

PURPOSE:

To establish a uniform procedure for issuing report numbers when the electronic system has failed or is inoperable for an extended period of time.

SCOPE:

All personnel shall be familiar with and conform to these procedures.

ORDER:

Whenever the electronic system for drawing URN' s fails for an extended period of time, the manual URN procedure shall be initiated. Generally, a scheduled down time of eight hours, or any unscheduled disruption of more than four hours is sufficient for utilizing this procedure. The watch commander will have discretion to modify this time period given a set of circumstances where it is anticipated the electronic system will be unavailable for an extended period.

The manual URN log will be maintained in the watch sergeant's office in a notebook consisting of preprinted URN numbers beginning with the sequence 80001. Additional pages will be printed to facilitate extended outages. It will be the responsibility of the watch sergeant whose shift issues a manual URN number to ensure a sufficient number of blank pages are printed to compensate for those manual URN(s) he or she has issued.

When the manual URN procedure is instituted, the URN log book will be given to the watch deputy who will be responsible for issuing manual URN's as requested by the field or desk personnel. When the report is approved by the watch sergeant, it will be so noted in the appropriate check-off box in the URN log book. The watch deputy shall inform the watch sergeant if any reports have not been accounted once the electronic URN system is reactivated.

All reports which have manual URN numbers shall be maintained in the secretariat in a separate file for each year.
