2012 - 1 ADMINISTRATIVE PAPERWORK AND NOTIFICATIONS

PURPOSE OF ORDER

The purpose of this order is to establish guidelines for reporting significant incidents, tracking them, and submitting the associated administrative paperwork.

SCOPE OF ORDER

This order applies to all Bureau supervisors.

ORDER

When a member of the Bureau is involved in an incident requiring administrative documentation, including but not limited to:

1. Traffic collisions,
2. Employee injuries,
3. Use of force or allegations of force,
4. Watch Commander Service Comment Report (WCSCR),
5. Vehicle pursuit or foot pursuit,
6. Civil claims, or lawsuits
7. Property Damage

The supervisor shall make an email notification to Bureau Operations at OSSOPS@lasd.org--without delay and no later than 24 hours after the incident. The Bureau's Operations staff will provide an internal Risk Management Bureau-generated tracking number for the incident and a due date.

Supervisors reporting an incident shall provide all pertinent information and identify all involved/witness employees.

All administrative paperwork shall be submitted promptly to the Operations staff for review and approval before being forwarded to Detective Division. Any administrative paperwork submitted after the established deadline must include a reason for the delay in the narrative or on a separate memorandum.