

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.

A screenshot of a software interface for logging special equipment. The interface has a top navigation bar with buttons for "10-98", "OBS", "STATUS TXT", "CODE 6", "NEW MESSAGE", and "CLEAR DEF WINDOW". Below this is a yellow header bar labeled "MESSAGE DETAIL/DEFAULT WINDOW". The main area contains a form with various fields: "LOG ON" (with ON and OFF checkboxes), "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", "DEPUTY #3", "O/T #3". The "SP EQUIP" field is highlighted with a red rectangular box, and a red arrow points to it from the right. At the bottom of the form are two buttons: "ERASE FIELD" and "ERASE DATA". On the right side of the form is a vertical sidebar with buttons: "VEH", "WANT", "DMV", "INQUIRIES", "CALL & LO FUNCTION", and "OTHER FUNCTION".

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](#)
