

Attachment C - INSTRUCTIONS TO STATION AND BUREAU STAFF

Requests for access to the Regional Allocation of Police Services Program (RAPS) and training on usage should be coordinated through the Station's RAPS Coordinator.

- Classification Codes "A" through "V" apply only to positions that are shown on the SH-AD 575s for Contract City and Unincorporated Areas. All others, such as Watch Commanders, Field Sergeants, Detective Bureau, Watch Deputy and Desk Deputy would log on as "X."
- Ensure that station personnel assigned to contracted support positions, contracted special assignment positions (deputies, sergeants, and lieutenants), and dedicated county positions (town sheriffs, community relations, special assignment and investigators) log on when in service, as well as use the appropriate classification codes.

Station personnel assigned to contracted support positions need to use the appropriate patrol area(s) when logging off at the end of the shift. Additionally, contract support, contract special assignment, and dedicated county positions should create one observation ("OBS") with a brief description of duties conducted during the shift worked and indicating the appropriate Reporting District (RD) for that position.

- Review on a daily basis the DDWSs (Deputy Daily Worksheets) to:
 - Correct any erroneous use of R.D.s especially pertaining to briefing time and station details.
 - Utilizing the CAD system, run an "Exception Report" (EXCP_CAS_DATE_SHIFT) for R.D.s 19 __, RD __ 99s, and RD __ 00s to ascertain appropriate usage.
 - RD 19 __s are generally not utilized.
 - RD __ 99s are designated for courtesy reports for non-LASD jurisdictions (LARCIS) and are not used for MDC/CAD clearance. USED TO PULL AN URN ONLY.
 - RD __ 00s are designated for station ("non-city" or non-unincorporated area) functions and are used on rare occasions. (i.e., while currently assigned to a patrol station, and working your patrol assignment, you are subpoenaed to appear in court on-duty regarding a case which occurred while you were assigned to Custody Division.)
 - Ensure that field deputies properly allocated shift holdover overtime (late calls, late arrests, and report writing).
 - Utilizing the CAD system, run a "Station Query (SQ) 7 Report" to find incorrect patrol areas and RDs. From a clear CAD screen, type **SQDATE 7SHIFT (Example SQ 052015 7E)** and press the **SEND** key. Each unit's shift time should be allocate to their respective patrol area.

The watch sergeant is responsible for ensuring the SQ7 report for the previous shift is reviewed and document the review of the report as part of his or her shift duties. If any errors are found, the respective deputy should be notified immediately to ensure that the identified errors are corrected within the 7 day timeframe. Each station shall have a process in place to document the errors found and the corrective actions taken.

- Each month's RAPS_500A (Monthly Services Compliance) Report will be finalized and available by the 12th of the following month. Keep in mind that any change on the DDWS has to be made within 7 days after the date on which the DDWS is generated. Additionally, it takes RAPS additional time (1-5 days to download the changes in the system).

- The following are some important highlights of the RAPS_500A Report:
 - The program will automatically attribute service minutes to the RD that is entered when clearing a call for service or an observation.
 - If a Unit logs on using one of the following Classification Codes: “H” for “2 Patrol Deputies,” or “I” for “1 Patrol Deputy AND 1 Reserve Deputy,” or “J” for “1 Patrol Deputy AND 1 Security Officer,” the service minutes will be attributed respectively for each job classification.
 - Any RD that is not recognized as an LASD RD (19 __), i.e., those designated for other police jurisdictions, the service minutes will not be included in the Compliance Report. However, the minutes will be reported separately in the Monthly Exception Report for Non-LASD RD’s.

- If monthly service compliance falls below 98%, then the Station Captain shall meet with the City to discuss compliance and identify a plan for resolution. If the quarterly and/or year-to-date (September 30th, December 31st, March 31st, and June 30th) service compliance falls below 98%, then the respective Division Chief shall meet with the Station Captain and City to discuss compliance and identify a plan for resolution.

Documentation of meetings regarding service level compliance should be maintained by the station.