
MENDOCINO COUNTY SHERIFF'S OFFICE

THOMAS D. ALLMAN, Sheriff-Coroner

MEMORANDUM

DATE: 12-12-2018

TO: Area Commanders

FROM: Captain Gregory L. Van Patten #1184

SUBJECT: Modification to Report Writing Protocols ***UPDATED***

1. It has been the practice to complete in-custody reports, missing persons, mental health detainment reports and coroner's case reports before the end of the shift and to complete all other reports before going on RDOs. Effective immediately that has been modified to the following:

- A. **In-custody reports, missing person's reports and mental health detainment reports (except with supervisor approval for a justified reason) need to be approved prior to the end of the shift.**

In the absence of an on-duty sector specific supervisor, a Deputy will contact another sector supervisor that is on-duty and request the report be reviewed and approved. The requesting Deputy should make any request as soon as practical and not wait until the end of their shift so that overtime becomes a necessity.

If a direct supervisor knows of a pending in-custody, missing person, mental health detainment or coroner's case report (that needs review outside of the provisions of 1 B.), the supervisor shall distribute the workload among their on-duty Deputies to allow for the report to be written and subsequently reviewed by that specific supervisor during their shift absent the use of overtime. When that is not reasonably possible, this supervisor (going off-duty) shall notify another on-duty supervisor of the pending report that will need to be reviewed.

A supervisor shall have the discretion to allow a Deputy to delay the completion of an in-custody report, missing person's report and mental health detainment report under justifiable reasons (such as needing rest for improved work product). When this occurs, the delay will not be for more than 12 hours as a general rule. The supervisor approving the delayed will send an email to Patrol Records, the area's supervisor email account (central sup, north sup, coast sup) and the Field Services Division Commander. This email will reference the case number, the reason for the delay and when the Deputy will

be returning to complete the report.

B. Coroner Case reports do not necessary need completion/approval prior to the end of the shift.

In light of some new fiscal limitations and changes to report submission times please note the following deadlines for coroner's case report submission on cases we suspect will go to autopsy. Death reported:

Wednesday, Thursday, Friday, Saturday or Sunday report needs to be completed by **Monday at 0900 hours.**

Monday and Tuesday report needs to be completed by **Wednesday at 0900 hours.**

When possible, complete the report as soon as you can but when overtime usage becomes a factor then use the above guidelines. Please remember the timely submission/approval of coroner's case reports helps the Chief Deputy Coroner to close and process cases for families as quickly as possible as not all cases go to autopsy.

In **ALL CASES** please send a detailed email (but not a copy of your report), following the below format, [REDACTED]

[REDACTED]
before the end of your shift. This allows fielding of calls related to cases that have not yet been written. Including the following information in the email:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

C. All other reports are not required to be completed/approved prior to the end of the shift or prior to going on RDOs.

The expectation is that the employee will have these reports completed prior to the end of the employee's next scheduled shift whenever reasonably possible without the usage of overtime. When it is not possible to have the report completed by this guideline then the employee's supervisor shall be notified verbally or by email. The supervisor will decide whether the Deputy can further delay the completion of the report. Supervisors will audit the report writing system for uncompleted reports and manage the employees' workload to allow for these reports to be completed during their next scheduled shift.