

Attachment F -GUIDELINES FOR TRACKING CONTRACT CITIES AND UNINCORPORATED AREAS' SERVICE MINUTES

TOPIC	CONTRACT CITIES/TRANSIT/COLLEGES	UNINCORPORATED AREAS
Calls assigned out of designated patrol area(s)	The minutes are attributed to the reporting district of the location of occurrence. (Example: if a county car is assigned to handle a call within a contract city's jurisdiction, the minutes are dedicated toward that city's reporting district, and conversely for a contract city's car handling a call within a county area.)	The same rule applies for contract cities, i.e., the minutes are attributed toward the reporting district of the location of occurrence.
Logging of Briefing & Vehicle Prep/Fueling Time	Contract city and unincorporated cars are to use a reporting district within their respective contract city's or unincorporated area's jurisdiction when clearing an observation for briefing/vehicle prep/fueling, so that the minutes are attributed as contract city or unincorporated minutes.	
Use of xx00 RD's	This RD is rarely utilized and should not be used unless necessary, for activities that are not attributed to city or county business. This also applies to the use of Patrol Area 00.	
Use of xx99 RD's	Use this RD used only for pulling URN's for courtesy reports for incidents which occurred in a non-LASD jurisdictions. xx99 RD's ARE NOT BE UTILIZED FOR MDC/CAD CLEARANCE	
Training Car & 2-Person Car	The service minutes of the 2nd deputy or patrol trainee may be included if the 2nd deputy is in the 3rd or higher phase of training and shall use Code "H" for "2 Patrol Deputies." (Refer to Field Operations Directive 05-008)	2-person unincorporated area car with an FTO and trainee shall use Code "H" for "2 Patrol Deputies regardless of which phase the trainee is currently in. (Refer to Field Operations Directive 05-008)

Training (Required & Department Mandated)	<ul style="list-style-type: none"> • Do not generate a log/DDWS when the deputies attend department mandated training (e.g., sexual harassment / cultural awareness) • Generate a log/DDWS when the deputies attend POST re-certification (e.g. CPR, CPT, PPC training). • Generate a log/DDWS when deputies attend traffic training and other specialized training that is related to the contracted personnel's city function (which are considered as city business), so these service minutes are included as contracted service. 	<ul style="list-style-type: none"> • Do not generate a log/DDWS when deputies attend department mandated training (e.g., sexual harassment / cultural awareness) • Generate a log/DDWS when the deputies attend POST re-certification (e.g., CPR, CPT, PPC training). • Generate a log/DDWS when deputies attend specialized training that is related to the deputy's specific job assignment such as COPS, community relations.
Mutual Aid Field Force Responses	<p>At the onset of deployment, all field units responding to any incident requiring an EOB activation, shall either have a call dispatched to them or create an observation indicating where they are responding to. Prior to deployment, field personnel shall clear the original call, utilizing a Reporting District within their respective contract city's or unincorporated area's jurisdiction and log off. Field units will log back on as an EOB unit (#7 followed by their call sign as indicated on response roster). Field units will use the alpha classification code "X". All response field units from upcoming shifts shall log on with the EOB call sign, utilizing the "X" alpha classification code.</p>	
Mutual Aid to another Sheriff's Station or Law Enforcement Agency	<p>When responding to incidents outside of the Station's jurisdiction, but within the Sheriff's Department's jurisdiction, the R.D. of the city/area where the incident is taking place should be used to clear the call. Example: A Whittier County unit responding to Pico Rivera's area to handle a call should use a Pico Rivera R. D. to clear the incident. When responding to incidents outside of the Sheriff's Department's jurisdiction, such as L.A.P.D, Whittier P.D., Buena Park, Downey etc.; the unit's briefing R.D. should be used to clear the call, with an explanation for the response in the narrative.</p>	

<p>End of shift overtime (late calls, late arrest, shift holdover)</p>	<p>These procedures apply to the end of the shift overtime resulting from late arrests, late calls, shift holdover (such as containment), and NOT to overtime resulting from filling in behind shift vacancy from call-ins for the following shift.</p> <p style="text-align: center;">MDC users:</p> <ul style="list-style-type: none"> • Modify log by typing “CHGL” on a blank screen. After the log has been downloaded, retrieve your original log. Place the amount of overtime in the OT #1 field if unit is logged on as one-person, or in both the OT #1 and OT #2 fields if unit is logged on as 2-person. • Enter the patrol area in which the overtime was generated in the OT PATROL AREA field. • Hit the “SEND” key. • Run a worksheet status “WS” and retrieve your unallocated minutes. • Log off as usual and place all of the unallocated minutes obtained from the WS (worksheet) in the appropriate patrol area or areas. • Do not change your shift end-time, as the RAPS system has been programmed to not include your overtime for purposes of computing service compliance level.
	<p>When station units are assisting a neighboring area which is not part of the station’s RD, utilize the RD assigned to the unit or closest to the outside area for MDC/CAD clearance. Make a detailed log in the narrative portion of the clearance to indicate the incident and exact location where the assistance was provided. The log will serve as documentation to clarify the unit’s service.</p>