

# 16-07 - Logging Special Equipment in MDC/Deputy Daily Worksheet (DDWS)

Los Angeles County Sheriff's Department

## NEWSLETTER

Field Operations Support Services, (323) 890-5411



### LOGGING SPECIAL EQUIPMENT IN MDC/DDWS

During recent case reviews, issues were discussed from incidents where personnel deployed special equipment that were not properly logged into the Deputy Daily Worksheet. For purposes of tracking and the accurate inventory of items, it is important to input as much equipment information as will fit inside the "SP EQUIP" field provided. Any weapons checked out, i.e. shotgun, taser, stunbag and/or AR15 must be noted in this area of the log, along with the weapon's corresponding number.

The screenshot shows a software interface for logging equipment. At the top, there are buttons for '10-98', 'OBS', 'STATUS TXT', 'CODE 6', 'NEW MESSAGE', and 'CLEAR DEF WINDOW'. Below these is a yellow bar labeled 'MESSAGE DETAIL/DEFAULT WINDOW'. The main area contains a form with various fields: 'LOG ON' (with 'OFF' selected), 'UNIT', 'SHIFT', 'DATE', 'DISPATCHABLE?', 'CLASS', 'TIME ON', 'OFF', 'O/T PA', 'DEPUTY #1', 'O/T #1', 'PASSWORD', 'DEPUTY #2', 'O/T #2', 'OR NAME', 'MILEAGE - BEG', 'END', 'VEHICLE', 'SP EQUIP', 'RADIO: MOBILE', 'PORT', 'PATROL AREA/TIME', and 'DEPUTY #3', 'O/T #3'. The 'SP EQUIP' field is highlighted with a red box and a red arrow points to it from the right. On the right side, there is a vertical menu with buttons: 'VEH' (red), 'WANT' (green), 'DMV' (yellow), 'INQUIRIES' (blue), 'CALL & LO FUNCTION' (blue), and 'OTHER FUNCTION' (blue). At the bottom, there are two buttons: 'ERASE FIELD' and 'ERASE DATA'.

Information regarding the content of this newsletter may be directed to Field Operations Support Services at (323) 890-5411.

### References

Manual of Policy and Procedures: [5-09/230.00 Deputy's Daily Work Sheet](#)

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