

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 6

GENERAL REPORTING PROCEDURES

Revised 3/2011

- 6.0 PURPOSE**
- 6.1 REPORTS COVERED BY THIS ORDER**
- 6.2 TIME DESIGNATIONS**
- 6.3 BEAT DESIGNATIONS**
- 6.4 CALL SIGN DESIGNATIONS**
- 6.5 REPORTING DISTRICTS**
- 6.6 DESK LOG**

6.0 PURPOSE

The purpose of this order is to provide a procedure to allow for the recording of daily activities.

6.1 COMPUTER ADIDED DISPATCH/RECORDS MANAGEMENT SYSTEM (CAD/RMS)

All Self-initiated activity and calls for service are recorded in the CAD/RMS System and retained for future reference.

6.2 TIME DESIGNATIONS

All statements or designations of time will be expressed in military terms utilizing the 24 hour system.

6.3 BEAT DESIGNATION

For recording data, the City has been divided into 4 beats. These beats are:

- Beat 1- Lunada Bay area and the University section
- Beat 2- Malaga Cove area
- Beat 3- Montemalaga area
- Beat 4- Valmonte Area

6.4 CALL SIGN DESIGNATIONS

To avoid possible confusion when an incident occurs that requires the overlap of both shifts, call signs have been established to distinguish between Watch I and Watch II. Watch I will utilize the call designations of 7L11 and 7L12. Watch II will utilize the designations of 7L21 and 7L22. Officers assigned as 7L11 or 7L21 are responsible for beats 1 and 3, while officers assigned as 7L12 or 7L22 are responsible for beats 2 and 4. Each Sergeant or Corporal functioning as the Watch Commander of a shift has their own personal designation assigned to them.

6.5 REPORTING DISTRICTS

Each beat is divided into reporting districts. Officers will utilize both the beat and reporting district designations on all crime and traffic collision reports as required.

6.6 DESK LOG

The desk log is a public record which documents information which brings about a response for police service. This log will normally be maintained by the desk personnel. The desk log will include:

- A. All responses for service
- B. Hazards as reported by citizens or officers
- C. Names, addresses, and telephone numbers of citizens requesting police or fire assistance
- D. Extra patrol requests
- E. The DR number referenced to the corresponding report
- F. Officer assignments and their assigned equipment
- G. Any significant activity occurring on that shift

This information shall be retained in a manner which utilizes the Department's CAD/RMS for a period of time as required by law.