

4-08-330 Uniform Report Number

PURPOSE OF ORDER:

To establish the procedures and to accurately classify and compile statistical information the following guidelines regarding Uniform Report Numbers (URN).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

All URN's and Reference Numbers originate from Facility Control and are obtained via the Los Angeles Regional Crime Information System (LARCIS) and Custody Automated Reporting and Tracking System (CARTs). URN's are required on all occurrences involving crime or injury.

In the event an URN is assigned and later canceled, it is imperative that the Facility Control be notified and a Supplemental Report (detailing the changes) be submitted with the original report. As stated in MPP 4-01/020.40, Supplemental Reports: This report shall be used when there is a change in the reporting district number, the statistical code number or any change in any other element of the URN. Once a Supplemental Report has been submitted changing the URN, the new URN shall be used on subsequent reports.

NOTE: All personnel obtaining an URN shall also obtain a Reference Number. Refer to TTCF Unit Order #4-08-340, Reference Number.

All URNs shall be recorded in the Facility Log by the Facility Control Bonus Deputy. Refer to TTCF Unit Order #4-08-310, Facility Log.
