

05-02 REPORTING PROCEDURES & DOCUMENTATION



TASKFORCE FOR REGIONAL AUTOTHEFT

Unit Order: 05-02

Subject: REPORTING PROCEDURES & DOCUMENTATION

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| Effective Date: | 02/28/2005 | Last Date Revised: | 08/18/2014 |
| Last Date Reviewed: | 04/09/2020 | Next Review Date: | 04/09/2021 |

PURPOSE

This Unit Order establishes a uniform policy for reporting procedures, documentation of significant activity, statistical information or operation reports and to ensure that investigators and supervisors assigned to TRAP adhere to the guidelines, policies and procedures established by this unit. This will eliminate duplication of statistical data, operational plans and other general reporting requirements generated by members of this task force, and used for the benefit of other law enforcement agencies. TRAP members may provide pertinent information requested by respective parent agencies in an authorized format after review and approval of the Project Director.

GUIDELINES

The Taskforce for Regional Autotheft Prevention (TRAP) is a multi-jurisdictional law enforcement task force authorized by the County Board of Supervisors and under the auspices of the County Criminal Justice Coordinating Committee (CCJCC). Although semi-autonomous, TRAP is administered by the Los Angeles County Sheriff's Department with a Sheriff's Captain serving as the Project Director. The procedural guidelines, record keeping, fiscal management, and reporting requirements for the unit are the sole responsibility of the Sheriff's Department. Pursuant to the M.O.U. and as such, Sheriff's Department guidelines are to be followed and given first priority by all members of TRAP regardless of their "parent" agency.

When any investigator or supervisor is required by their parent agency to submit any documentation

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concerning investigations, statistical reporting, operation reports and other similar documents produced by members of this task force, they must route all such reports through the TRAP Project Director for review and approval.

Team supervisors shall prepare monthly statistical reports and weekly activity reports detailing team activities for the operations sergeant, who will forward them to the area lieutenant and Project Director which will serve as the basis for TRAP reporting requirements.

Annual presentations are made to the Countywide Criminal Justice Coordination Committee (CCJCC). The Project Director is required by state law to submit a quarterly report containing all statistical data, fiscal statements, and notable criminal investigations, produced by this task force to the California Highway Patrol and the Department of Justice. This report will also be made available, after approval by the Project Director, for all participating agencies who desire this information for their own administrative purposes.

MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR
