

Unit Order 60 - Reviewing Deputy's Daily Work Sheet

PURPOSE:

The purpose of this Station Order is to establish guidelines for the audit of Deputy Daily Work Sheets (DOWS) logged in the Mobile Digital Communications System (MDCS) in order to comply with M.P.P. 5-09/230.00 DEPUTY'S DAILY WORK SHEET. In addition, the order will enable the station to accurately compile statistical data to comply with the County Board of Supervisors monthly mandated PASS report (Patrol Area Statistics Summary), Contract City Minutes (tracked by the city via DASHBOARD), and the Regional Allocation of Police Services (RAPS) Program.

SCOPE:

This Station Order applies to all sworn personnel and City contracted professional staff members.

ORDER:

Deputies are required to submit an accurate DOWS after the completion of their shift and prior to leaving the station. The watch sergeant (At 1000 hours for B shift and 2200 hours for A shift) of the shift following the one just completed shall run and print a Unit Roster (UR) for the completed shift, an Exception Report (EXCP), and an SQ7 Report to ensure the accuracy of the data being inputted by the deputy.

It is essential that the correct alpha personnel classification code (A, B, C, F, G, H, L, M, R, T, or X) be used to comply with the contract minutes required, the DOWS is free of errors (overlaps, incorrect R.D.'s used in the clearance, unallocated time not moved to patrol time, response times, etc), and the DOWS agrees with the classification and disposition of an incident. This includes Patrol, Universal, S.P.U., C.O.P.S., Reserves, and any specialized unit comprised of personnel assigned to West Hollywood Station required to use the MDCS to monitor Contract Compliance.

The watch sergeant shall forward a copy of the 3 reports with the errors noted to Operations in-tray prior to the end of shift. The original 3 reports with a cover sheet and the DOWS attached shall be forwarded to the Operations OA III office.

The watch sergeant shall notify the deputy to make the changes via e-mail and log the notification in the redbook for logs. Once the corrected log is turned in, the watch sergeant shall sign off the correction in the redbook and forward the corrected log to the Operations OA III office.

1. Use the CAD terminal and print the "UR" (UR+date+ shift= UR 110105 D for Nov 1, 2005). Compare the "UR" to the Daily In-service and check for correct unit number, unit alpha MDT classification RAPS code (F, G, H, I, L, M, etc) and check off the units on the in-service. Correct the original in-service (the in-service that gets forwarded to scheduling) if different.
2. Use the CAD and print an "EXCEPTION REPORT" by typing "EXCP + date+ shift= "EXCP 110105 D" (requires a space between EXCP and the date and the shift) or for the entire day leave off the shift. Use the report to check for errors (overlaps, no ending mileage, response times over 60 mins, etc.) and have the deputy or desk correct log errors. Failure to correct the errors (example: not moving unallocated minutes to patrol minutes) will result in lost contract minutes. (report will print automatically)
3. Use the CAD to and print a "SQ7 report" by typing "SQ+ date+ shift= SQ 110105 7 D" (the report will

print once you press the message key). The SQ report patrol area columns (00 and 99 are not billed to the contract. 01, 02, 03, and 07 are the West Hollywood patrol areas) show what RD was used to clear the call. If you see no patrol minutes for a unit and the total minutes next to the unit # is less than the scheduled shift, the unit has not moved it's unallocated time to patrol. Check the unit's DOWS for errors. If a unit clears a call with 0999 or 0900, it will show up in column "00" or "99," you should review that unit's log and see if the use was appropriate.

4. List comments below and sign off on the "CHECKED BY" line. Attach the IN SERVICES, UR, EXCEPTION REPORT, SQ 7 REPORT AND DDWS's, and place in the DOWS tray. All errors should be corrected before signing off and submitting the paperwork.

5-09/230.00 DEPUTY'S DAILY WORKSHEET

The Deputy's Daily Work Sheet is utilized as a necessary supplement to the unit's operational log. It enables a unit commander to judge each deputy's proficiency and to note changing conditions throughout the unit's jurisdiction. Information compiled on the Deputy's Daily Work Sheet is also used by the Department to compile statistics for RAPS, and therefore the accuracy of the worksheet is vital.

It is essential that the unit or station log and the Deputy's Daily Work Sheet agree in both classification and disposition of an incident. It shall be the unit commander's responsibility to ensure that the Deputy's Daily Work Sheet are reviewed in a timely manner, and any corrections made.

Through the Computer Aided Dispatch system, this shall be done by having the watch sergeant of the shift following the one just completed run an "Exceptions Report" to check for errors. He will then notify the deputy whose log has the errors. This can be done via memo. Once the deputy has corrected the errors, he will advise the sergeant that the corrections have been made. The watch sergeant will then "O.K." the worksheet via the CAD.
