

12.000 SHIFT LINEUP TO POLICE COMMUNICATIONS SECTION

Policy:

Officers will ensure lineups are accurate and complete prior to submission to Police Communications Section (PCS). The submitting officer will send the lineup in a timely manner. All districts/sections/units that have officers working in the field will submit a lineup.

Procedure:

- A. District/section/unit supervisors will save a copy of the next day or current lineup in the "Lineups to PCS" folder on the H: drive, utilizing the following format:
 - 1. District/section/unit, shift, date. Example, District One, Second Shift, 123107.
 - 2. Lineups will be saved to the H: drive no later than 30 minutes before the start of each shift and no earlier than 24 hours before the start of the next shift.
 - 3. Immediately telephone lineup changes to PCS at 263-8119.

- B. Police Communications Section will retrieve the lineup and have the information entered into the Computer Aided Dispatch System.
 - 1. Police Communications Section administrative staff will delete the previous day's files within three working days.