# Station Order 50/11.00 DAILY INCIDENT REVIEW

**PURPOSE OF THE ORDER**:

The purpose of this order is to share timely crime information among sworn personnel to increase the overall awareness of daily crime in the jurisdiction of San Dimas Station.

**ORDER**:

## RESPONSIBILITIES OF FIELD PERSONNEL

Field personnel shall assure all tags are cleared appropriately – including a brief description of the incident or action taken - in accordance with Field Operations Directive 00-04. Deputies shall include a brief narrative so that deputies on subsequent shifts have the essential elements of any crime report. Examples: “459 TO RES, ENTRY VIA PRY TOOL REAR DOOR.” “211 SHOPLIFT, PROPERTY RECOVERED,” “211 ON SIDEWALK, KNIFE USED, GOLD CHAIN AND CELL PHONE STOLEN.”

When drawing an URN, all personnel shall ensure that the associated tag number is included in the appropriate field to associate the URN to the tag. Deputies shall clear all calls in a timely manner upon completion.

## RESPONSIBILITIES OF ALL WATCH DEPUTIES

On a daily basis, Watch Deputies on all shifts shall assure all tags are cleared appropriately in accordance with Field Operations Directive 00-04 prior to performing the OKI command.

The narrative portion of the logged incident shall include the name, sex, race, age/D.O.B. of the involved person, reason for the contact and a brief description of the action taken by deputies. In general, “See Report” is insufficient for these purposes. Refer to F.O.D. 00-04 for details.

## RESPONSIBILITIES OF EARLY MORNING WATCH DEPUTIES

After midnight every day, after all tags for the previous date have been cleared, perform an *Incident Search* using the IS command. Insert the date for the previous day and “SDM” in the station field. This will generate a list of all tags for the previous date. Print this list.

Page back to the previous screen and run it again with an “X” in the URN box. This will generate a list of all incidents for which an URN was pulled. Print this page.

Review the documents to identify all incidents that meet the following criteria. Run an “Incident Review” – IR each of these tags and print them:

- Any incident for which an URN was drawn
- Any incident resulting in a Code 3 response
- Any radio code with an “R” radio code (report) even if no report was generated.

Add the in-service for all three shifts to the end of these documents. Scan these documents via the secretariat scanner. An EM secretary may assist with this task. Using the subject line, “Incident Review for (date),” email the document to all San Dimas Station sergeants and lieutenants, the CAT team, and the Crime Analyst, RARobbin@lasd.org.

A two-hole board labeled Incident Review has been established in the Briefing Room adjacent to the briefing book. Punch holes in the original document and place it on the Incident Review board in the Briefing Room.

**PATROL SUPERVISOR RESPONSIBILITIES**

Patrol sergeants shall review logs daily to assure the accuracy and completeness of DDWS logs and MDC clearances to provide the most benefit from this information. Patrol supervisors shall use the information provided in to enhance briefings and overall awareness of arrests made and crimes in the area. This shall include a review during briefing of all crime reports from the previous day, in conjunction with the Crime View Dashboard.

**WATCH COMMANDER RESPONSIBILITIES**

All Watch Commanders shall ensure compliance with this directive. EM shift Watch Commanders shall assure that the Incident Review task is completed, scanned and sent before 0500 hours every morning.