

## 5-03/003.05 Administrative Paperwork- Timeless Submission

### PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for the timely submission of administrative paperwork by sergeants and lieutenants working at the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

This order shall apply to all supervisory personnel assigned to and/or working in any capacity at the IRC.

### ORDER:

IRC supervisory personnel shall adhere to the following as it relates to submission of administrative paperwork to the operations office:

#### Reports and Submitting Timelines:

- All **Force Packages** shall be completed and submitted to the operations office, compliance section within **ten (10) days** of the occurrence.
- All **Allegation Of Force Packages** shall be completed and submitted to the operations office, compliance section within **ten (10) days** of the occurrence.
- All **Watch Commander's Service Comment Reports (WCSCR)** shall be completed and submitted to the operations office, compliance section within **fourteen (14) days** of being assigned to the supervisor.

WCSCR may be submitted within **thirty (30) days** if there is a pending 10-day letter or if there are other articulated issues and it is approved by the unit commander or the operations sergeant or lieutenant.

- All **Inmate Complaints Against Staff Inquiries** shall be completed and submitted to the operations office, compliance section within **fourteen (14) days** of being assigned to the supervisor. Completion shall include the aggrieved inmate receiving a response from the facility consisting of either a resolution of the grievance or a notification to the aggrieved inmate that the facility was unable to complete the investigation within fourteen (14) days and is initiating an extension or placing the grievance in an interim status.
  - All **Unit Level Administrative Investigations** will be completed and submitted to the captain within **ninety (90) days** of being assigned to the investigator.
  - All **Employee Injury Packages** shall be submitted to the operations office, return to work section within **twenty-four (24) hours** of the incident.
  - All **Traffic Collision Packages** shall be completed and submitted to the operations office's statistical coordinator within **seven (7) days** of the incident. If the package is pending an outside police agency's traffic collision report, the handling supervisor shall complete the supervisor's report with the information provided by the on-scene law enforcement investigator. The handling sergeant shall ensure that the outside agency report is later submitted to the operations office as soon as the report is available.
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