

Lancaster Station's Unit Orders

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• • LCS Unit Order 1

LANCASTER STATION

UNIT ORDER # 1

STATION ORDERS

PURPOSE:

Station Orders have been promulgated to provide Lancaster Station personnel with a clear understanding of the expected action and behavior deemed necessary for the proper operation of Lancaster Station. Any conflict that may arise between these Station Orders and Departmental orders, directives, procedures, etc... shall find its solution in adherence to Department demands.

For clarification purposes, the terms ***shall*** and ***will*** in these Station Orders are mandatory, while ***may*** is permissive.

ORDER:

The purpose of the Station Order will be stated unless obvious in the reading.

The Station Orders will be maintained by the Manuals and Orders Coordinator (sergeant). They shall be located in the Operations Office, Watch Commander's Office, Watch Sergeant's Office, Detective Bureau library and with the Manuals and Orders Coordinator.

Copies of all new or revised Station Orders will be issued as follows: Captain, all Lieutenants and Sergeants, Training and Scheduling Deputies, Supervising Station Clerk and all other personnel whose daily routine operation may be affected by any specific order. All original signed Station Orders, and computer files of such, shall be kept in the Operations Office.

When an employee is directed to draft a new or revised station order, it shall be done in Word format. Once completed, the computer file of the draft shall be given to the Manual and Orders Coordinator. The Manuals and Orders Coordinator will check the draft for grammatical errors and may make any necessary changes. If it is determined the order may conflict with another Department or Unit directive, the Manual and Orders Coordinator will discuss this with the author of the draft. They will confer as to what changes may need to be made or, if necessary, consult with the Unit Commander for additional direction.

Once the draft order is ready for review by the Unit Commander, the Manuals and Orders Coordinator shall put it on a Station Order letterhead, with a unique Order number assigned. Once approved and signed by the Unit Commander, the new order will be distributed as previously outlined.

All Lancaster Station personnel shall be familiar with the content of these Orders and will periodically review them for any updates.

• • **LCS Unit Order 2**

LANCASTER STATION

UNIT ORDER # 2

RIDE-ALONG POLICY

PURPOSE:

The purpose of this unit order is to establish the Lancaster Station procedures for the administration of the Department's Ride-Along Program.

Lancaster Station personnel will strictly adhere to the Departmental policy regarding the Ride-Along Program. This policy is outlined in the Policy and Procedures Manual, Section 5-09/250.00, *Ride-Along Program*. In addition to the Departmental policy, the following procedures are hereby established for Lancaster Station.

ORDER:

Ride-Along Participants

Ride along participants shall schedule rides in advance with the personnel assigned to Community Relations or, in rare instances, with the watch commander.

Any station personnel receiving a request from a citizen to be scheduled for a Ride-Along shall obtain the requesting party's name, address, telephone number, and driver's license number. This information will be forwarded to Community Relations who will run a warrant check prior to scheduling. After scheduling the ride, Community Relations personnel will notify the requesting party and post the information in the Ride-Along Book in the Community Relations Office.

Residents, businessmen, community leaders, and private citizens who live within our station's jurisdiction will have priority in ride-along requests.

Participants without prior scheduling will be allowed to ride only with the approval of the Watch Commander. Priority will always be given to persons with a scheduled appointment. If the Watch Commander approves the ride-along, they shall have the appropriate information entered in the Ride-Along Book.

Number of Ride-Along Observers

Ride-Along observers shall be limited to three per shift for Day and PM shifts, and two per shift for EM shift.

Restrictions

Both male and female observers are authorized. Female observers 18 years and over shall be permitted to ride on the same basis as males. Females under 18 years of age will ride with the Field Sergeant or be assigned to a two-person unit. The minimum age for observers shall be 16 years of age. Observers under the age of 18 years, including Explorers, will not be assigned to ride after 2300 hours. Observers shall be required to submit a Ride-Along Waiver (Sh-AD-173), signed by the observer if he or she is 18 years of age or older. Those under the age of 18 must have the waiver signed by a parent or guardian. The signature must be witnessed by a member of the Department. All signed waivers will be forwarded to community relations, where an electronic copy will be scanned and placed into the shared files. A hard copy shall remain in the community relations office file for a period of two years.

A deputy's close relative shall not ride with the related deputy where strong emotional ties could influence actions in a critical situation. Persons with whom a deputy has or has had a dating relationship shall not ride with that deputy. The shift Watch Commander shall be notified of all civilian Ride-Alongs, and the shift in-service shall reflect the Ride-Alongs name assigned to the host deputy.

Persons who participated in other Sheriff's Station Ride-Alongs and/or have been observers at this station in the past will not be allowed to ride again within the calendar year. Exceptions will be at the discretion of the Watch Commander.

Conduct of Observers

Observers shall be issued and wear the observer's badge. The observer will give his or her driver's license or other valid identification to the host deputy. The deputy will place the identification in the Watch Sergeant's Office and obtain the observer badge. If the character of the observer is questionable, a wants check should be run. The observer's identification will be returned upon surrender of the observer's badge.

Observers are never authorized to handle weapons, operate Sheriff's equipment, or converse with, or handle, prisoners except in the event of an extreme emergency. During booking, the observer will not enter the booking area. He or she will be escorted to the station kitchen or other suitable location within the station.

If, in the opinion of the host deputy, an observer's conduct is such that they present a danger to themselves or Departmental personnel, the observer's ride may be immediately terminated, and the observer returned to the station. The Watch Commander shall then be consulted and will determine if the observer's ride should continue or be terminated. In the event the ride must be terminated, the Watch Commander shall cause a memorandum to be submitted to the Unit Commander, explaining the circumstances.

All the above restrictions and rules of conduct shall apply to all members of the Department's Explorer Program. Explorers, however, will be permitted to assist deputies in the booking process. Female Explorers over the age of 18 years will be permitted to ride with one-man units on the Day and PM shifts after complying with the following conditions:

1. Completion of the Explorer Academy and in-service training programs.
2. Upon recommendation of the Post Captain and with the permission of the Post Advisor (deputy).

These rides shall be on a prior scheduled basis only.

• • LCS Unit Order 3

LANCASTER STATION

UNIT ORDER # 3

REPORTING FOR DUTY - BRIEFINGS

PURPOSE:

The purpose of this unit order is to clearly enumerate the responsibilities of patrol personnel beginning their tour of duty.

ORDER:

DEPUTY PERSONNEL

Deputy personnel shall report for duty at the time indicated on the in-service. They will be dressed, in uniform, and ready to begin their shift immediately. Deputy personnel shall complete their "Driver's Tour of Duty and Equipment Record" (SH-CR-159), and log on to the MDC system in their assigned vehicles, no later than fifteen minutes past the hour. All station personnel listed on the in-service sheet, who are scheduled for shifts at regular briefing times (0600, 0800, 1400, 1600, 2200 and 2400 hours), shall report to the briefing room (or other designated location) no later than fifteen (15) minutes past the hour.

SERGEANT PERSONNEL

The field sergeant (or the watch sergeant in the absence of the field sergeant) will announce briefing at 10 minutes past the hour. It will be incumbent upon the briefing sergeant to account for all assigned personnel and to complete briefing in a timely, efficient manner. Absent unusual circumstances (extended training memos, videotapes, etc.), briefings should not exceed fifteen minutes in length.

• • LCS Unit Order 4

LANCASTER STATION

UNIT ORDER # 4

SERGEANT MENTOR PROGRAM

PURPOSE:

The purpose of this unit order is to formalize and establish the Department's Mentor Sergeant Training Program as designated by Field Operations Support Services.

ORDER:

See attached Field Operations Training Program - Mentor Sergeant Manual. The Training Lieutenant shall be

responsible for ensuring the program is introduced to all new sergeants at Lancaster Station. Additionally, the Training Lieutenant will coordinate the selection process of all Mentor Sergeants.

New sergeants assigned to Lancaster Station shall also become familiar with the procedures outlined in Station Order # 5, Minimum Performance Standards for Sergeants.

• • **LCS Unit Order 5**

LANCASTER STATION

UNIT ORDER # 5

MINIMUM PERFORMANCE STANDARDS FOR SERGEANTS

PURPOSE:

The purpose of this unit order is to establish minimum performance standards for sergeants assigned to Lancaster Station. Generally, sergeants possess sufficient knowledge to fulfill many of the technical tasks required of patrol supervisors. However, the method of applying that knowledge often dictates the overall effectiveness of that sergeant when performing his/her supervisory tasks.

New sergeants shall be introduced to the Sergeant Mentor Program, as outlined in Station Order # 4, *Sergeant Mentor Program*.

ORDER:

Following are examples of routine functions performed by sergeants and the minimum standards of performance to be achieved.

Briefings

1. Review briefings in advance to avoid reading each briefing. This saves time which can otherwise be utilized for discussing problems, critiquing field incidents, training, etc...

2. Preparation for briefing should include checking with the off-going Patrol and Watch Sergeants, desk personnel and the Watch Commander for information that should be briefed, but has not yet been placed on the briefing board.
3. Announce briefing sufficiently in advance, so that deputies will be on time. Follow-up on personnel who are late or fail to attend; document as appropriate.
4. Begin briefing on time and advise the Watch Commander, Watch Sergeant and desk personnel if briefing time is expected to be extended.
5. Maintain order and discipline. Make sure deputies are attentive. Again, by knowing the briefing material, eye contact can be maintained with deputies during much of the briefing.
6. Most briefings are devoted to providing deputies with information concerning wanted persons, vehicles and police hazards. Observe whether deputies are recording the information. If not, address the problem individually or collectively and consider conducting spot checks of notebooks and/or quizzing deputies after briefing. Follow-up and document as appropriate.

Inspections

1. Conduct daily inspections of uniform appearance, equipment and grooming.
2. Conduct periodic inspections of duty and back-up weapons, ammunition, vests, jackets, helmets and patrol boxes.
3. Document infractions in the Deputy Performance Book and follow up to ensure that corrections are made. Advise the Watch Commander of noteworthy concerns.

Field Sergeant Responsibilities

1. Actively supervise field personnel to encourage maximum performance and efficiency.
2. Be prepared for immediate roll-out. Make sure your vehicle contains the necessary supplies and equipment and that are in good working order.
3. Know who and where your units are and what they are doing.
4. Discourage loitering in the station after briefing. Monitor the use of vehicles, keys, shotguns and stunbags.
5. Monitor the radio, Mobile Digital Computers (MDC) and note radio cars that are not acknowledging the radio. Monitor response times to calls for service. Assure that deputies are using the MDC to advise of their status in the field (10-8, 10-97, 10-98, etc...).

6. Respond to both priority and routine calls and observations to assist and observe. Note good performance and deficiencies. Do not allow units to congregate unnecessarily.
7. Follow-up on noted deficiencies in a timely manner and document when appropriate. Advise the training staff of training needs and advise the Watch Commander of problems and your actions or intended actions.
8. Assure that coordinated responses and sound tactics are employed during high-risk situations. Don't over-supervise, but take charge when necessary. Direct the handling unit to take charge when it appears required.
9. Condition yourself to recognize each opportunity to evaluate and train. Conduct critical incident debriefings as outlined in Station Order #6, *Critical Incident Field Debriefings*.
10. Check for deputies lingering at coffee spots, fire stations, the station, hospitals, etc.
11. Assist the Watch Sergeant by approving reports in the field.
12. Monitor field activity that could result in a need for overtime. Take action to hold overtime use to a minimum.
13. When in the station for administrative or collateral duties:
 - A. Advise the Watch Commander, Watch Sergeant and the desk of your estimated time in the station and at what extension you can be reached.
 - B. Conduct your inside duties near a radio monitor so that you can keep track of your field crews.
 - C. Be prepared to respond.

Keep the Watch Commander, the Watch Sergeant, desk and field crews apprised of noteworthy incidents.

Watch Sergeant Responsibilities

1. Arrest/Booking/Report Review
 - A. Ensure legality, compliance with policy, completeness and neatness. Identify and address exceptional and deficient performance and initiate appropriate recognition, documentation and follow-up. Do not approve substandard work.
 - B. Personally check arrestee whenever a question or concern arises.
 - C. Consider the appropriateness, as well as, the legality of arrests and utilize every opportunity to foster productive patrol and enforcement activity. Encourage good police work.
 - D. Approve the Probable Cause Declaration form if you have no reservations about the arrest. If you have any problem(s) with the arrest, either contact the Watch Commander before the deputy presents the arrest for review or accompany the deputy during the arrest review. If there is anything unusual about the

arrest and/or the report, advise your relief if the report has not been completed by the end of the shift.

- E. Supervise booking crews to assure their proper and prompt performance and their quick return to the field. Spot check paperwork, including the appropriate authorization to hold a misdemeanor suspect and other requirements.
- F. Review daily work logs, in conjunction with the Patrol Sergeant, not only for neatness, completeness and correctness but also as a means to gauge activity levels and patterns.
- G. Monitor overtime and pursue ways to reduce its usage and deal with abuses. Conditions which require the use of overtime shall be reported to the Watch Commander.
- H. Monitor the deferred report process to assure compliance.

2. Desk

- A. Keep the Watch Commander apprised of any concerns that affect the shift or the station operation, including noteworthy or unusual arrest, incidents and reports.
- B. Monitor the radio to remain aware of desk and field personnel.
- C. Observe the activities of desk personnel, especially during emergent or high risk incidents.
- D. Check on the desk's workload and calls for service placed on hold, to ensure efficient use of resources. Be familiar with the duties of desk personnel as outlined in Station Order # 7, *Desk Personnel Duties and Responsibilities*.
- E. Monitor radio non-acknowledgments by patrol units and other factors that have a negative impact on operations.
- F. Ensure that desk personnel are performing in an effective and professional manner. Report persistent or significant problems to the Watch Commander.
- G. Ensure that counter traffic is being dealt with quickly and courteously. Poor public relations lead to many unnecessary citizen complaints.

3. Station Security and Maintenance.

- A. Ensure that periodic outside checks are made at least twice each shift.
- B. During outside checks, inspect out-of-service radio cars for radios left on, security of shotguns left in radio cars, cleanliness of vehicle. Follow-up when appropriate.
- C. Be aware of the procedures outlined in Station Order # 8, *Potential Terrorist Threats*, should the station face the potential threat of attack.

4. General Demeanor

- A. When you must leave your office for other than brief periods, advise the Watch Commander and the Watch Deputy.
- B. When time permits, be pro-active and follow-up on areas you know that need attention.

Deputy Performance and Training Files

1. Make entries documenting positive performance, as well as, negative performance and have the deputy sign the entry. If the employee refuses to provide a signature acknowledging awareness of documentation, the supervisor shall another supervisor witness the refusal. Both supervisors shall sign the documentation.
2. Completed Performance log entries shall be given to operations where they will be electronically scanned into the shared file system. Performance log entries will remain in the file for a period of one year. Performance log entries, and training files should be used when preparing performance evaluations.

Training

1. Comply with the requirements of Sergeant-In-Service Training.
2. Use anticipated down time during briefings to discuss areas of concern or job-related problems.
3. Every sergeant is expected to train station personnel as part of his/her supervisory role.
4. As a supervisor, you should be concerned and involved. Do not wait to be assigned a task.

• **Unit Orders 6-10**

• • **LCS Unit Order 6**

LANCASTER STATION

UNIT ORDER # 6

CRITICAL INCIDENT FIELD DEBRIEFINGS

PURPOSE:

One of the most effective training/learning tools that we have at our disposal is the Field Debriefing following critical / tactical incidents. Our patrol personnel learn a great deal more through hands-on experience than through classroom discussion alone. Therefore, it is incumbent upon each field supervisor to maximize the impact of field learning situations by conducting timely, in-depth debriefings with all personnel involved in such incidents.

ORDER:

All Lancaster station patrol supervisors shall conduct Critical Incident Field debriefings as time permits. For purposes of this Order, a critical incident can be defined as any incident having significant training value which may involve, but not necessarily be limited to the following:

- Code 3 or emergency response
- Multiple unit response
- Coordination of two or more responding units
- Vehicular pursuit
- Foot pursuit
- Area containment
- Use of force
- Shots fired
- Establishment of a field command post
- Significant safety hazard to deputies / citizens.
- Crime scene preservation
- Evacuation etc...

Under ideal circumstances, debriefings shall be conducted immediately following the incident or as soon thereafter as conditions permit.

• • **LCS Unit Order 7**

LANCASTER STATION

UNIT ORDER # 7

PERSONAL VEHICLE STORAGE

PURPOSE:

The purpose of this unit order is to provide protocol regarding the parking and storage of personal vehicles at Lancaster Station.

ORDER:

At times, the station parking lot is being used by some as a storage lot for personal vehicles, boats, motor homes, and trailers. I understand that occasionally there may be a need to store a personal vehicle for a few days, but we cannot provide parking spaces for long-term storage of personal vehicles.

The station's fleet Law Enforcement Technician will be tasked with monitoring the lot for stored/abandoned vehicles. So, in those rare occasions when you need to store a personal vehicle in the lot for a few days, provide the fleet LET with a description of your vehicle and the number of days the vehicle will be in the lot.

The fleet LET will advise the operations sergeant of all unauthorized stored and abandoned vehicles. The operations sergeant will attempt to identify the owner of the stored/abandoned vehicle and order its removal. If the owner cannot be identified, or fails to remove the vehicle, with my approval, it will be towed from the lot. It will be the owner's responsibility to pay the cost for towing and storage.

• • **LCS Unit Order 8**

LANCASTER STATION

UNIT ORDER # 8

JAIL CAPACITY / EMERGENCY RELEASES

PURPOSE:

The purpose of this Unit Order is to provide protocol regarding jail capacity and the emergency release procedures for Lancaster Sheriff's Station.

ORDER:

Lancaster Station's jail is designated as a Type I custody facility and has a maximum capacity of 53 arrestees. This is the total number of prisoners which may be safely housed at any given time within the station jail, and is regulated by the California Code of Regulations, Title 15, Crime Prevention and Corrections.

Although rare and infrequent, there have been times during which the maximum number of arrestees have been housed within the jail. This presents both a danger to those within our custody, as well as our staff who are charged with their safety and security. As the number of arrested persons nears this threshold, personnel assigned to jail operations (i.e. Custody Assistants and Deputy personnel assigned to jail duties) as well as Department supervisors must take steps to ensure those eligible for early release are expeditiously processed.

Once the arrestee count reaches 45 persons, the on-duty jail staff will begin to triage and assess the arresting charges, holds and medical status of those incarcerated within the jail. A comprehensive list of those incarcerated shall be compiled, using the below enumerated priority list. The list and any applicable paperwork concerning the arrestee's identity and criminal history information will be provided to the watch sergeant for review before any releases are made. Outside agency arrests (i.e. California Highway Patrol, Parole, etc.) will be advised to transport their arrestees to another station / facility accordingly. The station jail staff **shall** assist with this transfer by contacting an appropriate facility.

Note: The on-duty watch commander will make the final decision as to which arrestees are released.

Priority Release Order

1. Prior to any releases, jail staff will contact adjacent Sheriff's Stations and Custody Division facilities to check the availability of transferring inmates for temporary housing pending court appearances (specifically those in need of continuing medical care or psychological supervision).
2. Arrested persons who are eligible for release on citation and who meet the criteria established in Manual of Policy and Procedures section 5-03/115.20, Misdemeanor Release – Exceptions, shall be released first. This includes those in violation of California Proposition 47 (these arrestees **shall** be provided a Community Resource and Transitional Services Guide prior to release). Persons eligible for release on bond **shall** be processed without delay.
3. Those arrestees incarcerated on an "open" or new charge shall be evaluated by the watch commander. Should this type of arrestee be considered for early release, the on-duty watch commander shall consult with a station detective who will be given the opportunity to interview the person prior to release. The arrested person shall be released in accordance with California Penal Code section 849(b), and the appropriate documentation be completed.

Note: Persons arrested for Domestic Violence sections of the law, or who are otherwise considered ineligible, shall not be released under any circumstances.

4. Watch commander's authorizing any emergency release are required to document such in the watch commander's log and make an email notification to the following personnel:
 - The unit commander
 - The station Operations staff
 - Supervising Jail lieutenant
 - Administrative Jailer

Nothing in this Unit Order is meant to supersede those Departmental policy sections listed below.

Sections Referenced:

5-03/027.00 ADDITIONAL CHARGES AND HOLDS RECORD (SH-CR-435)

5-03/030.00 STATION BOOKING PROCEDURES

5-03/030.03 BOOKING PRISONERS WITH MEDICAL PROBLEMS

5-03/050.05 PRINTS REQUIRED

5-03/050.10 PROCEDURES WHEN LIVESCAN SYSTEM IS DOWN

5-03/090.10 BAIL AND SURETY BONDS - AUTHORITY TO ACCEPT

5-03/090.15 CASH BAIL OFFERED BY ARRESTEE OR AGENT - PROVISIONS

5-03/090.20 CASH BAIL/FINE PAYMENTS

5-03/090.60 SURETY BOND PROCEDURES - STATIONS AND IRC/SBI

5-03/095.00 CERTIFICATE OF RELEASE (SH-AD-516)

5-03/105.00 IMPERATIVE RELEASE OF PRISONER

5-03/110.00 BAIL RELEASES - FELONY PRISONERS

5-03/110.05 MULTIPLE BAIL, MULTIPLE CHARGES, DEVIATIONS FROM SCHEDULE AND OWN
RECOGNIZANCE (OR) RELEASES

5-03/115.00 MISDEMEANOR PRISONERS-RELEASE POLICY

5-03/115.20 MISDEMEANOR RELEASE - EXCEPTIONS

5-03/115.25 STATION CITE-OUT RELEASE - PROCEDURE

5-03/117.00 MISDEMEANOR RELEASE PURSUANT TO 849(b)(2) PC

5-03/117.05 DRUNK ARRESTS OTHER THAN ALCOHOL

5-03/119.00 MISDEMEANOR RELEASE PURSUANT TO 849(b)(3) PC

5-03/125.00 STATION RELEASES

• • **LCS Unit Order 9**

LANCASTER STATION

UNIT ORDER #9

MISCELLANEOUS FEES CASH RECORD (SH-R-343)

PURPOSE:

The purpose of this unit order is to clarify and establish procedures for the handling of the Miscellaneous Fees Cash Record (SH-R-343), as outlined in Manual of Policy and Procedures Section 3-05/060.15, *Miscellaneous Fees Account Bank Deposits*.

ORDER:

1. This cash record is required by the Sheriff's Business Office and must be filled out completely and accurately. It must be filled out as follows:

Date: The date the form was completed.

Shift: EM, DAY, or PM

Payer and Reason: Person's full name and type of report (459, 594, T/C, etc).

Receipt number: The receipt number located in the upper right-hand corner of the form.

Amount: The amount for which receipt was issued.

Total: This should be a running amount of the total cash taken in between bank deposits, and not the amount indicated on the receipt.

Signature: The watch deputy shall sign here at the start of their shift to indicate the amount on hand used to make change for transactions. (\$25.00 is to always remain in the cash drawer and utilized as change). **The watch deputy is solely responsible for all funds received, and receipts utilized, during their shift without exceptions.**

2. The watch deputy **shall** count monies at the beginning and end of each shift in order to balance monies with receipts.
3. Per MPP 3-05/060.15: The station watch deputy at the public counter, and the range sergeant at each range facility, shall be responsible for the security of monies received over the counter. Such money and receipts shall be kept under lock and key during the shift.

Watch deputies and range sergeants shall be responsible for the continuing audit of cash on hand resulting from fee collections. The continuing record shall be maintained on the Miscellaneous Fees Cash Record (SH-R-343). At the start of a shift, the deputy shall enter the name of the shift (Day, PM or EM) and the date.

The deputy shall:

Verify the amount of money on hand with the watch deputy from the prior shift and if it is correct, place a full signature in the space provided.

Enter the total cash on hand at the end of the shift, even if no collections are made during the shift.

If fees are collected during the shift, the total cash on hand at the close of shift shall be entered and each transaction shall be identified (e.g. John Smith- Fingerprints) and the receipt number and the amount of fees shall be entered.

Should a bank deposit be made during the shift, the amount of the deposit shall be entered under the column for "Deposit" and so identified. The deputy shall sign each line on which they have recorded a cash transaction.

The (SH-R-343) record shall be maintained on each shift and be kept with the cash until the next working day on which the banks are open. When the bank deposit is made, the date and the amount of the deposit shall be entered on the line following the last cash transaction which was included in the deposit.

4. Only currently trained sworn deputies, community service assistants (CSA), community service officers (CSO) or Law enforcement Technicians (LET) **shall** fill out the receipts. **RECEIPTS ARE NEVER TO BE THROWN AWAY AND REFUNDS ARE NOT GIVEN.** In the event a refund is requested, it **shall** be handled as a **VOID**.

5. The employee issuing the receipt **shall** print his/her name, rank, and employee number in the lower, right

hand corner of the receipt.

6. All voided receipts shall be approved by the watch commander who **shall** write a brief explanation of the void in the lower left hand corner of the receipt. The watch commander **shall** also sign the voided receipt in the upper right hand corner. [Note: The voiding of the receipt **shall** be completed prior to separating the copies. The white and pink copies will then be detached and included with the next deposit to the watch commander's safe. Both the blue and yellow copies are to remain in the receipt book.
7. Additionally, when a receipt is voided, it **shall** be done by the watch deputy, and a memo shall be drafted by the watch deputy to the watch commander explaining the circumstances in detail.
8. The watch deputy **shall** deposit the miscellaneous fees at the bank when the amount of actual monies reaches \$500.00 dollars.
9. Any questions regarding the procedure **shall** be directed to the watch deputy.
10. Altered receipts shall not be accepted. They must be voided and a new receipt issued. See above procedures for voided receipts.
11. Watch commanders **shall** compare the total amount of money to be deposited with the total amount indicated on the receipts to ensure that all monies are accounted for. This is to be done prior to allowing the watch deputy to deposit any money.
12. If the amount of money reaches \$500.00 on any shift where the bank is closed, it is the responsibility of the watch deputy on that shift to complete the bank deposit via the point of sale system. All monies shall be held in the watch commander safe pending the deposit when the bank opens.
13. The watch deputy shall create a call (924 bank deposit) and dispatch a uniformed patrol deputy to transport the deposit to the bank.

• • **LCS Unit Order 10**

LANCASTER STATION

UNIT ORDER # 10

DESK PERSONNEL DUTIES AND RESPONSIBILITIES

PURPOSE:

The purpose of this unit order is to delineate the specific duties and responsibilities of personnel assigned to the dispatch center.

POLICY:

Watch deputy

It shall be the responsibility of the watch deputies to familiarize themselves with the duties of this position. The watch deputy is under the direct supervision of the watch sergeant. They are in charge of the overall desk operation. In addition, the watch deputy shall have several other specific duties. Duties of the watch deputy are as follows:

- The watch deputy shall supervise and coordinate the activities of the dispatch center, the complaint desk personnel, and station counter.
- The watch deputy is responsible for maintaining a professional atmosphere at the desk. No disruptive noise or derogatory remarks will be allowed.
- The watch deputy shall assist the watch sergeant with monitoring calls for service, monitoring response times to calls for service, and managing patrol resources.
- The watch deputy shall monitor alarm panels, cameras, panic/ambush alarms, and investigate any instances of activations appropriately, making sure the watch sergeant is notified.
- The watch deputy is responsible for keeping the watch sergeant, watch commander apprised of all emergent situations. They shall issue Code 20 information to the media as well as notify Sheriff's Information Bureau and Department Operation Center as needed.
- The watch deputy shall receive and manage E-SCARS assigned to field units per the Child Abuse and Neglect Reporting Act (Field Operations Directive 03-004) and follow procedures outlined in Unit Order #80. The watch deputy is also responsible to notify the watch commander of any unnecessary delay in

handling of SCARS.

- If there is telephone equipment malfunction at the desk, the watch deputy shall contact the appropriate repair personnel and notify the watch commander immediately. If the telephone system is not functioning and incoming calls need to be rerouted to Palmdale Station, the watch deputy shall contact Palmdale Station for approval and advise Sheriff's Communication Center.
- The watch deputy shall ensure desk personnel give priority to incoming 9-1-1 calls.
- The watch deputy shall monitor the handling of counter traffic by counter personnel, keeping in mind the Department's policy of *Service Oriented Policing*.
- The watch deputy is responsible for the security of monies received over the counter for deposit (i.e. tow fees, report sales, etc.). These monies shall be kept in a locked cash box and will be accounted for at the beginning and the end of each shift. Refer to Station Order #9, for additional information.
- The watch deputy shall assist dispatch personnel to ensure operational efficiency by monitoring emergent and routine radio traffic as well as coordination with other agencies.
- The watch deputy shall ensure calls for service are advised of delay in a timely manner (IAD).
- The watch deputy shall check completed incidents for location and proper clearance reporting districts throughout shift (OKI).
- The watch deputy shall ensure procedures for responding to Calls for Service Involving Alleged Mentally Ill are followed (Field Operations Directive 16-003).
- The watch deputy shall assist the watch sergeant and the watch commander with retrieving voice prints for pursuits, use of force, or other significant incidents.
- The watch deputy shall assist field deputies with conducting cell phone pings, if the incident meets the necessary criteria.
- The watch deputy shall accept and enter letters of agency into the Computer Assisted Dispatch (CAD) system.
- The watch deputy shall log into the 3SI system and ensure it remains open throughout the shift, following the 3SI Electronic Satellite Pursuit GPS Tracking Procedures (Field Operations Directive 07-005).
- The early morning watch deputy shall review and verify the False Alarm Warning Notifications.

Dispatcher

The primary duty of the dispatcher is the assignment and supervision of radio car activity, via dispatching of calls and the monitoring of the radio traffic.

- The dispatcher should be familiar with the Lancaster Station geographic area and reporting districts, as well as the boundaries of adjacent police jurisdictions. This ensures accurate and effective assignment of patrol units to routine and emergent calls.
- The dispatcher should have a good working knowledge of the dispatch center's Computer Assisted Dispatch (CAD) System and should be aware of its capabilities and limitations.
- The primary role of the dispatcher is to direct calls to units and monitor the station's working radio frequencies. They should avoid handling incoming telephone calls unless absolutely necessary.
- The day shift dispatcher shall be familiar with the procedures for the school resource deputy patrol cars.

- The dispatcher shall keep the watch deputy apprised of emergency conditions.
- The dispatcher shall be Sheriff's Communications Center (SCC) trained.
- To allow continuity at the desk, full exposure to the commands, knowledge of deputies' voices and habits and for training purposes, the dispatch position shall be staffed by SCC qualified personnel.

Delayed Response Calls

The dispatcher is responsible for monitoring field units. This includes checking on delayed response to calls. The dispatcher shall either reassign the call if the field unit is busy. They shall also have the complaint desk personnel or watch deputy call the informant and advise of a delay. If there is a specific reason for the delay, the dispatcher will put the reason for the delay into the narrative of the call (i.e. numerous priority and emergent calls, containment, shooting, etc.). Additionally, if there is a specific tag number associated with the delay, place the tag number into the call (i.e. "IAD re: T/237--459 containment").

Any significant delays in responses described as over 60 minutes for routine call, over 20 minutes for a priority call, or over 10 minutes emergency call shall be reviewed and a detailed reason be placed in the "Incident Details" of the concerned call. The procedures for recording remarks on calls can be obtained from the MDCS guidebook.

Multiple Response Calls

If there is a follow-up call to a specific location, such as with loud music or a party, the dispatcher should enter the related tags into the current tag. At minimum, the dispatcher or call taker should enter the additional caller information into the current active call.

Complaint Desk Personnel

The primary duties of personnel assigned to this position are answering business and emergent incoming telephone calls, assisting the public at the front counter, and relieving the dispatcher.

- The complaint desk personnel are responsible for initial contact with the informant on the call for service. Once the call for service has been typed in, the complaint desk personnel shall monitor the call for service **until a deputy arrives at the call for service**.
- The complaint desk personnel shall make corrections or updates to the call for service as needed, as well as re-contacting the informant on the call for any reason including a delayed response time.
- The complaint desk personnel shall immediately transfer any caller requesting to speak to the watch commander or watch sergeant without delay or further inquire.
- The complaint desk personnel shall use the language line interpreter service as needed when communicating with informants who speak other languages.

Handling 9-1-1 Telephone Calls

The success of the 9-1-1 emergency telephone system is dependent on our response to emergency calls received by the system. Therefore, the following procedures apply:

Emergency calls directed to the station complaint desk shall take precedence over all other calls. **Any routine call in progress shall be placed on hold** until each new 9-1-1 or other emergency incoming call is answered to determine what the nature of emergency is.

When calls for emergency service or assistance are received by a unit other than the unit having jurisdiction, all necessary information shall be obtained and the information relayed to the concerned unit or agency immediately. Regarding calls received via the 9-1-1 System, desk personnel may transfer emergency calls to another jurisdiction, but must stay on the line until the transfer is complete.

Without exception, emergency calls received on the 9-1-1 line will be handled on a priority basis.

Should a non-emergency call be received on this line, the caller shall be informed 9-1-1 is to report emergencies only and will be given the station business number.

The **Complaint Desk Personnel** answering 9-1-1 lines shall:

- Do so without delay, the line should not ring more than twice before being answered. The call should be answered: "9-1-1, what is the emergency?"
- Keep priority and emergent callers on the telephone line until deputies arrive at the location and relay any pertinent information to the responding deputies.
- Immediately transfer calls reporting incidents of smoke/fire to Fire Dispatch. The address should be verified, but do not interrogate the caller. Stay on the line until you are sure the call goes through to Fire Dispatch personnel.
- Immediately transfer calls reporting injury accidents to Fire Dispatch, regardless of jurisdiction. Remain on the line and advise the Fire Dispatch Center it is an injury accident. Complaint Desk Personnel shall notify the proper police agency an injury accident has been reported, and rescue has been notified.
- When a 9-1-1 call has been transferred to the station, it shall not be transferred a second time. All necessary information shall be obtained and relayed to the concerned unit or agency immediately. If the call is in the jurisdiction of another Sheriff's Station, it shall be rerouted immediately to the appropriate station via the CAD System. The caller shall be advised the call has been forwarded to the appropriate station, and given the phone number to the station for future reference and follow-up.
- When a 9-1-1 line is answered and the call disconnected prior to determining its nature, a return call shall be made by desk personnel to determine if an emergency exists. If desk personnel are unable to contact the caller, a deputy shall be dispatched to the address if the desk personnel have reason to believe the original caller was requesting assistance.

Handling Routine Calls for Service

Maintain a professional and courteous demeanor when answering incoming calls, ensuring the greeting is in compliance with, *Handling Routine Incoming Calls* (Field Operations Directive 90-3). Keep in mind the public's image of our Department is often determined by routine inquiries for information and calls for service. Obtain sufficient information to assist field deputies responding to the call, obtaining at least:

- As much information as possible regarding the circumstances of the incident being reported.
- Correct street addresses.
- Correct locations where informant may be contacted.
- Names of informant and if they want to be contacted by responding deputy personnel. If the informant does not want to be contacted, ensure the radio code "911N" (Do not Contact Informant) is placed in the Radio Code section of the CAD screen. Informants shall not be forced to make contact with deputies, unless emergent circumstances dictate differently.

Ensure incoming calls for information are handled correctly and efficiently. If in doubt about specific procedures, refer the call to the watch deputy. If you are handling a routine call and a 9-1-1 call is received, advise the first caller they will be on hold temporarily until you can handle the emergency call. Return to the original call as soon as practical.

Ride-Alongs

Law Enforcement Technicians or Community Service's Assistants will be assigned to ride-a-longs with a field unit as part of their ongoing training in order to familiarize them with the geographical areas, locations of special problems and to increase their ability to visualize the locations, thus enhancing their capabilities to assist the patrol units.

Counter Personnel

The station counter may be the first and last contact a citizen has with law enforcement personnel. Therefore, it is incumbent for personnel assigned to this position to maintain the most professional demeanor, keeping in mind the Department's *Core Values* and *Service Oriented Policing* statements. The counter should be manned primarily by a uniformed deputy. They shall be in full Class A uniform, with protective vest and gun belt. In the absence of a deputy, a Law Enforcement Technician or Community Services Assistant may be used.

The duties of **Counter Personnel** include, but are not limited to, the following:

- The Counter Personnel will normally be responsible for writing counter reports. At the discretion of the Watch deputy, a call may be typed into the CAD System, for dispatch to a field unit.
 - Reports will be sold at the counter 24 hours a day, 7 days a week. The Watch deputy will insure reports are sold to the public after "normal business hours"
 - The person assigned to the counter will release vehicles which have been stored or impounded at the discretion of the Watch deputy.
 - All citizen's complaints, received by desk personnel, shall be referred to the watch commander, without exception.
 - Refer citizens to the proper police or public service agencies when requests are not within our jurisdiction.
 - Assist the watch deputy with the supervision of non-secure, detained juveniles. When appropriate, release them to the custody of their parent or guardian, while ensuring they have received a citation and any required paperwork is completed.
 - Monitor inmate workers when they are cleaning the lobby, lobby restrooms, and the front counter area.
-

• Unit Orders 11-15

• • LCS Unit Order 11

LANCASTER STATION

UNIT ORDER # 11

WATCH BRIEFINGS

PURPOSE:

The purpose of this unit order is to establish protocol and uniformity when preparing watch briefings dealing with Department policy and station specific procedures.

ORDER:

Watch Briefings dealing with Department policy and station specific procedure shall be prepared on the station briefing form. Types of information for which this form is to be used include new procedures, changes

in procedures or temporary departure from procedures affecting such things as overtime, evidence handling, report processing, vacations, scheduling, etc.

The briefings will be prepared under the unit commander's name, typed on the appropriate form and approved by the watch commander before distribution.

The date in the upper right hand corner of the page indicates the date the briefings will be removed. The briefing sergeant will remove expired material and return it to the operations sergeant for indexing.

Briefings dealing with specific crime problems, police hazards, etc. can be handwritten or typed on Form SH-AD-131. These memos shall be approved by the Watch Sergeant. They will be briefed for a period of one week unless specifically dated for a longer period of time. At the end of the time period, they will be removed by the briefing sergeant and disposed of.

Cryptic penned notes or material not approved for briefing, under one of the two above acceptable methods, shall not be briefed or retained in the briefing book. The initials of the unit commander, the person originating the briefing and the typist shall be placed in the lower left hand corner of the briefing.

• • **LCS Unit Order 12**

LANCASTER STATION

UNIT ORDER # 12

MEDIA AND PRESS RELATIONS

PURPOSE:

The purpose of this unit order is to establish procedures regarding the access of press and media representatives to the station and its personnel.

ORDER:

As media technology becomes more advanced, permitting quicker access to noteworthy incidents, the probability of patrol personnel coming in contact with press representatives increases. When Lancaster Station personnel are contacted by members of the media or press, with a request for information, every effort will be made to accommodate them, as permitted by Department policy, this Order and the law. If additional interpretation of Department policy regarding press relations is required, the Sheriff's Information Bureau (SIB) shall be contacted for assistance.

There are several sections of the Manual of Policy and Procedures (MPP) and Field Operations Directives which outline procedures for the release of information to, and handling contacts with the media. They supersede this unit order, and all station personnel shall be familiar with their content.

Release of Information to the Media and Public

Information related to events, involving Lancaster Station personnel or incidents being investigated/handled by them, shall be released to the media, upon request, in accordance with MPP Sections 3-01/080.15, *Press Relations* and 3-09/090.10, *Release of Information to the General Public and the Media* and Field Operations Directives 97-4, *Press Interviews* and 95-8, *Disclosure of Crime Information*.

Any questionable issues, as to the legality or policy of disseminating certain information, shall be resolved by contacting the watch commander, for guidance, prior to releasing such information.

Release of Information to the Media by Patrol and Detective Personnel

When patrol personnel are contacted by the media in the field and a request is made for an interview, or dissemination of information regarding an incident, the deputy shall receive prior approval from a field supervisor before conducting the interview. If duties permit, the field supervisor shall respond to the location prior to any information being released to the media.

In the case of detective bureau personnel, they shall receive prior authorization from their specific sergeant or

the detective bureau lieutenant prior to releasing any information.

Contacts by the Media in the Lancaster Station Lobby

Lancaster station personnel having business with media representatives (print, radio, television, etc) shall do so at the public counter. All members of the media shall be afforded the courtesy shown to all members of the public. They are to be provided access to the press boards and any other non-confidential information which they need to complete their inquiry, or to which they are legally entitled.

Station desk personnel are responsible for monitoring the activities of media representatives while at the counter. If desk personnel are unsure of the legality of a request or action by the media, they shall immediately notify the watch sergeant or watch commander.

Media representatives are not allowed to enter the interior of the station without prior approval of the watch commander. When so authorized, they are to be allowed access to areas only specified for their purpose, and accompanied by either the watch sergeant or watch commander.

Code 20 Information

All Code 20 information, disseminated by Lancaster station personnel, shall be in compliance with Department policy. The watch commander will approve all Code 20 reports prior to their release and make a notation in the watch commander's log.

Particular attention shall be given to those incidents which may be beneficial to Lancaster Station's image

The purpose of a Code 20 is to provide the public with information via the media. Due to publication deadlines, timeliness is very important. As soon as the basic facts of a noteworthy incident are available, a Code 20 report shall be made and SIB notified. A copy of the Code 20 report form accompanies this unit order.

Updates shall be disseminated to SIB as the situation develops. Immediately reporting minimal information is,

generally, more valuable than waiting for a more thorough, but delayed, report. An incident does not have to be concluded before a Code 20 is issued. The basic information of the incident, where it is located and who is involved will suffice for issuing a Code 20. This can be of great assistance to personnel working at the scene of the noteworthy incident, as it enables SIB to make notification of, and deal with, the media. Consequently, it relieves Lancaster station personnel of some of the responsibility in assisting the press. Personnel must ensure any information released to the media is accurate.

It is critical to remember that constant communication be maintained with SIB so conflicting, or inaccurate, information is not disseminated. This could cause great embarrassment to the Department or even impact a sensitive operation that is in progress. When in doubt, as to releasing information regarding an incident, it shall be resolved by contacting SIB for assistance.

Every effort shall be made to ensure that the media is notified, as soon as is practical, regarding items of news interest in Lancaster station's jurisdiction. When patrol personnel become aware of an event that may generate news interest, they shall notify a field supervisor and the station dispatcher as soon as possible. If duties permit, the field supervisor shall respond to the scene. Additionally, the dispatcher will ensure the watch sergeant, watch commander, and the station public information officer are given the details of the incident.

Personnel must be aware that even in instances of SIB responding to the scene, and assuming the handle of media relations at the scene of a noteworthy incident, the local press may not have knowledge. This is due to many of the smaller media and press outlets not subscribing to wire services. Therefore, it is incumbent upon the watch commander to ensure that the local press is notified by the watch sergeant or other designated personnel.

All personnel must be aware that a Code 20 and a Sheriff's Operational Log entry are not the same thing. A Code 20 deals with making notification to the media regarding a noteworthy event. An Operational Log entry has to do with contacting Department executives concerning a noteworthy incident. Field Operations Directive 86-11, *Notification and Reporting of Significant Incidents* accompanies this Order for additional reference.

An archive file board shall be maintained in the Watch Sergeant's office of all Code 20 reports. They shall be maintained on the board for no less than three months.

Press Boards

Lancaster Station shall have press boards kept at the Front Counter. The Supervising Sheriff Station Clerk shall be responsible for keeping the press boards up-to-date with reports that are permitted by Department policy and the law.

Community Relations Personnel

Community Relations personnel are a resource that may be particularly valuable with conveying human interest stories to the press. If available, consideration should be given to utilizing them, with the approval of the watch commander or directed patrol lieutenant.

• • LCS Unit Order 13

LANCASTER STATION

UNIT ORDER # 13

TRAFFIC COLLISION NOTIFICATIONS

PURPOSE:

The purpose of this unit order is to establish procedures for the proper notification of Lancaster Station and Departmental personnel concerning traffic collisions within the station's jurisdiction or those that involve station personnel and occur outside our reporting district.

ORDER:

The watch commander shall notify the following persons/units as soon as the situation is stable and the basic circumstances of the incident are known. Applicable phone numbers can be obtained from the station's internal phone roster, or the department's internet site. Notifications will be made in the following order:

Traffic Investigations Section

- Station traffic sergeant
 - Station traffic investigator (in the event the station traffic sergeant is unavailable)
-
1. All deputy involved collisions occurring in the station's area, or those which involve Lancaster station personnel regardless of the location.
 2. All collisions, occurring in the city of Lancaster which result in major injury or death.
 3. All pursuit-related collisions.

Personnel and Training Division - Traffic Services Detail

The Traffic Services Detail shall be notified as outlined in the Department Manual of Policy and Procedures Section 3-09/070.20, *Duties of the Watch Commander/Operations Lieutenant*.

Unit Commander

Immediate telephonic notification.

- All deputy-involved traffic collisions involving major injury or death.
- Any deputy-involved traffic collision that is noteworthy or involves major property damage.

Notification via facsimile machine, e-mail notification or watch commander's log

- Any other traffic collision where a memorandum to the North Patrol Division Chief is authored.

• • LCS Unit Order 14

LANCASTER STATION

UNIT ORDER # 14

ADDITIONAL CHARGES AGAINST PRISONERS

All charges against persons arrested and booked in the station jail shall be approved by the appropriate supervisor. This is to include booking charges, warrant charges, and charges after the fingerprint results have been obtained.

Misdemeanor bookings and misdemeanor "add charges" shall be approved by the watch sergeant. Felony bookings and felony "add charges" shall be reviewed by the watch sergeant and approved by the watch commander. This order applies to charges added by the station jailer after booking, including both new crimes committed while in custody, and warrant returns as a result of a fingerprint inquiry.

Any questions as to the identity of the arrested person, or the placing of additional charges on the arrested person shall be resolved by the watch sergeant or the watch commander. The approving watch commander or watch sergeant shall place their initials in the bottom right hand corner of the completed Additional Charges and Holds Records form (SH-CR435) to verify their approval of the additional charge.

For further information regarding mandated booking procedures, see MPP section **5-03/027.00**.

• • **LCS Unit Order 15**

LANCASTER STATION

UNIT ORDER # 15

STATIC SURVEILLANCE

PURPOSE:

Surveillance operations are an important tool for the prevention of crime, the apprehension of criminals and the maintenance of safe communities. This order has been developed to improve officer safety by promoting consistency, enhancing accountability and standardizing many aspects of "static surveillance" operations.

This order defines "static surveillance" operations and provides operational guidelines for personnel.

SCOPE:

This order applies to all personnel assigned to Lancaster station.

ORDER:

There are two basic types of surveillance, static (fixed post) and mobile. This order applies only to pre-planned static surveillance operations and does not impact short duration "site surveys," containments, general patrol activities nor spontaneous posting of personnel at fixed locations (i.e. the immediate placement of a unit at a fixed location in response to a crime broadcast).

Static Surveillance defined: A covert observation of person(s), places, vehicles and/or activities of suspected or known criminal offenders from a fixed location.

When a surveillance is necessary, the personnel involved shall complete an operations plan outlining the surveillance in its entirety. Once completed, the operations plan shall be approved by the unit commander or his designee.

The operations plan should include all appropriate information pertinent to a safe and successful operation. Examples of such information would include photographs (when available) of known suspects and undercover personnel (wearing the clothing they will be deployed in), and known hazards in and around the area to be surveilled. This material may be included in the form of attachments.

The on-duty watch commander, field sergeant, watch deputy, and all personnel participating in the surveillance operation shall be briefed as to the contents of the operations plan and shall be provided a copy of said plan. It is recommended all on-duty patrol personnel, including any field supervisors, be briefed regarding the type and duration of the operation being conducted.

A surveillance log shall be maintained. The log shall include all pertinent data related to the operation including start/end times of the surveillance, use of video and audio recordings, and all contacts by undercover personnel as well as detentions or arrests related to the operation.

The use of video and or audio recording devices is strongly encouraged during all surveillance operations.

A supervisor at the rank of sergeant or above, shall be present at all surveillance operations.

The operations plan and log shall be retained in the original case file under the file number assigned to the operation. When arrests are made, team members and detectives are encouraged to provide these documents to the District Attorney at the time of filing.

Unit Commander Responsibilities:

The unit commander is responsible for ensuring personnel under their command are advised of this order, receive such training necessary to properly implement this order and adhere to its contents. Furthermore, this order establishes minimum standards for static surveillance operations. The unit commanders may impose more stringent protocols when deemed necessary by individual circumstances.

• Unit Orders 16-20

• • LCS Unit Order 16

LANCASTER STATION

UNIT ORDER # 16

AUTOMATIC LOCKING SEATBELTS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the proper way of securing prisoners in the rear seat of a patrol vehicle.

ORDER:

This Unit Order shall apply to all sworn personnel assigned to Lancaster Station.

Anytime a deputy places a prisoner in the rear seat of a patrol vehicle they shall immediately seatbelt the prisoner utilizing the *Automatic Locking Retractor* (ALR). **This applies to Ford Crown Victoria's, Ford Expeditions, and Chevrolet Tahoe's only. Chevrolet Caprice Classics have a different seatbelt system.**

OBJECTIVE:

In recent years there has been an increase in prisoners breaking or dislodging side rear windows by turning in the seat to position him/herself in a position to kick the window. Prisoners often unbuckle themselves due to the slack the seatbelt offers them. Prisoners in recent past have also slipped their handcuffs to the front. These actions could lead to a suspect's escape and/or an assault to deputy personnel.

In an effort to prevent this from happening in the future, the use of the *Automatic Locking Retractor* (ALR) will securely keep the rear passenger's waist and shoulders firmly against the seat back.

This will have a secondary benefit of less forward motion in the event of a front end collision before the vehicle's sensitive (emergency) locking mode would normally engage. The rear passenger will not be able to lean forward in the seat, as they normally do, thus preventing the passenger's face from hitting the metal

screen partition in the event of an abrupt stop or collision.

OVERVIEW:

What are ALR/ELR seat belts? ELR, or emergency locking restraint retractors allow belt motion under normal driving conditions, and will stop belt motion during abrupt decelerations. ALR/ELR retractors include both an ELR and an ALR, or automatic locking restraint mode which locks the belt at all times. Seat belts in the ELR mode allow passengers to move freely and only lock on the event of an impact. Seat belts in the ALR mode remain locked at all times to facilitate the use of child safety seats, but will also be effective in securing prisoners firmly against the seat back.

How to use the automatic locking mode

- Buckle the combination lap and shoulder belt.
- Grasp the shoulder portion and pull downward until the entire belt is fully extracted.
- Allow the belt to retract. As the belt retracts, you will hear a clicking sound. This indicates the safety belt is now in the automatic locking mode.

When to use the automatic locking mode

- Anytime a deputy places a prisoner in the rear seat of a patrol vehicle they shall immediately seatbelt the prisoner utilizing the ALR. The Deputy must ensure the seatbelt is in ALR mode by grasping the shoulder portion of the seatbelt and making sure it does not release further.

How to disengage the automatic locking mode

- Disconnect the combination lap/shoulder belt and allow it to retract completely to disengage the automatic locking mode and activate the vehicle sensitive (emergency) locking mode.

• • LCS Unit Order 17

LANCASTER STATION

UNIT ORDER # 17

LARCIS, URN ACCOUNTABILITY & DEFERRED REPORTS

The Supervising Station Clerk (SSSC) is responsible for overseeing LARCIS data entry work for the station. The actual LARCIS entries for cases assigned to DPU, the School Deputy Program and Traffic, will be the responsibility of those sections. The responsibility for entering supplemental information, assigned investigator, property information, and case closure information will also rest with each section.

LARCIS entries are complex, time consuming, and must be completed in a timely manner. To meet the initial time hurdle all URN's must be accounted for within 10 days of issuance. Reports not entered in LARCIS within 10 days are automatically listed as errors in the system. Errors of this type skew crime statistics and degrade the entire system. Traditionally, duplicate URNS and deferred reports account for most of these errors. To keep this problem in check, the following procedures have been adopted.

ALL PERSONNEL

All reports must be completed and submitted during your shift, unless deferred. To minimize overtime costs, reports that can be deferred will be deferred. Since every situation cannot be anticipated, the watch commander will make a determination in unusual cases.

If a report must be deferred, follow the procedures listed under Unit Order #70, Deferred Reports. This includes traffic collision reports and school deputy reports. **NO EXCEPTIONS.**

All reports must be routed through the watch sergeant, whether approved by the field sergeant or a special unit sergeant. This includes all traffic collision reports and school deputy reports.

Traffic collision reports will continue to be approved by the traffic sergeant, and school deputy reports may be approved by the school deputy sergeant. But, again, all traffic collision reports and school deputy reports must be routed through the watch sergeant, so they can be accounted for on the URN Log located in the watch sergeant's office.

WATCH SERGEANT

Watch sergeants will check the URN log during their shift to ensure all reports for their shift from the prior day are accounted for. All file numbers should be accounted for within this 24-hour period. The log should show the report was received, deferred, or rejected. An exception may be file numbers pulled by other stations for courtesy reports.

When a report cannot be accounted for after 24-hours, the watch sergeant will initiate an inquiry to determine why the report has not been submitted or properly deferred.

Watch sergeants will check the rejected reports tray during their shift to see if the author of the report is available to complete the report.

Watch sergeants will check the deferred report board for overdue reports. A new due date will be determined, if needed, and recorded on the copy.

Watch sergeants will also assist the SSSC to determine why reports which appear on the missing data exception report (DER) have not been submitted. If a watch sergeant's investigation reveals a member failed to follow the procedures in this Unit Order and or Unit Order #70, the sergeant will take corrective action, and/or bring the situation to the attention of the member's watch commander or special unit lieutenant for corrective action. Watch sergeants will also ensure this Unit Order is re briefed as needed.

REJECTED REPORTS

The supervisor rejecting a report will advise the writer of the needed correction(s) if the writer is still on duty.

If the writer is no longer on duty, the writer's name and file number will be added on the rejected report list posted inside the watch sergeant's office. The supervisor rejecting the report will ensure the URN log reflects the date the report was rejected.

WATCH COMMANDERS

Watch commanders will assist the watch sergeant to ensure the procedures in this briefing are being followed.

SECRETARIES

Secretaries responsible for LARCIS data entry work will give such work a high priority. Reports with in-custody arrest data will be handled first.

Secretaries processing reports will keep the URN Log in the secretariat updated as the reports are processed.

SPECIAL UNIT SUPERVISORS (TRAFFIC, DPU, SCHOOL PROGRAM, ETC.)

Supervisors responsible for these units will monitor LARCIS entry work assigned to their units to ensure the work is being equitably assigned and is being completed in a timely manner.

SUPERVISING SECRETARY

The supervising secretary will be designated as the program manager and will liaison with records bureau and LARCIS administrators. The SSSC will also assist in scheduling formal LARCIS training, provide on-site training, and will maintain a level of proficiency with the LARCIS system to enable on-site trouble shooting. The SSSC or designee will also generate missing data exception reports on a weekly basis and coordinate with the watch sergeants as needed to account for reports listed on the exception report.

• • LCS Unit Order 18

LANCASTER STATION

UNIT ORDER # 18

FIELD RESPONSE TO SERIOUS FELONIES IN PROGRESS

Lancaster Station field units dispatched to serious felonies in progress, especially spousal assaults (273.5N), shall respond Code 3 to the scene.

When receiving a call of a possible serious felony in progress, desk personnel shall evaluate all available information in an effort to determine whether or not a Code 3 response is warranted. If the situation justifies dispatching a unit or units to a location Code 3, the closest unit (a two-person unit) to the call shall be given authorization to respond Code 3. Under no circumstance shall a one-person unit be the only unit sent Code 3 to a serious felony in progress.

Any doubt as to whether or not a Code 3 response is warranted shall be resolved in favor of the Code 3 response. If another unit in the field is closer to the involved location, that unit shall notify SCC of this fact and advise they are responding Code 3. The unit responding Code 3 with the longest ETA shall discontinue their Code 3 response unless approval is given by the Watch Commander, Watch Sergeant, Field Sergeant, or desk personnel. Based upon the totality of the circumstances, any appropriate number of field units may be authorized to respond Code 3.

Whether or not the handling unit is the first on scene, they are not relieved of the responsibility of handling the call upon their arrival. This order is intended to make it easier for field personnel to respond to serious felonies in progress, especially domestic violence situations, as quickly as it is safely possible to do so. A quick response to these calls can prevent or limit injury to the victims and increase the chance of apprehending the suspect(s).

As with any situation involving Code 3 responses, Department personnel shall adhere to the Manual of Policy and Procedures sections relating to emergency driving. All personnel involved in the decision making chain shall be responsible for their actions.

For further information refer to MPP sections 5-09/200.15, 5-09/200.20, 5-09/200.25, 5-09/200.30, and 5-09/210.15.

• • LCS Unit Order 19

LANCASTER STATION

UNIT ORDER # 19

HANDLING OF HOSTILE PRISONERS

All personnel transporting a hostile prisoner to Lancaster station for booking, shall notify a field supervisor of their location and expected estimated time of arrival to the station. Additionally, prior to arriving at the station, the patrol unit shall have desk personnel notify the watch sergeant.

Upon notification, if the field supervisor is unable to respond to the station, the watch sergeant or in the absence of the watch sergeant, the watch commander, shall meet the patrol unit at the back door with a video camera and monitor the booking process.

When a verbally or physically hostile prisoner is in one of our booking areas or jail cells and deputy personnel must enter the cell, the watch sergeant shall be notified prior to entry.

The watch sergeant shall, upon being notified, respond to the jail area and monitor the actions of the deputy personnel.

• **Unit Orders 21-25**

• • **LCS Unit Order 21**

LANCASTER STATION

UNIT ORDER # 21

APPROVAL TO LEAVE ASSIGNED PATROL AREA

PURPOSE:

The purpose of this order is to establish protocol for patrol personnel, who may need to leave their assigned patrol area or who make an arrest outside their assigned patrol area.

ORDER:

Patrol personnel are assigned a specific patrol area which includes the city of Lancaster, Quartz Hill-Antelope Acres, or Lake Los Angeles. Personnel are expected to patrol and respond to calls for service in their assigned area. Should personnel need to leave their assigned area, they shall first make a request to their field supervisor who shall evaluate the request, then approve or deny the request. This does not include emergencies or life threatening situations.

In situations where the area car is unavailable, the dispatcher may assign a patrol unit to provide coverage, or respond to calls for service, in that area, but must first obtain the concurrence of the watch deputy and the watch sergeant.

While it is not the intent to discourage the aggressive pursuit of law violators, good management of field resources dictate our focus be in our assigned patrol area. If a patrol unit must leave their assigned patrol area, they shall return to the area as soon as possible.

• • **LCS Unit Order 22**

LANCASTER STATION

UNIT ORDER # 22

FIELD UNIT RESPONSE TO CALLS FOR SERVICE

PURPOSE:

The purpose of this order is to delineate the specific duties and responsibilities of field personnel responding to calls for service.

When calls for service are received at the desk, they shall be received and dispatched in accordance to FOD 90-12.

ORDER:

FIELD PATROL UNIT RESPONSIBILITY:

Once a field unit receives a call for service via the desk or through the Sheriff's Communication Center dispatch, they shall respond to the call without delay. Exceptions to this are as follows:

- A higher priority call is dispatched to you
- You have the shortest ETA to an authorized Code-3 call for service
- A Sheriff's patrol unit has requested back-up and you are in close proximity
- Any 997, 998, or 999
- Any field unit observation activity (i.e., running license plates, traffic stops, and pedestrian stops) shall be curtailed, unless the suspicious activity is deemed to be criminal in nature and your direct intervention is necessary in order to preserve life or property.

These orders were established for the handling of service requests (call for service) when the immediate deployment of field units cannot be accomplished due to unforeseen field activity (i.e., containment, active vehicle/foot pursuit, numerous emergent / priority calls for service). These policies are still in effect and desk personnel shall adhere to them.

DELAYED RESPONSE CALLS

The Dispatcher is responsible for monitoring field units. The Dispatcher shall either reassign a call if the field unit is busy, or call the informant and advise of a delayed response. If there is a specific reason for the delay, the dispatcher will document a detailed explanation in the narrative of the call (i.e., units in court, burglary containment, heavy traffic, shift change, etc.). The acronym (IAD) will be utilized to document when an informant has been advised of a delayed response time. These comments will be placed in the "remark" field of the incident details either utilizing the Incident entry format, or the "CHG" function. The incident and unit

details will reflect the time and employee number of the dispatcher who added the comments.

Any significant delays (responses that take over 60 minutes) for routine police services, as well as any delay in assigning an emergency or priority call (emergency responses over 10 minutes and priority over 20 minutes), shall result in the watch sergeant being notified as soon as possible. As stated above, a detailed explanation shall be placed in the "Incident Details" of the concerned call. The watch commander will determine the need to hold units over, or assign units to calls which will likely require overtime. The procedures for recording remarks on calls can be obtained from the MDCS guidebook located on the bookshelf adjacent to the Watch Deputy's desk. Excerpts of (FOD 90-12 policies) as they relate to delayed responses are outlined below.

DELAYED RESPONSE POLICY (FOD 90-12)

The Delayed Response Policy (D.R.P.) requires involvement of desk personnel, dispatchers and watch commanders. All unit commanders are responsible for establishing emergent and routine response time limits deemed appropriate by the department:

A. Emergent Calls for Service: should a unit not be dispatched, or arrive at the scene of an emergent call within the specified time, the dispatcher shall look for an alternative response. The watch deputy/dispatcher shall advise the watch sergeant and watch commander if an alternative response is not available.

B. Routine (Non-Emergent) Calls for Service: when dealing with "**Routine Calls for Service**," if units have not been dispatched or are unable to arrive within the specified time, the informant shall be contacted and advised of the delay. The watch deputy/dispatcher shall consult with the watch sergeant in finding a reasonable resolution to the problem.

C. Priority Calls for Service: these calls have the same response time limits and delayed response reporting guidelines as routine calls for service. Priority calls for service shall be dispatched and handled prior to routine calls for service.

D. On all calls exceeding the DRP time limit, the comment "Informant Advised of Delay" (IAD) will be entered into the "remark" field of the Incident entry format. If desk personnel add this comment at a later time using the "CHG" function, a time event segment will be automatically added to the incident details (history of the call). Incident details will indicate the time and employee number of the person who entered in the comment.

E. When a call is sent to the dispatcher without an IAD comment and the dispatcher realizes the response will exceed the DRP, the dispatcher may choose to add the comment and explain the particular action taken on a call by adding comments to the "Assign" and "Hold" commands. These comments become a part of the Incident and Unit Details.

FIELD SERGEANT RESPONSIBILITY:

It shall be the responsibility of the assigned area field sergeant to monitor field unit activities to ensure adherence to this order.

• • **LCS Unit Order 23**

LANCASTER STATION

UNIT ORDER # 23

TELEPHONE PROCEDURES

Lancaster station personnel shall handle all telephone contacts in an efficient and professional manner. For many citizens, their only contact with law enforcement will be over the telephone. Establishing and maintaining good public relations and fostering a professional image is the responsibility of all department personnel. The manner in which a caller is handled will have a direct effect on how the individual perceives us and how we do our job.

Incoming Calls:

All incoming calls shall be answered promptly and professionally. Personnel shall be courteous in their demeanor at all times. Personnel shall properly identify themselves and the unit being called. Ideally, the following three phases will be used when answering the station telephone:

1. Lancaster Sheriff's Station
2. Your Rank and Name, (LET personnel shall refer to themselves as "Officer").
3. "May I help you?"

It is well understood under certain circumstances, personnel may not be in the position to parrot each word of the greeting in the exact order and terminology. The above referenced greeting is to be considered a guideline for phone-answering demeanor. The most important factor to remember is personnel interacting with the public over the phone shall always be professional and courteous. There is absolutely no excuse for being rude or abrupt when dealing with the public.

Emergency Calls:

Emergency calls shall take priority over all other calls. Although most emergency calls are routed via the 911 system, some emergency calls for service are still received via our regular business line. Routine calls shall be placed on hold until each new incoming call is answered to determine if the incoming calls are of an emergent nature. Emergency calls received over the regular business lines **SHALL NOT** be transferred.

If another agency has jurisdiction where the emergency is taking place, personnel shall obtain all necessary information and advise the caller the appropriate agency will be notified. Emergency calls received via the 911 system may be transferred to the appropriate agency by depressing the appropriate transfer button on the transfer console, or by manually transferring the call in the manner described in the "Public Safety Answering Point" user guide. When an emergency call is received via the 911 system which involves a traffic accident, personnel will notify the fire department. The fire department shall be advised if we are dispatching a unit to the scene. Any question regarding agency jurisdiction over an emergency call shall be resolved by dispatching a field unit to the scene.

Outgoing Calls:

County telephones shall be used for county business only. Absent an emergent situation and/or authorization from a supervisor holding the rank of sergeant or above. Personnel making outgoing business calls shall use the SETS or other tie lines whenever possible. Personnel shall plan all calls before placing them in order to avoid unnecessary phone expenses. Once the individual or unit has been contacted, personnel shall properly identify themselves and state the reason for the call.

- The station telephone bills are routinely audited. Any noted abuse of the County phone system may result in a requirement to reimburse the County for the expense incurred, as well as subject the caller to disciplinary action.

Toll and/or Long Distance Calls:

Normally, personnel holding the rank of captain or above are authorized to make any toll or long distance call they determine to be necessary. Personnel holding the rank of lieutenant are authorized to make calls anywhere within the State of California. Deputy and sergeant personnel are authorized to make calls anywhere within the contiguous counties of Orange, San Bernardino, Riverside, Ventura, and Kern. Other department members are authorized to make toll calls only to other sheriff's facilities and other government agencies within Los Angeles County.

• • **LCS Unit Order 24**

LANCASTER STATION

UNIT ORDER # 24

AUTHORIZED UNIFORMS

PURPOSE:

The purpose of this unit order is to provide protocol regarding the approved uniform of the day for sworn personnel at Lancaster Station.

POLICY:

All sworn personnel assigned to inside posts, or to contract city assignments shall wear the departmentally approved class "A" uniform, this includes all specialized units (ie; LAN-CAP, school deputies, robbery team

and burglary team). Personnel assigned to the jail, or to units assigned to the rural county areas may wear Class "B" uniforms for their tour of duty.

In all cases, the uniforms worn shall reflect positively on the wearer and the department. Uniforms will be clean and free from tears and/or excessive fading. Absent exigent circumstances, in the event two persons are assigned to a unit, both deputies shall wear the same class uniform.

In the event of inclement weather or other special circumstances, the Watch Commander may authorize all sworn personnel to wear Class "B" uniforms.

Deputy Personnel appearing for court shall wear either an authorized uniform or business attire. Keeping in mind officer safety, it is recommended all sworn personnel consider wearing their ballistic vest and gun belt, when appearing for court.

Personnel who choose to wear the optional Class "B" baseball style cap, may wear the green monogrammed style available at the Sheriff's Emporium or the black Lancaster Station baseball style cap. Hats shall not be worn during shift briefings.

As a tribute to honor deputies from Lancaster (AV) Station who have died in the line of duty, all sworn personnel are authorized and encouraged to wear a long sleeve Class "A" uniform, with a tie, on memorial anniversaries.

The following is a list of the memorial anniversaries:

November 12, 1920 Constable Herbert Glidden

February 26, 1978 Deputy Gregory Low

February 26, 1978 R/Deputy Charles Plumleigh

September 22, 1989 Deputy Rosemary May

May 11, 1992 Deputy Richard Hammack

August 2, 2003 Deputy Stephen Sorensen

March 23, 2006 Deputy Pierre Bain

October 5, 2016 Sergeant Steve Owen

Reserve Deputy Plumleigh died on February 28, 1978 from injuries sustained in a traffic collision on February 26, 1978. He will be honored on February 26, along with Deputy Low.

• • **LCS Unit Order 25**

LANCASTER STATION

UNIT ORDER # 25

COMPUTER USAGE AND ELECTRONIC MAIL (E-MAIL)

PURPOSE:

The purpose of this order is to outline the proper use of Department computers and to mandate that station personnel check their e-mail at least once a day.

ORDER:

With electronic mail now an integral part of our working environment, it has become necessary that all personnel assigned to Lancaster station log on to a department computer and check their e-mail. Department announcements, policies and directives from the captain are just a few of the items sent out via e-mail and most are required to be read by all personnel.

Per MPP 3-07/210.10

Employees are expected to use electronic communications and network systems with a high degree of professional and personal courtesy. Employees must ensure the tone and content of electronic communications are businesslike and exclude inflammatory remarks or inappropriate language. Although e-mail senders have no rights of privacy, employees should respect the privacy of e-mail delivered to them. Employees shall not forward or otherwise disclose the contents of electronic messages with the intent to embarrass or otherwise harm the sender. This does not prohibit the receiver of an e-mail from divulging the contents of electronic communications messages to an employee's supervisor or to Department management. Employees who receive an electronic communication intended for another person shall attempt to notify the sender as soon as possible of the error.

Employees who are authorized users of e-mail are responsible for reading their electronic mail in a timely manner, no less than once a day, or notifying their supervisor they are unable to read e-mail. To enhance security and ensure shared computers are available to all employees, users shall logoff their computer when away from their workstation and at the end of their work shift.

All computers connected to the Sheriff's Data Network must remain "on," at all times, in order to permit after-hours maintenance, updates, and security upgrades. Authorized persons who have workstations which are used one or two shifts per day should logoff at the end of the day and leave the machines running.

Users of portable devices that connect to the Sheriff's Data Network should refer to the standards found on the Intranet under Policy/Standards/Guides on the Data Systems Bureau's Intranet web page.

- **Unit Orders 26-30**

- • **LCS Unit Order 26**

LANCASTER STATION

UNIT ORDER # 26

QUARTZ HILL AND LAKE LOS ANGELES SUB-STATIONS

PURPOSE:

The purpose of this order is to require station personnel to create a log entry when utilizing the Quartz Hill and Lake Los Angeles sub-stations for period of time which exceeds fifteen minutes.

ORDER:

Patrol deputies and or community assistant officers who utilize the Quartz Hill or Lake Los Angeles sub-stations, shall create a log entry in their mobile digital computer if they utilize the facilities for a period of fifteen minutes or longer.

Accounting for all personnel and officer safety is of the highest concern. When a deputy or community Services Assistant is out of their car and away from the MDC, the possibilities of them not hearing their portable radio, or having an inoperable portable radio due to a discharged battery is common.

It is imperative the dispatcher, watch deputy, watch sergeant and watch commander have knowledge of the exact location of each unit assigned to the shift. By creating a log entry at these sub-stations, station personnel can more effectively monitor the units in the field.

• • **LCS Unit Order 27**

LANCASTER STATION

UNIT ORDER # 27

SELF ASSIGNMENT OF CALLS

PURPOSE:

The purpose of this order is to clarify self-assignment of calls by sworn personnel at Lancaster station. Limiting the self-assignment of calls to emergent situations will allow the station dispatcher to more readily manage the safe coverage of our service areas.

ORDER:

Lancaster station field units shall not assign themselves to existing incidents unless the call is *emergent* or warrants an immediate response of numerous field units.

Personnel have the duty to evaluate the need for additional units at an incident based upon existing factors including, but not limited to, the nature of the call, the availability of assisting personnel, and the need to provide area coverage. If circumstances exist, and the need for additional personnel is warranted, deputy personnel shall notify the dispatcher and request to be added to that call.

FIELD SERGEANT RESPONSIBILITY

It shall be the responsibility of the field sergeant to monitor field unit activities to ensure adherence to this order.

• • LCS Unit Order 28

LANCASTER STATION

UNIT ORDER # 28

DESK OPERATIONS

PURPOSE:

The purpose of this unit order is to outline prohibited items at the Lancaster Station desk, and to establish procedures for contacting the dispatcher telephonically.

ORDER:

Lancaster station is one of the busiest patrol stations in the County. Personnel assigned to the desk complaint position are required to answer numerous calls per shift. In order to provide the most efficient, professional service possible, the desk area needs to be free from distractions. Consequently, the use of electronic devices, such as cell phones, MP3 players, DVD players, mini-televisions, or laptop computers, for non-business purposes, are prohibited. If personnel assigned to the desk need to use their cell phone to make a personal call, they shall advise the watch deputy and exit the desk area. The non-emergent use of personal phones for calls will be done at the discretion of the watch deputy, and completed in a reasonable amount of time. Personnel utilizing a laptop computer to complete reports or memorandums, shall advise the watch deputy.

The dispatcher is one of the most critical positions at the station. It is absolutely essential the dispatcher remain aware of field situations as they develop. It is therefore essential the dispatcher spend minimal time on the telephone. Anyone who needs to speak with the dispatcher by telephone, shall do so through the watch deputy. Those personnel assigned to the dispatcher position shall refrain from unnecessary telephone calls.

• • **LCS Unit Order 29**

LANCASTER STATION

UNIT ORDER # 29

QUALITY ASSURANCE COLLATERAL

In order to keep uniformity and consistency throughout all three shifts, Lancaster Station has implemented an additional sergeant collateral duty. The chosen sergeant will be responsible for Quality Assurance for his respective shift. This collateral will address specific areas that have been known to be problematic. These will include, but not limited to the following areas:

- Review the URN log for their shift to ensure reports are being submitted or properly deferred.
- In addition to any other Telephone Audits being completed as required by Field Operations Directive 04-03, audit 10 incoming calls per week and complete Telephone Audit forms and submit them to their shift lieutenant.
- Receive all reports generated on their shift that are deficient or need URN corrections, and ensure the corrections are made.
- Review the Evidence Ledgers for entries made on their shift for accuracy and counter-signatures.

- • **LCS Unit Order 30**

LANCASTER STATION

UNIT ORDER # 30

RECEIPT OF PERSONAL MAIL

PURPOSE:

The purpose of this unit order is to establish protocol regarding the receipt of mail at Lancaster station.

ORDER:

All personnel assigned to Lancaster station shall make every attempt to have personal mail delivered to their home address or Post Office Box. The receipt of personal mail (newspapers, magazines, utility bills etc.) addressed to Lancaster station employees will be redirected to such addresses. Only confidential mail (DMV, County Business, and Court Business) will be delivered to an employee's mail box at the station.

Department policy prohibits posting, possessing, sending, soliciting or displaying in the workplace sexually suggestive, racist, "hate-site" related, or obscene letters, notes, invitations, cartoons, posters, facsimiles, electronic mail or web links.

Employees will be disciplined in accordance with this Policy for using any Departmental communication system or equipment to deliver, display, store, publish, circulate, or solicit material in violation of this Policy.

- **Unit Orders 31-35**

- • **LCS Unit Order 31**

LANCASTER STATION

UNIT ORDER # 31

COURT OVERTIME

PURPOSE:

The purpose of this unit order is to establish protocol regarding the reporting of court overtime.

ORDER:

Submission of court overtime slips must be completed in a timely manner. Submitting court appearance or on-call overtime slips which are excessively after the appearance date is unacceptable.

“On-Call” overtime slips must be submitted to the court liaison deputy before the on-call date on the subpoena. The overtime slip must be completed, except for the ending time, and signed. The court liaison deputy will enter the ending time on the overtime slip and submit it to operations. On-call overtime slips submitted to the court liaison after the court date will not be accepted.

“Must Appears” should be turned in to the court liaison deputy on the same day of the appearance on days you are working. If it is on a regular day off, the subpoena must be turned in on the first regular working day following the appearance.

Any need to deviate from these guidelines should be discussed with the court liaison deputy in advance.

• • **LCS Unit Order 32**

LANCASTER STATION

UNIT ORDER # 32

CALLS & CONTACTS INVOLVING LANCASTER CITY FACILITIES OR EMPLOYEES

PURPOSE:

The purpose of this unit order is to establish protocol regarding the handling of calls-for-service involving Lancaster city facilities or Lancaster city employees while performing their duties, and any law enforcement incidents involving contact with members of the City Council and city officials.

ORDER:

Whenever a call-for-service is received involving a Lancaster city facility (i.e., building, park, etc.) or an on-duty Lancaster city employee, the call will be brought to the attention of the watch deputy, field sergeant, and watch commander by the dispatcher. Duties permitting the field sergeant will respond and note the circumstances surrounding the call, and will report his/her findings to the on duty watch commander who will make any necessary notifications and/or draft any required memos.

Law enforcement contacts involving members of the Lancaster City Council or city officials shall be reported to the watch commander.

A brief synopsis regarding calls-for-service involving city facilities, members of the City Council or city officials will also be included in the watch commander's log.

• • **LCS Unit Order 33**

LANCASTER STATION

UNIT ORDER # 33

CLERGY COUNCIL

It is the policy of Lancaster Station to support and facilitate the activities of the Sheriff's Clergy Council, an interfaith and interdenominational body of local clergy and lay leaders organized with the concurrence of Sheriff Jim McDonald. As certified civilian volunteers, the members of the clergy council are an integral part of Lancaster Station's crime prevention/community relations team. Moreover, they are aware it is a privilege to be a civilian volunteer, and they serve at the discretion of the Sheriff.

Created to augment the services provided by the Sheriff's Department, the clergy council is expected to help improve service and increase the level of understanding between the Department and the community. The clergy council is in a unique position to provide the Department and the community with the following benefits:

- a unified and supportive fellowship among local clergy and peacemakers in volatile situations by virtue of their office and presence
- spiritual guidance during crisis situations, emotional support for the victims of violent crimes, visits to local families, and members for troubled youth
- an extra pair of hands to provide continuing care for residents when time constraints prevent deputies from working out a complete resolution

Clergy council members shall be afforded every courtesy and shall adhere to the requirements delineated in the Manual of Policy and Procedures, Civilian Volunteer Program Coordinator's Manual. Equally as important, station personnel shall take every opportunity to develop and explore meaningful partnerships with the clergy council.

Guidelines and Responsibilities

United in religious dedication and committed to improving the quality of life in Lancaster and the surrounding area in every capacity possible, the clergy council's overall responsibilities include assisting and supporting Lancaster Station and the following:

- providing on-call response to crisis situations (rapes, homicides, disturbances, *etc.*) *at the request of deputy personnel*
- maintaining open lines of communication between the community and the personnel of Lancaster

station.

Membership Requirements

Membership in the Lancaster station Sheriff's Clergy Council is predicated upon the following criteria:

- must be an adult (18 years of age or older)
- ordained or licensed minister/pastor and/or hold equivalent spiritual stature in his/her respective community
- it is strongly recommended but not required that the member successfully complete the Lancaster station's clergy / community academy or the clergy academy of a law enforcement agency recognized by the Los Angeles County Sheriff's Department
- completed background investigation
- approval of the unit commander

Meetings

The Lancaster Station's Sheriff's Clergy Council will meet bi-monthly.

Liaison

Functional oversight and liaison with the clergy council will be the responsibility of the crime prevention / community relations deputy and the station chaplain. All matters related to the clergy council shall be referred to him.

On-call Procedures

Capable of providing spiritual support during a crisis or defusing volatile situations, the members of the sheriff's clergy council are available to visit local families, and provide deputies with an extra set of hands

when time constraints prevent additional involvement. Sometimes the reporting party will need the services of the clergy much as, or more than, he needs a police report. In most situations, the station chaplains will initiate the use of the clergy council in crisis situations or at the request of the station supervisor who will initiate the use of clergy council members.

If those needs are immediate, it may be beneficial to contact an on-call member of the Clergy Council. At the request of deputy personnel and the discretion of the field sergeant, these individuals are available after-hours, and can be contacted through the Watch Deputy.

Call-outs

The following is a list of the circumstances where the on-call services of the Clergy Council may prove beneficial:

- crisis situations (rape, assaults, homicides, disturbance, etc.)
- crisis intervention (a death in the family, a family or civil disturbance, etc.)
- spiritual counseling (death, divorce, loneliness, anxiety, etc.)
- any clergy-related tasks that may help diffuse difficult situations

Considerations

Notwithstanding their availability, on-call clergy council members shall abide with the following:

- Clergy council members must follow directions given by the deputies at all times.
- Clergy council members cannot accompany a deputy into a private residence without verbal approval from the resident.
- Clergy council members should be prepared to respond to Lancaster station, local hospitals, or the private residence of the reporting party.
- Clergy council members shall not become involved in or interfere with any investigation by handling evidence, conducting discussions with the victim or suspect(s) regarding facts about the crime, or handling police equipment.

• • **LCS Unit Order 34**

LANCASTER STATION

UNIT ORDER #34

FALSE ALARM PROGRAM

PURPOSE:

The purpose of this order is to delineate Lancaster Station's enforcement of the City of Lancaster's burglary and robbery alarm ordinance, Title 5 business licenses and regulations, Chapter 5.38 Burglar Alarms.

ORDER:

Lancaster city special assignment liaison deputy will be responsible for the false alarm program, with the assistance of a civilian volunteer. The program shall track the incidence of false alarms, identify chronic alarm ordinance violators, and submit reports of repeat violators to the city of Lancaster. The objectives are to reduce the number of false alarms, educate the alarm subscriber and, where appropriate, access financial penalties on repeat offenders.

When patrol units respond to an alarm call in the city of Lancaster and determine that no evidence of a crime occurred, the handling unit **shall** issue a city of Lancaster false alarm warning notice, AKA FAWN, to the business/residence.

The triplicate notices are located in the briefing room. The hard copy is left at the business/residence. The white and yellow copies are to be turned into the watch sergeant at end of shift.

DATA COLLECTION AND VIOLATOR NOTIFICATION

All information pertaining to false burglary (700), robbery (701), and intrusion (701) alarms will be recorded from the returned "False Alarm Warning Notice" and station logs. A database will be used to record the alarm information. The alarm information will consist of the resident's address, the alarm owner's name and phone number, the date of the alarm, the arrival time, departure time, reporting officer, the type of alarm, and tag number of the call.

Any resident or business that receives a false alarm warning notice is required to submit in writing, to the station false alarm coordinator, within 10 days of receiving the notice, corrective action that they have taken, or intend to take, to alleviate any future false alarms.

PROSECUTION

An alarm system which generates three (3) or more false alarms in any twelve (12) month period is in violation of city of Lancaster ordinance section 5.38. After the 3rd false alarm is generated, a report of the location's alarm history, along with the white copies of the false alarm warning notices will be submitted to the city of Lancaster finance department for invoice and collection of service charges.

REPORTING

All of the above functions shall be recorded in the database. Additionally, a file shall be maintained of all correspondence sent and received.

A report shall be prepared at the conclusion of each month by the false alarm coordinator indicating the number of false alarm responses. The report will break down the numbers of 1st time offenders, 2nd time offenders, and those that have generated 3 or more false alarms, and how many violation notices were submitted to the city.

All reports and correspondence shall be retained for a period of one (1) year from the date of the first violation as described.

RESPONSIBILITIES

Desk/Complaint Personnel: Obtain pertinent information from alarm company and type in call:

- Complete address (unit#, suite#, space#)
- Resident/Business name
- Resident/Business telephone number
- Coverage (interior motion, perimeter, etc.)
- Determine if a responsible party is responding

Handling Unit:

- Respond to location and determine if crime occurred
- If no evidence of crime, then a false alarm warning notice (FAWN) shall be issued
- If anyone is contacted (resident, cleaning crew, etc.) at the location, that information shall be included on the FAWN
- Leave top (hard copy) at the location where it can be easily found i.e. stick to front door
- Enter the FAWN number in the clearance narrative of the call
- Turn in completed notices (white & yellow copies) to the Watch Sergeant

Watch Sergeant (all shifts):

- Collect and review the false alarm warning notices
- Initial the bottom right corner, next to notice number
- Give the reviewed notices to the watch deputy

Watch Deputy (Day/PM shift):

- Collect notices
- Place in designated location for early morning watch deputy

Watch Deputy (EM shift):

- After midnight, he/she will run an incident search of all 700 & 701 clearances and print them out
- Check off the calls that have corresponding false alarm warning notices (FAWN)
- Highlight the calls that do not have a false alarm warning notice
- Give completed list to the EM watch sergeant for review
- Place completed FAWN's in box in watch sergeant's office

Watch Sergeant (EM shift):

- Review print out received from watch deputy
- Check the incident details of the highlighted alarm calls without a FAWN
- Determine if unit responded and if a FAWN was issued
- Complete pre-printed half-sheet memo regarding the missing notice addressed to the handling unit
- Request a response from the handling unit with a reason a FAWN was not issued

False Alarm Coordinator:

- Liaison between the Department and the City of Lancaster
- Collect the completed FAWN's from the watch sergeant's office
- Assure the FAWN information is input in to the false alarm database
- Monitor the database for accuracy
- Print report of residences/businesses that exceed the allowed number of false alarms and give to the city of Lancaster finance department
- Visit problematic locations, as needed, to assess any ongoing alarm problems.

SPECIAL CIRCUMSTANCES

From time to time, conditions exist that generate false alarm calls that are not a fault of the alarm owner or the alarm company. Severe weather, power outages, construction, etc. In these cases a false alarm warning notice is still required, however, false alarm responses will not be charged against the alarm owner. When false alarms are generated by an unusual or special circumstances, the decision to charge or not to charge false alarm responses to specific locations will be at the discretion of the false alarm coordinator.

• • **LCS Unit Order 35**

LANCASTER STATION

UNIT ORDER # 35

RADIATION PAGERS

PURPOSE:

The purpose of this Unit Order is to establish protocol for personnel who will be trained and equipped with a radiation pager during normal patrol duties.

ORDER:

The Department will provide standardized training for patrol personnel in the use of the radiation pager. This training will consist of a DVD video on the use and functions of the radiation pager. Each station has been provided with a DVD video and shall make it available to their personnel. Department personnel shall not use, operate, or deploy the radiation pager without having first viewed the DVD video.

Department personnel shall not change the alarm setting on the radiation pager. The radiation pager is already set to the highest possible alarm setting to avoid unnecessary alarms. The radiation pager is very sensitive and will detect extremely low levels of radiation long before it is harmful to a deputy. Department personnel should avoid getting any closer to the radioactive source when the radiation pager reads "8" (radiation intensity of approximately 2 mR/Hr), even though a sustained reading of "8" is well below a harmful level.

Patrol Deputy's Responsibility

Each patrol unit shall deploy one radiation pager as their routine daily equipment. Only one deputy per patrol unit shall deploy the radiation pager. The radiation pager may be worn on the belt, carried in a pocket, or

deployed in the passenger compartment of the radio car.

If the alarm sounds on the radiation pager, the deputy shall do the following:

- Determine if the source of the radiation is static or mobile. If the radiation level on the pager continues at a sustained level, the source is likely to be static. If the radiation level rapidly decreases, the source is likely to be mobile (e.g., source of radiation is in a passing vehicle).

If the radiation pager reads a sustained “8”:

- Establish a containment. The size of the containment will be dependent on the sustained radiation level. The perimeter of the containment should be at the point where the sustained radiation level changes from “8” to “7”.
- DO NOT TOUCH the source. The deputy shall utilize time, distance, and shielding to protect themselves and others until specialized resources arrive.
- Contact Emergency Operations Bureau’s CBRN Hazmat Detail and follow their instructions. This detail will send specialized personnel to the scene to assist in locating and identifying the source as well as coordinating its collection for evidentiary purposes.

If the radiation pager reads a sustained number below “8”:

- Attempt to find the specific area where the source is emitting from.
- Determine if a threat exists or if there is an innocent reason for the radiation pager reading (e.g., a person who has received nuclear medical treatment within the past couple of weeks may cause the alarm to activate - see Attachment A for possible sources)

- If a deputy believes the source of the radiation is suspicious or illicit (i.e., terrorism), Emergency Operations Bureau's CBRN Hazmat Detail shall be notified.

- Contain the scene and DO NOT TOUCH the source. The deputy shall utilize time, distance, and shielding to protect themselves and others until specialized resources arrive.

If the radiation pager alarm sounds but the radiation level rapidly decreases

(unsustained), the source is likely to be mobile:

- Attempt to identify the source of the radiation (e.g., vehicle passed by)
- Determine if a threat exists or if there is an innocent reason for the radiation pager reading

If a deputy believes the source of the radiation is suspicious or illicit (i.e., terrorism)

- Each situation is unique and should be assessed based on the circumstances. Deputies shall consider officer safety, public safety and other risk factors in determining whether to stop, follow or conduct surveillance of the vehicle
- Obtain as much identifying information as possible (e.g., license plate number, vehicle description, unique markings or placards)
- Notify Emergency Operations Bureau's CBRN Hazmat Detail
- If a deputy is at the scene of a traffic collision or any incident where life safety is an issue and the alarm on the radiation pager activates, the deputy shall request the fire department and specify there is

radiation present and the circumstances.

Field Sergeant's Responsibility

The field sergeant shall ensure personnel who are deployed with radiation pagers are familiar with the contents of this directive.

- **Unit Orders 36-40**

- • **LCS Unit Order 36**

LANCASTER STATION

UNIT ORDER # 36

PROCEDURE FOR CONTACTING LANCASTER STATION DESK VIA MDT OR TELEPHONE

PURPOSE:

The purpose of this order is to establish protocol for field personal contacting the desk via telephone or MDC.

ORDER:

The dispatcher is responsible for evaluating calls for service, monitoring field situations and dispatching appropriate unit(s) to calls. The dispatcher is literally the lifeline to the field units. Because of the importance of the dispatcher concentrating on the field units and radio traffic, only authorized desk personnel, or the watch sergeant and watch commander should enter the desk area. If there is a need for field personnel to contact the dispatcher or watch deputy, it will be done via MDC or telephone.

• • **LCS Unit Order 39**

LANCASTER STATION

UNIT ORDER #39

X26 (Black) and X26P (Yellow) TASER

The following are procedures for Lancaster Station personnel regarding the use and deployment of the X26 Taser. These procedures will keep the maximum number of Tasers available for use, while at the same time allow for proper accountability. All Taser users shall comply with this order and Department Policy outlined in MPP 3-03/020.20, "Taser," MPP 509/175.00, "Electronic Immobilization Device (Taser) Procedures," & F.O.D. 90-9, "Less Lethal Weapons Systems".

1. Taser Assignment:

- Tasers are individually issued to personnel.
- The user will make an entry in the deputy's daily work sheet special equipment section. This entry will be made with the station identification number painted on the top of the Taser. Example: special equipment TX #9 for the X-26 and TP #9 for the X26P. An entry shall also be made on the driver's tour of duty equipment record (SH-CR-159).
- At the end of shift the Taser shall not be left in the radio car.
- Resident deputies and special assignment deputies who are assigned a Taser shall also make an entry on the deputy daily work sheet as outlined above. However, an entry on the driver's tour of duty equipment record need not be made. The Taser shall also be secured between shifts, and not left in the radio car.

2. Maintenance: If a Taser is found to be defective it shall be turned into the armory deputy, along with a memo describing the malfunction issues.

- The armory deputy shall send all defective Taser's and cartridge's to Taser international Inc. for repair or replacement.
- Drained X26 Taser batteries can be exchanged by contacting the Armory deputy. In the event the Armory deputy is not available, the watch commander can allow the exchange. Notification to the Armory deputy shall be made by the deputy who did the exchange by way of email.

3. Cartridges:

- Extra Taser cartridges are located in the Lancaster Station armory cabinet #8, labeled "response boxes." The keys to the armory Taser cartridge cabinet are located in the watch commander's office.
- When a cartridge is drawn from the armory, a memorandum shall be generated to the armory deputy with the number of cartridges taken, and the reason for which they were obtained.
- B/O cartridges shall be returned to the Armory deputy for replacement.
- Each X-26 Taser is supplied with a holster and two cartridges.

• • LCS Unit Order 40

LANCASTER STATION

UNIT ORDER # 40

PROCEDURE FOR CONTACTING AUTHORIZED TOW COMPANIES

PURPOSE:

The purpose of this unit order is to set forth procedures regarding the requesting of tow trucks by field patrol deputies.

SCOPE:

This directive applies to all personnel assigned to Lancaster Sheriff's Station.

ORDER:

The dispatcher is responsible for evaluating calls for service, monitoring field activities, and dispatching appropriate unit(s) to calls. Requests for tows will be made to the station desk via radio, MDC, or telephone. Vehicle tows will be logged appropriately by the watch deputy. Tow companies will be selected only by the watch deputy, and in compliance with department policy.

Under no circumstances shall personnel directly call for a tow company. All requests shall go through the station desk.

- **Unit Orders 41-45**

- • **LCS Unit Order 41**

LANCASTER STATION

UNIT ORDER # 41

PRISONER SECURITY AT MEDICAL FACILITIES

PURPOSE:

The purpose of this unit order is to establish protocol for prisoner security at medical facilities.

ORDER:

Deputies working single deputy units, shall maintain constant visual contact with any prisoner in their custody. Deputies shall also maintain proximity to the prisoner at all times to ensure safety of the medical staff, patients, and to prevent the prisoner's escape. When patients are brought in by ambulance they are, at times, forced

by hospital workload to remain in the sally port area of the emergency room. When this occurs, deputies shall position themselves in a position to maintain control of their prisoner. At no time will deputies divert their attention from the prisoner to complete paperwork or to make telephone calls, including calls for file numbers, booking numbers etc. When personal needs arise, a second unit will be summoned to take charge of the prisoner's security, until the primary deputy returns.

Deputies working two-deputy units shall adhere to the same policy as single deputy units with a few exceptions. If two or more deputies are present, at least one deputy shall maintain constant control of the prisoner while the others complete the necessary paperwork, provided public and officer safety and security is not compromised. If the second deputy must leave the emergency room sally port area, the remaining deputy shall stop what he/she is doing and take over security of the prisoner.

• • **LCS Unit Order 42**

LANCASTER STATION

UNIT ORDER # 42

ADMINISTRATIVE REPORTS SUBMISSION TIME LIMITS AND TRACKING REQUIREMENTS

To ensure incident and administrative reports are submitted in a timely manner and closely tracked, submission time limits have been established. The time limits are outlined on the attached chart.

It is important these reports be submitted in a timely manner since additional notifications, training issues, tactical concerns, and possible policy violations must be handled appropriately.

The reports/documents listed on the attached chart must be submitted to Operations within the noted time frames.

Additionally, tracking systems for each type of document/report must be maintained and shall minimally include;

Lancaster Station's Unit Orders

- Date of occurrence
- Date received in Operations
- Date approved by the Captain
- Date entered into PDE/PPI, or other required tracking system
- Date sent to North Patrol Division Headquarters.

Each tracking system will be reviewed by the operations lieutenant at the intervals indicated on the attached chart.

Report/Document	Submission Time Limit	Tracking System Maintained By	Tracking
Administrative Investigations	90 days	Operations Lieutenant	1st c
Citizen's Complaints - SCR's	20 days	Captains Secretary	15th
Civil Claim Investigations	15 days	Captains Secretary	1st c
Foot Pursuit Reviews	20 days	Risk Management Sergeant	15th
Occupational Injury/Illness Reports	2 days	Captains Secretary	
Performance Evaluations	20 days	Captains Secretary	1st c
Use of Force Package	20 days	Risk Management Sergeant	Eac
Use of Force Package W/C Review	1 week	Risk Management Sergeant	Eac
Vehicle Incidents - traffic collisions, vehicle damage	20 days	Captains Secretary	
Vehicle Pursuit Reviews	20 days	Risk Management Sergeant	1st

• • LCS Unit Order 43

LANCASTER STATION

UNIT ORDER # 43

WATCH COMMANDER'S LOG

It is the responsibility of the shift watch commander to complete and store a Watch Commander's Log for his/her shift. The logs are stored in a shared file folder on the station server. The folder can be located by going to \\1-lcs-03\sharefiles, Watch Commander Log.

In order to keep the logs organized, save your log in the current month's sub-folder, with a standard file name

beginning with the date (no spaces or hyphens) and the shift (EM,AM or PM), ie:120807PM. This will keep the logs in chronological order and make their retrieval easier.

Log entries shall include, but are not limited to, information regarding any of the events listed on the attached chart. Watch commanders are also still responsible for determining the need for telephonic notifications, Operations Logs entries, and/or a Chief's Memorandum.

Amber Alert

Any incident of significant liability

Arrest or Detention of an employee, member of another agency, city or county official

Bank Robbery

Barricaded Suspect

Citizen's Complaints & Commendations

City Facility (any law enforcement incident at a City facility, including all parks)

Containments and/or Area Searches

Critical Missing Person (adult or child)

Deputy Involved Shooting (hit, non-hit, animal)

Earthquake

Employee Vehicle Incidents (traffic collision and/or vehicle damage)

Escape (jail or in the field)

Executive Visits

Facility Inspection (by other county departments or government agencies)

Fatal Traffic Accident

Fire (significant loss, or any fire involving a school or government building)

Foot Pursuits

Hate Crime

High Loss Robbery or Burglary

Homicide

Injured Personnel

Jail Incidents (prisoner injured, prisoner death, erroneous release)

K-9 Deployment

Kidnapping

Law Enforcement Contact with a City or County Official

Major Mechanical Failures

Media Interview

Person Dead (unusual circumstances, or no attending physician known or available)

Plane Crash

Search & Rescue Team Activation

Special Weapons Team (request or response)

Station Evacuation

Tactical Response to another Unit or Station's Area

Use of Force (less significant, significant, or alleged)

Vehicle Pursuits

• • **LCS Unit Order 44**

LANCASTER STATION

UNIT ORDER # 44

PRINT DEPUTY REQUEST

PURPOSE:

The purpose of this unit order is to establish protocol regarding fingerprint request forms and their distribution.

ORDER:

It is the responsibility of the authoring deputy or CSA to complete a (Print Deputy Request) form for any case that requires fingerprinting. The completed form shall be given to the station secretary who will generate a teletype request. The original print request form shall be submitted with the original incident or supplemental report.

It shall be the watch sergeant's responsibility to check the face sheet of the incident report or the CHP 180 and confirm a print request was ordered and submitted.

• • **LCS Unit Order 45**

LANCASTER STATION

UNIT ORDER # 45

CONSENT SEARCHES OF FIXED LOCATIONS

PURPOSE:

The purpose of this order is to outline the specific duties and responsibilities of all personnel assigned to this station as it relates to obtaining an Entry/Search Wavier, and the actual search of the location.

The use of the Entry and Search Wavier is a great tool for field investigations and should not be used as a

substitute for a court issued search warrant when it is practical to obtain one. Often times, we use an Entry Search Wavier to conduct a warrantless search of a fixed location when seeking a search warrant is unrealistic and too time consuming based upon the circumstances. A Entry and Search Wavier should only be used when circumstances exist that would make an expedited search more practical for Department personnel as well as those being subjected to the search. Absent the above circumstances, a warrant issued by the court is preferred.

This order will encompass all Lancaster Station personnel; detectives, specialized units and field patrol personnel.

ORDER:

DEPUTY PERSONNEL RESPONSIBILITY:

Once the decision is made to seek consent for a warrantless search of a fixed location, a field supervisor shall be requested. He or she will video tape the explanation given to the occupant(s), the verbal consent, and signature on the wavier form(s) by each person giving consent. If a wavier is being obtained from more than one person, separate waiver forms will be used for each person.

As a reminder, all announcements and entries into fixed locations shall be video or audio taped prior to the actual entry of the location. Once the location is secure, a videotape of the location shall be made prior to the actual search and after the search is completed.

When seeking an entry search wavier, it is important to remember that case law dictates that if the location has co-occupants and an occupant who is present objects, you cannot conduct the search without a warrant. Reference: Georgia v. Randolph

Reference: FOD 00-09, MPP 5-09/465.30

• Unit Orders 46-50

• • **LCS Unit Order 46**

LANCASTER STATION

UNIT ORDER # 46

TRAINING ANNOUNCEMENTS & ATTENDANCE

PURPOSE:

The purpose of this unit order is to establish protocol regarding training notification and attendance. In addition, this unit order will also reinforce each employee's personal responsibility to read their Department e-mail each shift and attend their assigned training.

ORDER:

Effective immediately, training announcements will be distributed in the following manner:

Electronic Mail (E-mail) - Each employee will receive a notice in their Department Outlook e-mail, which will require them to click on "Accept" and send an "immediate response," indicating they were notified and will attend training. If you must "Decline"

to attend training, it will require a detailed reason i.e. vacation, other training scheduled, etc.

NOTE: "Employees who are authorized users of e-mail are responsible for reading their electronic mail in a timely manner, no less than once per workday, or notifying their supervisor they are unable to read e-mail." (MPP 3-07/210.10)

If you are unable to access your email account due to a system computer error, it is your responsibility to contact the system administrator to fix the problem.

Calendars - Employee calendars will also, in most cases, show the dates you are scheduled for training. There will be instances when training is scheduled late or changed, which requires you to check your e-mail notifications daily.

Attendance - Each employee is responsible for attending their assigned training, on time, in the proper attire, and at the assigned location.

• • **LCS Unit Order 47**

LANCASTER STATION

UNIT ORDER # 47

PRISONER CELL EXTRACTION

PURPOSE:

The purpose of this order is to institute standardized procedures for dealing with incidents involving a recalcitrant arrestee/inmate refusing to exit his or her cell, and where a jail cell extraction may be necessary. The objectives of a cell extraction are to restore order and maintain the security of the facility, doing so with minimal risk to individuals involved.

ORDER:

Cell extractions are accomplished through directed force in situations where it becomes necessary to forcibly remove a station inmate from a cell after they have refused to do so voluntarily.

When encountering a recalcitrant arrestee/inmate who refuses to exit a cell, the watch commander and watch sergeant shall immediately be notified. They shall respond to the jail and attempt to gain compliance with the arrestee. The watch commander shall designate someone to begin videotaping the recalcitrant arrestee,

including all attempts to gain his/her compliance. The arrestee shall be afforded every opportunity to comply and voluntarily exit the jail cell. If the recalcitrant arrestee refuses to willfully comply, the watch commander shall notify the Unit Commander for authorization. Mandated notification to the Unit Commander prior to initiating a cell extraction is waived in emergent instances involving imminent threat of injury, or death, to either the recalcitrant inmate or others in the area.

Cell extractions should be conducted only as the last resort, when all other efforts have failed and been fully documented. The need to forcibly remove an inmate from a cell must be carefully weighed against the dangers posed to both personnel and the inmate, and must be performed within the guidelines of applicable Department use of force policies.

Cell Extraction

A cell extraction should only be considered after:

- Repeated negotiations to gain the arrestee's cooperation have failed. All such attempts at negotiation should be documented on video tape.
- The use of chemical agents are determined to be impractical or have failed to gain the cooperation of the arrestee.

If force greater than chemical agents are required to compel an inmate to leave a cell, the incident shall be classified as a cell extraction. There are two categories of a cell extraction:

Emergency Extractions

The watch commander may authorize personnel to conduct an immediate extraction when the behavior of the arrestee constitutes an immediate and serious threat to their safety or the safety of others. Examples could include assaults on other inmates in the same cell or suicide attempts.

Nothing in this policy precludes personnel from entering any confined area to effect the rescue of an arrestee in the event of exigent or life-threatening circumstances. However, personnel must be able to clearly articulate these exigent or life-threatening circumstances and must ensure that sound tactics and officer safety techniques are utilized. The Watch Commander, upon completion of an Emergency Extraction, shall immediately report the incident to the Unit Commander.

Calculated Extractions

Calculated extractions occur in situations where an arrestee is in an area that can be isolated or controlled, does not involve an immediate threat to others or compromise station security. Calculated extractions may only be authorized by the Unit Commander or his/her designee.

The watch commander shall be notified of all situations where a calculated extraction might be necessary. The watch commander will immediately respond to the jail and make a determination if a cell extraction is warranted. After all efforts at soliciting voluntary compliance by the arrestee have been exhausted and fully documented, the watch commander will contact the Unit Commander and brief him or her regarding the situation. Only with the Unit Commander's approval shall a calculated cell extraction be initiated.

Most cell extraction incidents are categorized as "Calculated." All cell extractions are considered "directed force." Supervisors shall constantly evaluate the situation and may determine, at any point, that the situation can be resolved without the use of an extraction team and terminate the process.

Considerations

Prior to considering a cell extraction and/or movement of a recalcitrant arrestee, the following should be considered:

- Is the arrestee's behavior so egregious that a cell extraction and/or movement of the arrestee is necessary? Verbally abusive, loud or disruptive inmates do not always need to be moved based solely on their behavior.
- Is the arrestee's sobriety an issue and should additional time be allowed to allow them to sober up?

Often, intoxicated individuals can become much more reasonable after they have been allowed to sober for a period of time.

- Can the arrestee remain in the cell without disrupting the operation of the jail or compromising security? Unless jail population, court orders or other factors necessitate a quick resolution to the problem, time is often a luxury supervisors have in addressing the situation.

Station Jailer's Responsibility

- When the station jailer, arresting deputy, or other employee determines that a recalcitrant arrestee must be moved within the station jail, the watch commander and watch sergeant shall be notified prior to any attempt to move the arrestee.

Watch Sergeant's Responsibility

- Once the watch sergeant is notified that a recalcitrant arrestee must be moved, the watch sergeant shall respond to the jail and assess the situation.
- The watch sergeant shall try to gain compliance from the arrestee.
- If the watch sergeant is unable to gain compliance from the arrestee, the watch sergeant shall notify the watch commander, who will respond to the jail and assess the situation.
- The watch sergeant is responsible for initiating a **Recalcitrant Inmate Log** documenting all attempts at gaining compliance from the arrestee. The log will list the date/time of any further contacts with the arrestee, as well as a narrative of actions taken, the names of employees present and whether the contact was videotaped or not. This log shall be typed and submitted with the Use-of-Force Package, if applicable (See attached copy).
- If a cell extraction is approved, the watch sergeant shall:

- Help formulate a tactical plan
- Ensure the arrestee's refusal to exit his cell and the entire cell extraction are videotaped
- Prepare a Use-of-Force Package
- If the watch commander is not available, the watch sergeant will assume the responsibilities of the watch commander.

Watch Commander Responsibility

- Upon being notified that a recalcitrant inmate needs to be moved within the station jail, the watch commander shall immediately respond and assess the situation.
- All attempts at soliciting the cooperation of the inmate shall be videotaped and logged in the **Recalcitrant Inmate Log**.
- The watch commander shall assess the nature of the extraction.
- If it is determined that circumstances justify an emergency extraction, the watch commander shall develop a tactical plan and execute the extraction. The Unit Commander shall be immediately notified once the extraction is completed.
- If circumstances do not justify an emergency extraction, the watch commander shall notify the Unit Commander or, in his/her absence, his/her designee. This notification shall be documented in the watch commander's Log.
- The watch commander shall review and approve the extraction and tactics plan and monitor the operation until it is concluded. Prior to completing the extraction, the watch commander should consider conferring with Custody Division, North County Correctional Facility watch commander, regarding the availability of a cell extraction team.

- The watch commander will ensure that a complete investigation of any use of force is conducted, per policy. The watch commander will personally review and approve the Use of Force Package.
- The watch commander shall ensure that proper reporting procedures are followed with regards to any use of force.

Force Options

Supervisors should carefully weigh the various force options available to them as they develop their tactical plan. All Force policies will be in effect when action is taken, and should be considered when developing a plan (Refer to MP&P 5-09/430.00, "Use of Force Reporting and Review Procedures"). The following considerations are especially important:

- Make sure to match force options with the inmate's behavior. Per Department policy, force choices vary based on whether the inmate is being resistive or assaultive
- Safe and/or effective distance requirements for less-lethal tools such as the ARWEN and Stun Bag Shotgun may be difficult to attain in the jail and should be considered
- Inmate positioning should be considered when choosing a force option to deploy. For instance, inmates positioned on the top tier of a bunk could fall if struck by an impact weapon or Taser. Inmates concealing themselves behind mattresses or blankets may be unaffected by Taser deployment or OC spray
- Personnel tasked with deploying less-lethal force options should be trained in their use and, when applicable, current in certification for that specific tool

Tactical Considerations

- Emergency Medical personnel should be summoned and staged at the station prior to any cell extraction

so they can provide quick medical aid to injured personnel and/or inmates

- If the inmate appears to be mentally impaired, a request for a Mental Evaluation Team response should be considered. These personnel are trained in dealing with mentally impaired individuals and may help to foster a resolution to the situation without the use of force

Communications

Because dealing with recalcitrant inmates may involve repeated contacts over an extended period of time, it is imperative that watch sergeants and watch commanders ensure that oncoming supervisors are fully briefed on issues surrounding recalcitrant inmates housed in the station jail.

- The watch commander shall ensure that any videotaped contacts with the arrestee are forwarded to the oncoming watch commander and that the oncoming supervisor is fully briefed on previous efforts to remedy the situation
- The watch sergeant shall ensure that the Recalcitrant Inmate Log is passed on to the oncoming watch sergeant and that the supervisor is fully briefed on previous efforts to remedy the situation

• • LCS Unit Order 49

LANCASTER STATION

UNIT ORDER # 49

STATION PARKING LOT

Due to the number of units being fielded at Lancaster station, it has become necessary to designate areas in the station parking lot where all personal vehicles, patrol vehicles and CSO vehicles must be parked. This includes all TOP, LANCAP, GET, OSS, School deputies, burglary team deputies and detectives.

Lancaster Station's Unit Orders

The first three rows east of the garage building have been designed for black & white vehicles, undercover vehicles and CSO vehicles, except for the marked handicap spaces.

The first fourteen spaces at the south end of row #1, closest to the garage, are to be used for shift change parking only. This designated area will be marked with a double white line. The remainder of this row is reserved for vehicles needing repairs or scheduled maintenance designated by a solid red line.

All other black & white vehicles, undercover vehicles and CSO vehicles shall be parked in rows #2 and #3. These rows will be marked with a double yellow line. The watch commander and field sergeant vehicles will continue to park in their designated spaces. **The parking of vehicles along the red curbs during shift change is prohibited.**

Since all patrol vehicles and other county vehicles must be available for emergency responses, personal gear shall not be stored in them. Steering wheel locks or other similar devices shall not be placed on any county vehicle without prior unit commander approval. If approved, a key for the locking device must be tagged and placed in the watch commander's safe.

With the number of personnel now assigned to the station, only one space for personal vehicles is allowed. Personal vehicles, needing more than one space, shall park north of the helipad. With prior unit commander approval, designated personnel will be allowed to park their assigned county assigned vehicle, north of the helipad.

Personally assigned and administrative parking spaces are for personal vehicles only, and shall only be used by authorized personnel. No vehicles, whether personal or county, shall be parked along the walls or curbs in the administrative parking lot.

• • LCS Unit Order 50

LANCASTER STATION

UNIT ORDER # 50

ANKLE CHAINS

PURPOSE:

The purpose of this unit order is to establish safety and control of suspects between the station jail and hospital facilities.

ORDER:

All violent/hostile prisoners, or prisoners suspected of feigning an injury or illness for the purpose of a possible escape, who are being transported from Lancaster Station to a hospital facility shall be ankle chained when practical. Deputy personnel making the transport shall use the ankle / leg chains assigned to the jail.

Any deputy who arrests or transports any suspect and/or patient, in the field who displays hostility or violence toward department personnel, shall apply and use ankle leg chains on the suspect and/or patient prior to transport to a hospital facility.

Any suspect who displays intent to damage the inside of a radio car (i.e. windows, etc.) should be restrained with a Ripp Hobble device by attaching the hobble to the ankle chain. A "hobbled" person may be transported via radio car. They shall be seated upright in the rear seat of the radio car and secured by a seat belt. The long lead of the Ripp Hobble will be placed outside of the rear door. The rear door shall be closed and the long lead will then be placed in the adjacent front door of the radio car, leaving the lead's clip end on the front floorboard. The front door can then be closed, thus preventing the long lead from becoming entangled in the rear tire of the radio car.

Use of Force Reporting and Review Procedures:

The application of the Ripp Hobble device on an unresisting person, absent any other factors which constitute reportable force, shall not constitute reportable force. Refer to section [3-10/100.00](#) of the Departments manual of policy and procedures.

Ankle / leg chains shall be supplied by field supervisors (Unit 110S or Unit 113S). Unit 110S will have two chains, and Unit 113S will have one chain assigned to his/her vehicle for use. The Lancaster Station jail shall also have three ankle chains on hand at any given time.

- **Unit Orders 51-55**

- • **LCS Unit Order 51**

LANCASTER STATION

UNIT ORDER # 51

HANDLING PROCEDURES FOR COMPLETED LATENT PRINT CARDS AND ENVELOPES

To ensure the chain and custody of evidence is adhered to, the following procedures have been established:

Upon completion of the latent print card, all cards shall be placed into the provided envelope and secured. In order to maintain security, all latent print cards shall be brought to the station as soon as possible or practical. Within the station evidence room, there is a secured metal box, where all cards shall be placed into. Latent print cards may be delivered directly to the crime lab during their normal business hours.

A community service assistant has the responsibility of checking the latent print box on a daily basis. The latent print box shall remain locked at all times. The key to the box is located on the watch sergeant's key ring. All cards are to be gathered Monday through Friday and delivered to the crime lab for processing.

A representative from the crime lab will note the date and time each card is received. The green copy of the latent print card may be given to the individual investigator for their records.

Any required follow-up or requests needed regarding the status of any submitted card will be the responsibility of the handling investigator.

• • **LCS Unit Order 52**

LANCASTER STATION

UNIT ORDER # 52

UTILIZING COUNTY PROPERTY FOR INVESTIGATIVE OPERATIONS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the use of County owned property for investigative operations.

ORDER:

All temporarily issued property (ie; jewelry, currency, equipment, bicycles), or any county property used to assist with an investigation, IS FOR COUNTY USE ONLY.

Storage of County Property:

All county property maintained at the station for use in investigative operations shall be stored in the secure locker located in the detective bureau lieutenant's office. If the item is of high dollar value (i.e: jewelry, currency, coins), it shall be stored in the watch commander's safe. The same procedures outlined below shall be followed for items stored in the watch commander's safe, except that the items(s) will be issued from and returned to the watch commander's safe by the requesting deputy and the detective bureau lieutenant.

Requesting Property:

Prior to obtaining any county issued property for the use in an operation, an operation plan must be

completed, including a full description of the county property. The property shall be listed with each item and its serial number, and the operation plan must be approved by the deputy's supervisor (sergeant or lieutenant). Only after receiving approval from the requesting deputy's supervisor will the deputy request the use of the specific piece of county issued property from the detective bureau lieutenant.

Following the approval of the detective bureau lieutenant, the requesting deputy shall complete a Request for Temporary Property Acquisition Form. The form is located in the primary secured locker in the detective bureau lieutenant's office. Once the deputy has signed for the requested county property, the property will be temporarily issued to that deputy, who is then responsible for the item until it is returned.

Returning Property After Use:

County property shall not be passed on to any other Department personnel unless it is being used for the original operation it was approved for. If the property is needed by another deputy for the use in a different operation, the property must first be returned to the detective bureau lieutenant where it is documented and signed back out to the new deputy.

When personnel are finished utilizing the county property, the property shall be returned to the detective bureau lieutenant, where it is signed in and placed in a secured locker or into the Watch Commander's safe.

The requesting deputy for the next operation must then follow the above procedures to acquire the requested property.

Lost, Damaged or Stolen Property:

Any county property being utilized for an operation that is lost, damaged / stolen, or used in an exchange during the course of the operation and is unable to be retrieved, shall be documented immediately by completing a SH-R-49. The SH-R-49 shall contain the information pertaining to the county property, including the serial number of the property that is on record (if one is available) and the disposition of the property. A picture of the property should be attached to the SH-R-49, if possible. The Detective Bureau Lieutenant shall be notified as soon as possible and receive a copy of the

SH-R-49 documenting the condition or loss of the County property. Also, the Request for Temporary Property

Acquisition Form shall reflect the disposition of the County property.

• • **LCS Unit Order 53**

LANCASTER STATION

UNIT ORDER # 53

STATION BOOKING SEARCHES OF PRISONERS

PURPOSE:

The purpose of this unit order is to enhance officer safety and promote uniformity in the booking search procedures at the station.

ORDERS:

Barring any emergency or unforeseen exigency, all new bookings and prisoners coming into the station shall remain handcuffed during the booking search process.

Deputies or officers booking prisoners shall be responsible for searching and removing/collecting their prisoner's property (including shoes, socks, belts, jewelry, etc.) prior to removing the handcuffs and placing the prisoner into the holding cell(s). Any items deputies or officers cannot collect themselves, and which require the prisoner to take off (such as piercings, etc.), shall be accomplished by completing as much of the booking search as possible and securing the prisoner in the holding cell. The prisoner will then remove the item and hand it to the deputy or officer through the access door.

This order applies to all personnel, regardless of agency, who book prisoners at Lancaster station. It is the responsibility of the station jailer to ensure these procedures are properly followed.

Booking procedures as defined by Manual of Policy and Procedures (MPP) Section 5-03/030.05 SEARCH OF SUSPECTS DURING STATION BOOKING PROCEDURE are still in effect and are not superseded by this order.

• • **LCS Unit Order 54**

LANCASTER STATION

UNIT ORDER #54

ASSIGNED PATROL AREAS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the dispatching of calls for service to patrol units within the City of Lancaster. This will help maintain stability and continuity among patrol units within a particular area of the city and increase a deputy's knowledge and familiarity within a smaller portion of the city.

ORDER:

It shall be the responsibility of all personnel to familiarize themselves with the city's patrol areas. Patrol areas are maintained in the MDC mapper which is available to all personnel. All patrol areas will be approved by the unit commander.

Dispatcher

- The handle on calls for service shall be given to units assigned to the area where the call for service exists. The assist on calls for service should be given to units assigned to the area where the call for service exists.

Lancaster Station's Unit Orders

- Calls should not be assigned to patrol units outside of the patrol area unless the assigned unit's response will be met with significant delay (60 minutes for routine, 20 minutes for priority, 10 minutes for emergent).
- Refer to Lancaster station unit order #10 for information regarding "Delayed Response Calls."
- Attempts to obtain a response time from the handling unit will be made prior to the call's handle being switched to another unit.

In cases where units will be unavailable to handle a call in their assigned patrol area, calls will be dispatched to units closest to the patrol area where a call for service exists.

- Nothing shall preclude any units from responding to or being dispatched to a call for service and safely securing a scene prior to the handling unit's arrival. This is especially true for priority and emergent calls.
- Nothing shall preclude any units from responding to a back-up or assistance request in any patrol area.
- Any deviation must have the approval of the watch sergeant. These guidelines will be followed absent emergent circumstances.

Watch Deputy

The watch deputy shall continue to be responsible for dispatch center personnel and ensure their efficiency. Regular checks of the dispatcher and calls for service should be made to ensure compliance with this order.

Patrol Personnel

All personnel shall maintain patrol area integrity in compliance with Field Operations Directive 04-04. All personnel shall devote their full attention to their assigned patrol area and reporting districts absent situations

addressed in the Field Operations Directive.

Supervisors

Sergeants shall monitor personnel to ensure compliance with this unit order.

- **Unit Orders 56-60**

- • **LCS Unit Order 56**

LANCASTER STATION

UNIT ORDER # 56

CITY OF LANCASTER EMPLOYEE LINE

PURPOSE:

The city of Lancaster requested we establish a telephone line for their employee's use in order to report crimes or suspicious activity they observe during the course of their duties. The telephone line will be titled, "City Employee Line."

ORDER:

Whenever the "City Employee Line" rings, it shall be answered immediately. All city calls for service shall be handled by field deputies as a priority, even if the call is dispatched as "Routine." Field deputies will immediately advise the dispatcher if they cannot handle the call promptly.

Desk personnel answering the "City Employee Line" will do the following;

- If not immediately stated, ask if the caller is a city employee.
- Find out the purpose for the call i.e. crime in progress, suspicious activity, etc.
- Obtain all necessary information.
- Type "City Employee Informant" in brackets in the narrative, so the dispatcher and handling deputy will be aware it is a city employee call.
- Make call "Routine", "Priority", or "Emergent", as appropriate. Voice all "Routine" calls.

The Dispatcher receiving the call for service will do the following;

- Review the call for accuracy. Make sure "Routine" calls are voiced.
- Dispatch the call immediately.
- Notify the watch sergeant if the call cannot be dispatched or handled immediately.
- Have informant called back, if there is going to be an unavoidable delay (IAD).
- Monitor the call to ensure it is handled promptly.

This "City Employee Line" is not to be used by city employees to handle their personal issues.

• • **LCS Unit Order 57**

LANCASTER STATION

UNIT ORDER # 57

PERSONAL CELLULAR / WIRELESS DEVICES IN STATION JAIL

PURPOSE:

The purpose of this unit order is to ensure adherence to the below policy regarding possession of phones and/or internet wireless devices in the station jail

ORDER:

Per the Custody Division Manual:

3-01/090.05 PERSONAL PHONES

- Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless internet device, in a secured area (including the station jail) is prohibited.
- Pursuant to California Penal Code Section 4575(a) P.C. – Any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000).

Any exception to this policy requires the approval of the Undersheriff.

• • **LCS Unit Order 58**

LANCASTER STATION

UNIT ORDER # 58

PROBABLE CAUSE DECLARATIONS

PURPOSE:

The purpose of this order is to ensure all Probable Cause Declarations (PCD) are signed within the allotted 48 hour time frame.

ORDER:

It is the responsibility of the Jailer to check the Title 15 Uniform Daily Activity Log each shift to ensure all Probable Cause Declarations have been signed by a judge within the 48 hour time period. Whenever a prisoner is held in custody for 36 hours without a required PCD having been approved by a judicial officer, the jailer shall notify the watch commander. The watch commander shall:

- In the case of a non-Sheriff's Department arrest - Notify the arresting agency and determine the status of the judicial review. Such prisoners shall be released 48 hours after the arrest if no PCD has been approved;
- In the case of a Sheriff's Department arrest - Notify the duty commander, and the arresting unit. Provide a chronology of all efforts to obtain judicial review. Only the duty commander is authorized to release the prisoner due to the lack of an approved PCD. **5-03/005.50**

PROBABLE CAUSE DECLARATIONS

Lancaster Station jailers will ensure a copy of all approved Probable Cause Declarations are placed in the original jailer packet for that particular inmate. In the event an inmate is transferred to another facility before the Probable Cause Declaration is signed by a judicial officer, the jailer will place a copy of the unapproved Probable Cause Declaration in the paper work being transferred with the inmate. The jailer will ensure the Title 15 Uniform Daily Activity log is updated once the Probable Cause Declaration is approved.

Watch sergeants are responsible for ensuring jailer personnel adhere to this unit order. At the beginning of each shift, the watch sergeant shall log into the electronic probable cause declaration program and review all Probable Cause Declarations to ensure approval by a judicial officer. If there are any Probable Cause Declarations not signed by a judicial officer, the watch sergeant shall notify the watch commander who shall ensure the above procedures are followed.

• • **LCS Unit Order 59**

LANCASTER STATION

UNIT ORDER # 59

NOTIFICATION TO THE SCHOOL SAFETY UNIT REGARDING VIOLENT INCIDENTS OR POTENTIAL THREATS

PURPOSE:

To ensure schools located within Lancaster Sheriff Station's patrol area are notified of any violent incidents, or potential violent threats involving students or staff members of any school, the following shall be adhered to:

If information of a threat involving a student or staff member of any campus is received, and the threat has the potential of causing great bodily harm, or extensive property damage, an immediate notification shall be made to the supervisor of the school safety unit. In the absence of the supervisor, notification shall be made to a team leader of the unit. This is to ensure notification will be made to the appropriate school district.

If a student is involved in a violent felony, or arrested for a violent felony, and no threat of violence to any student or staff member of any campus exists, a copy of the incident report should be given to the school safety unit to evaluate if notification to a school's administration is necessary. The watch commander should also be notified immediately of any noteworthy incidents occurring on, or near, any school.

• • **LCS Unit Order 60**

LANCASTER STATION

UNIT ORDER # 60

QUARTERLY FIREARMS QUALIFICATION - SHOOTING CARDS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the retention of "shooting cards" following quarterly firearms qualification.

SCOPE:

This unit order applies to all sworn personnel, and those security officers required to complete quarterly qualifications, assigned to Lancaster station.

ORDER:

All sworn personnel (and those security officers required to complete weapons qualification) who are assigned to Lancaster station shall comply with the requirements of Manual of Policy and Procedures (MPP) Section 3-01/050.65, Basic Shooting Requirements. Additionally, upon completion of a quarterly qualification, Lancaster station personnel shall supply the training and scheduling unit with a copy of their completed range qualification card. The only exception to this requirement will be those personnel who satisfy the quarterly shooting requirement by attending alternate range training.

It is anticipated that providing copies of the range qualification ("shooting") cards to the training and scheduling unit, will reduce erroneous "failure to qualify" notifications, and greatly improve the station's ability to reconcile the "Did not Shoot" list distributed by the advanced officer training unit.

- **Unit Orders 61-65**

- • **LCS Unit Order 61**

LANCASTER STATION

UNIT ORDER # 61

FACILITY CLEANING AND MAINTENANCE INSPECTIONS OF WAIST CHAINS

Facility inspections are required daily and weekly to ensure maintenance and cleanliness.

Inspections and required cleaning shall be conducted in a manner that demonstrates compliance with Sheriff's Department, Department of Public Health, Cal/OSHA, Board of Corrections, and Title 15 standards.

Lancaster station jail personnel shall be responsible for the cleaning / sterilization of the waist chains after each use. Once the waist chains are clean / sterilized, they will be place in clean plastic bag and sealed until the next use. The shift jail supervisor shall ensure that the process is successfully completed and documented in the E-Gate Book (E-UDAL).

Jail personnel shall ensure the procurement of an acceptable pathogen cleaning product (anti-MRSA) and ensure adequate supply by notifying their supervisor and station personnel responsible for procurement when supplies are low.

Personnel or their designees who clean the waist chains shall wear gloves and follow the protective guidelines established by the manufacturer of the product. For additional information regarding sanitation, refer to the Station Jail Manual and Title 15 Guidelines.

• • **LCS Unit Order 62**

LANCASTER STATION

UNIT ORDER # 62

EMERGENCY PROCEDURES

PURPOSE:

The purpose of this unit order is to prepare for the safety of all personnel within Lancaster station should it be necessary to evacuate the facility.

Lancaster station's emergency drills should be conducted bi-annual, along with the fire extinguishers charged, inspected monthly, and serviced yearly. The administrative jailer should document all inspections pertaining to the fire extinguishers.

Should there be an emergency to evacuate the facility, the following procedures should be followed.

Station Area

If an evacuation is necessary look for the safest and quickest exit route. Do not wait to exit the facility if asked to do so or it is obvious that structure damage or other life threatening emergencies exhibit. Personnel assigned to the Jail, Dispatch or complaint desk will only evacuate when a catastrophe has created an immediate life threatening situation in their work area. Other than immediate life threatening situations these personnel will not evacuate their work areas unless a coordinate evacuation is authorized by the watch commander. The Mobil Command Post will be activated. Extended phone cords contained in the Mobil Command Post will be run to the front desk area and attached to the complaint phone lines. The mobile command center will then be used for receiving phone calls and dispatching emergency responses. Every effort will be made to secure the dispatch and complaint desk area as soon as possible.

When evacuating the building do so calmly and advise others to evacuate if they have not already acknowledge the danger or structural damage.

Gathering locations should be in the south parking lot, in front of the station, near Lancaster Boulevard and Sierra Highway, or the north parking lot near the heliport.

The watch sergeant will assign personnel to maintain security at the entrance and exit doors of the facility. Those personnel assigned will assure no one enters the facility without authorization.

Once personnel have gathered outside, the shift supervisors will conduct a personnel count to determine on duty personnel have evacuated the building. Personnel who have vacated the building should make every effort to report to their shift supervisor, and should not automatically leave the facility. When the emergency has been handled and the building has been cleared for re-entry, the watch commander or watch sergeant will advise personnel to return to their work areas.

Jail Area

If an evacuation is necessary in the jail due to an emergency or a fire in the jail area, the jailer will notify the watch sergeant. The watch sergeant will notify the watch deputy and the watch commander, then assist the

jailer assessing the emergency and / or fire and evacuation of prisoners if required. The watch deputy will notify the Fire Department. He will advise station personnel via the public address system and designate field crews to respond to the station for prisoner evacuation and security.

The watch commander will notify the station commander, North Patrol Division Headquarters, the IRC watch commander, Sheriff's Headquarters Bureau and initiate a chief's memorandum regarding the fire and evacuation.

If prisoners need to be removed from the station jail, they should be handcuffed using "TST" chains and escorted to the north parking lot unless this interferes with the Fire Department operation or if the north exits are blocked. If the booking (north) exit is blocked, the prisoners can be taken out of the jail via the rear jail (west) door or the interview rooms. The jailer's gate book (U-dal) and booking packages in the roll-around file cabinet will be removed when evacuating the station.

After evacuation, the jailer will verify all prisoners are accounted for. The prisoners should remain on "TST" chains in the station parking lot until they can be transferred to another detention facility, such as Palmdale station, Antelope Municipal Court lock up, Santa Clarita station, etc.

All prisoners evacuated from the Lancaster station jail will be handcuffed using "TST" chains. They will be held in the north parking lot pending transportation. If at all possible, transportation will be done by Transportation Bureau. Access to Antelope Municipal Court lock up will be handled by the on-duty watch commander and Court Services Division. Prisoners being transferred out of the jail will be escorted by a deputy armed with a shotgun. This deputy will be a field unit called in by the dispatcher / watch deputy.

• • **LCS Unit Order 64**

LANCASTER STATION

UNIT ORDER # 64

IMMIGRATION DETAINERS

PURPOSE:

The purpose of this unit order is to ensure personnel assigned to Lancaster Station adhere to the below Custody Operations Directive 17-004. This directive establishes release procedures for inmates being housed at station jails who have an Immigration and Customs Enforcement (ICE) Detainer.

OVERVIEW:

The California Trust Act (California Government Code 7282 et seq. or "AB4") prohibits law enforcement officials from detaining an inmate for a United States Immigration and Customs (ICE) detainer after the inmate becomes eligible for release from custody, unless, certain conditions are met, including one or more of the following conditions:

- The inmate has a prior serious violent felony conviction as described in California Government Code 1192.7(c) and California Penal Code 667.5(c);
- The inmate has been convicted of a felony punishable by imprisonment in state prison;
- The inmate is currently on, or is required to register with, the California Sex and Arson Registry in accordance with California Penal Code 290; or
- The inmate has been convicted of a federal crime which meets the definition of an aggravated felony as set forth in subparagraphs (A) through (P), inclusive, of paragraph (43) of subsection (a) of section 101 of the Federal Immigration and Nationality Act (8 U.S.C. 1101), or is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal warrant.

An ICE Detainer (Department of Homeland Security [DHS] I-247 form – "Immigration Detainer – Request for Voluntary Action") shall only be honored if the inmate's current or past criminal history meets the qualifying criteria specified in California Government code 7282.5.

Qualifying inmates, upon completion of custody time, or upon the posting of bail or bond, or when all court proceedings are terminated, can be immediately made available to ICE. ICE agents will be required to take custody and transport the inmate within the standard time for release processing **without additional delay**.

PROCEDURES:

Release Compliance Desk (RCD)

- All detainers issued for inmates live scanned at a station will be sent directly to the Inmate Reception Center (IRC) RCD
- The RCD will send an email with a copy of the detainer and required forms to the station jailer. The email will contain the following instructions:
 - Print two (2) copies of the attached detainer, one (1) copy of the attached TRUST Act form, one (1) copy of the TRUTH Act form, and one (1) copy of the attached advocate list
 - Have the inmate complete the TRUST Act form
 - Give the inmate one (1) copy of the detainer and one (1) copy of the advocate list
 - Place the blank TRUTH Act form in the booking packet – do not complete the TRUTH Act form at this time
 - Fax the signed detainer and TRUST Act form to the RCD at (323) 415-7992
 - Notify the RCD the detainer was served and the TRUST Act form was completed
 - Place a copy of the detainer and the completed TRUST Act form in the booking packet

Inmate for Release – Station Jail

- At the start of the release process for ALL inmates, regardless of the presence of a detainer, update the inmate's housing location to "PRPR" using the MC07 transaction (this will ensure pending releases are updated to the public information portal and the RCD is notified of the pending release)
 - The RCD will be automatically notified of the pending release and verify if the inmate has a valid detainer. A phone call to the RCD is not necessary.
- If the inmate has a valid detainer, the RCD will contact the station and instruct the jailer to complete a TRUTH Act form (the form should be in the booking packet; however, if necessary, the RCD will re-send the form)
 - Notify the RCD when the form has been completed
 - Fax the form to the RCD (323) 415-7992
 - Place the completed form in the booking packet
- The RCD will inform the station if ICE plans on taking custody of the inmate and arrange transportation with ICE. No phone call or contact with ICE is required.
- **DO NOT DELAY THE RELEASE PROCESS WAITING FOR ICE. IF THE RELEASE PROCESS IS COMPLETED PRIOR TO ICE TAKING CUSTODY OF THE INMATE, THE INMATE SHALL BE RELEASED NORMALLY.**
- Notify the RCD of the final disposition of the inmate (released to ICE, released prior to ICE's arrival, etc.)
 - Inmates released to ICE shall be released from JDIC/AJIS using the RL13 CUST USIM transaction

- Inmates not released to ICE shall be released from JDIC/AJIS using the appropriate release code (BOND, OR, CITE, etc.)

The watch commander shall be notified of any inmate who has an Immigration and Customs Enforcement Detainer. The watch commander will ensure the proper guidelines of Custody Operations Directive 17-004 are followed.

Questions regarding this directive should be directed to Inmate Reception Center, Release Compliance Desk at (213) 893-6505 or via email under the "IRC Release Compliance Desk" group in Outlook.

• • **LCS Unit Order 65**

LANCASTER STATION

UNIT ORDER # 65

ANTELOPE VALLEY COLLEGE SHERIFF SECURITY OFFICER PATROLS

PURPOSE:

To ensure Sheriff's security patrol units exiting the college property in a marked county vehicle, for reasons other than to access other areas of the campus, make proper notifications to the Lancaster Sheriff's Station dispatcher and the A.V. College campus Sheriff's Office dispatcher.

ORDER:

This unit order shall apply to all Los Angeles County Sheriff Security Officers personnel permanently or temporarily assigned to the Antelope Valley College campus and satellite schools. Security Officer Personnel shall notify dispatch when leaving and reentering the campus. This shall be done to ensure the dispatcher is aware of the location of all personnel in the event of any unforeseen issue or emergency involving that unit.

Patrol units exiting campus properties for the following reasons shall notify the campus dispatcher upon exiting and returning:

- Refuel
- Vehicle service
- Station errands
- Transport between satellite schools

(Any reason not enumerated above requires, at a minimum, notification to the Antelope Valley College Campus Sheriff's office dispatcher).

Patrol units exiting campus properties for the following reasons shall notify the Lancaster Station dispatcher upon exiting and returning when:

- Requested or assigned to assist station personnel for the following but not limited reasons:
- Search of suspect
- Assistance request
- Traffic control
- Containment point

At no time will Sheriff Security Officers utilize their amber colored light bars in any manner constituting a "Code" response while operating their vehicle in public. "Rules of the Road" shall apply. This does not preclude them from activating the light bar in a hazardous warning manner while their vehicle is being used for traffic control or similar function in the protection of life and property.

• Unit Orders 66-70

• • LCS Unit Order 66

LANCASTER STATION

UNIT ORDER # 66

FUEL OVERRIDE KEY

PURPOSE:

The purpose of this unit order is to establish protocol regarding fuel system record keeping and the use of the fuel override key at Lancaster Station.

SCOPE:

This unit order applies to anyone obtaining fuel at the Lancaster Station fuel site regardless of their unit of assignment or County Department.

ORDER:

Recently, the County replaced most existing fuel meters with an upgraded system known as the "Fuel Focus System" to better track fuel use throughout the County facilities. Occasionally, personnel attempting to use the system may receive an error message indicating the mileage on a given vehicle is erroneous. When this message is displayed, the vehicle cannot be fueled until the vehicle's existing mileage has been reset.

Communications and Fleet Maintenance (CFMB) has the responsibility of maintaining the system during regular business hours, and should be the first contact for personnel attempting to have a vehicle's mileage reset. Facilities Services Bureau (FSB) and the Internal Services Department (ISD) also have the ability to reset vehicle mileage. Their numbers are listed at the pump islands, and typically, the reset takes only a few moments to complete.

IN THE EVENT OF AN EMERGENCY, there is an override key for the fuel pumps located in the watch commander's safe. It is NOT to be used without the approval of the watch commander. The override key shall

be maintained in a sealed envelope. If the envelope is opened for any reason, the event shall be noted in the watch commander's log, along with any persons utilizing the key and for what purpose. Use of the override key mandates the use of paper logs to document vehicle use. It shall be the responsibility of the watch commander (or designee) to ensure the logs are completed correctly and are clearly legible for later input into the Fuel Focus System. Completed log sheets shall be maintained by the fleet LET until transported to CFMB for input into the system.

• • **LCS Unit Order 67**

LANCASTER STATION

UNIT ORDER # 67

VERIFICATION OF SEX OFFENDER REGISTRATION

PURPOSE:

The purpose of this unit order is to establish protocol to ensure accurate information is inputted into the California Sex and Arson Registry. The order will also outline protocol for confirming the data inputted into CSAR's and the storage of cases no longer handled by Lancaster station.

SCOPE:

This directive applies to all personnel, who are directly involved in the registration of sex offenders at Lancaster station.

ORDER:

SECOND PARTY VERIFICATION

Per the "Sex Offender Registration Act", 290 of the California Penal Code, all persons described in subdivision (c) shall be required to register with the chief of police of the city in which he or she is residing. The Department of Justice mandates that a Sex Offender Registration Change of Address/Annual or Other Update (CJIS 8102S) be completed to document the offenders current living status and any other possible changes. These changes include, but are not limited to; vehicles possessed, employment, physical changes, or tattoos.

Within a reasonable amount of time of the offender's interview, the information documented on the CJIS 8102S will be inputted into the California Sex and Arson Registry. After the update has been completed by the initial interviewer, a second authorized user of CSAR will compare the information on the CJIS 8102S and the updated CSAR for the recently interviewed offender. To ensure accuracy, the second party will look for any discrepancies between the CJIS 8102S and the CSAR. The second party will indicate the second verification in the "Case Journal" of the offender's file.

PURGING INACTIVE FILES

When an offender has become inactive and/or is no longer required to register at Lancaster station, his or her file will be purged after all the contents have been scanned into the Lancaster station shared files, "Inactive Sex Offenders". The purging of the files will be conducted per the Department's current policies and procedures of destroying sensitive material.

Offender files to be purged will include, but will not be limited to; deceased offenders, registrants who have moved from the jurisdiction of Lancaster station, or those who qualify under 290.019 of the California Penal Code.

• • LCS Unit Order 68

LANCASTER STATION

UNIT ORDER # 68

SUPPLEMENTAL PATROL PROCEDURES

PURPOSE:

The purpose of this Station Order is to establish supplemental patrol procedures for field personnel.

SCOPE:

This Directive applies to all personnel assigned to Lancaster Station.

OVERVIEW:

Lancaster Station will ensure that all investigatory stops, seizures, and searches are conducted in accordance with the rights, privileges, or immunities secured or protected by the Constitution or laws of the United States. Lancaster Station personnel will ensure that investigatory stops and searches are part of an effective overall crime prevention strategy; do not contribute to counter-productive divisions between LASD and the community; and are adequately documented for tracking and supervision purposes.

General patrol procedures are covered under the Department's Manual of Policy & Procedures, Field Operations Directives, Newsletters, and Unit Orders. To supplement these procedures and achieve the proposed outcomes, Lancaster Station has implemented the requirements below.

TRAFFIC STOP PROCEDURES

When conducting vehicle, pedestrian, and bicycle stops, Lancaster deputies shall: (1) state the reason for an investigatory stop or detention as soon as practical; (2) introduce themselves at the initiation of contact with a civilian when reasonable and practical; (3) ensure that an investigatory stop or detention is no longer than necessary to take appropriate action; and (4) act with professionalism and courtesy throughout the interaction.

Per MPP 5-09/520.10, if an individual complains about being detained in the back seat of a patrol vehicle, LASD deputies shall call for a field sergeant to respond to the scene to address the individual's complaint. If the individual does not want to wait for the field sergeant to respond to the scene, **Lancaster personnel** shall additionally provide the individual with the complaint information brochure "Procedures for Public Complaints"

and the deputy's business card, both of which are mandatory for on-duty Lancaster personnel to carry while in the field.

MDC PATROL LOG PROCEDURES

In addition to procedures covered under the Department's Constitutional Policing and Stops Policy (5-09/520.00 – 5-09/520.30), Field Operations Directives, Newsletters, and Unit Orders, Lancaster deputies shall document the following additional information about patrol activity in their MDC patrol log narrative:

- A concise narrative articulating specific facts and circumstances for conducting "reasonable suspicion" or "probable cause for investigative" stops and detentions consistent with the radio clearance code (Noting that a radio clearance code, or the code for the resulting citation or other result will not be deemed sufficient articulation of legal support for the stop or search). *Example:*
 - A 925 OBS cleared with 841 code: "CONT'D DETAINEE RE: LATE AT NIGHT IN AREA (RECENT 459'S WEARING DARK CLOTHING, LOOKING INTO VEH'S"

Every "reasonable suspicion" or "probable cause for investigative" stop will articulate the basis for the stop.

- When a consent search of an individual or vehicle is conducted and "Authority to Conduct Search" box is cleared with a "C" (consent), the reason for seeking consent shall be documented in the MDC narrative. *Example:*
 - CONSENT SCH RE:LATE HRS, NERVOUS, HIGH CRIME AREA

Every stop with a "Consent" search will contain the reason for seeking consent verbiage.

SEARCHES

Lancaster deputies equipped with **LASD issued** body worn audio or video recorders, who seek consent to search a person, vehicle, or location, shall record all requests for consent to search and the individual's response.

In conducting home searches, personnel will use only the number of deputies reasonably necessary for efficacy and officer safety based on the circumstances of the search. A supervisor must approve the use of more than two deputies for any consent search of a home. When a supervisor is not available, a supervisor will review the documentation or recording of consent as soon after the search as possible.

When conducting home searches and individuals other than the subject of the search are present, the individuals shall not be detained longer than reasonably necessary to conduct the search and secure the area, and the individuals shall not be subject to frisk or search without individualized suspicion or probable cause.

REPORT WRITING

Lancaster Deputies shall use accurate and specific descriptive language and not rely solely on “boilerplate” or form language in any reports describing factual circumstances of investigatory stops, detentions, and searches.

COMPLAINT FORMS

Lancaster Deputies shall ensure an adequate supply of the “Procedures for Public Complaints” forms are inside their vehicle and document the check on the “Driver’s Tour of Duty Equipment Record” prior to leaving the station.

• • LCS Unit Order 69

LANCASTER STATION

UNIT ORDER # 69

SUPPLEMENTAL SUPERVISORY RESPONSIBILITIES

PURPOSE:

The purpose of this Station Order is to establish supplemental supervisory procedures for field personnel.

SCOPE:

This Directive applies to all personnel assigned to Lancaster Station.

OVERVIEW

Lancaster Station will implement additional accountability and supervisory practices as outlined below, and ensure that existing policies are followed.

General supervisory procedures are covered under the Department's Manual of Policy and Procedures, Field Operations Directives, Newsletters, and Unit Orders. To supplement these procedures and achieve the proposed outcomes, Lancaster Station has implemented the requirements below.

FIELD PATROL SUPERVISION PROCEDURES

Supervisors will be held accountable for appropriately and thoroughly reviewing reports and documentation related to stops, searches, seizures, and requiring deputies to articulate sufficient rationale under law and policy.

Lancaster Station supervisors will ensure that all deputy investigatory stops and searches are adequately documented for tracking and supervision purposes.

Supervisors will ensure that existing policies are followed and ensure that unlawful stops, searches, and seizures are detected and effectively addressed.

Supervisors shall assess the reasonableness of deputies' use of back seat detentions.

The above may be accomplished by the use of live monitoring of deputies field performance, Deputy Daily Worksheet (DDWS) reviews, a review of deputies written work product or a combination thereof, including arrest reports and citations.

Prior to approval of any reports, supervisors shall ensure deputies use accurate and specific descriptive language and not rely solely on "boilerplate" or form language in any reports describing factual circumstances of investigatory stops, detentions, and searches.

DDWS REVIEW

Supervisors shall audit DDWS logs as outlined in the ***"Protocols for DDWS Review in the Antelope Valley"*** user guide. Sergeants assigned as raters shall audit their assigned deputies' stop, search, and seizure documentation for completeness, accuracy, and legal sufficiency. Sergeants shall audit at least one DDWS log ***involving stop, search and seizure activity (if any is conducted)*** for each deputy under their supervision each week. Sergeants shall conduct further review as needed utilizing Performance Recording and Monitoring System (PRMS) information and other indicia.

If a deputy's stop, search, or seizure documentation (DDWS, arrest report, Probable Cause Declaration) does not provide sufficient detail or articulate sufficient legal and policy justification for the action, the supervisor shall review the action with the deputy to determine whether there was sufficient legal and LASD policy justification.

Supervisors shall take appropriate action to address all violations or deficiencies in stops, searches, and seizures including non-disciplinary corrective action for the involved deputy, and/or referring the incident for disciplinary action. Antelope Valley supervisors shall track repeated violations or deficiencies and the corrective action taken.

Watch Commanders/Lieutenants shall thoroughly review the log audits to ensure the sergeants are accurately auditing the deputy DDWS logs and note any issues in the Watch Commander signature line area on the

form. Repeated inability to identify errors by sergeants should be documented in a Performance Log Entry (PLE).

DDWS reviews shall be documented no later than 15 days from the day of the DDWS log entry, barring documented exigent circumstances.

****The DOJ Liaison Sergeant shall be responsible for preserving DDWS review documents, audit materials, tracking and corrective action on the designated shared files for Monitor review***

COMMUNITY COMPLAINTS

Supervisors shall ensure that all allegations of personnel misconduct are documented and are fully and fairly investigated, and that all personnel who commit misconduct are held accountable. The refusal to accept a personnel complaint, discouraging the filing of a complaint, or providing false or misleading information about filing of a complaint, shall be grounds for discipline.

Any Limited English Proficient (LEP) individual who wishes to file a complaint about a deputy or employee shall be provided with a complaint form and informational materials in the appropriate non-English language and/or be provided appropriate translation services in order to file a complaint. Personnel can refer to MPP section

3-09/004.00 LIMITED ENGLISH PROFICIENCY AND LANGUAGE ASSISTANCE regarding use of the Language Line Service.

Supervisors shall ensure that all personnel complaint allegations are accurately classified at all investigative stages, from intake through resolution and shall investigate every allegation of misconduct that arises during an investigation even if an allegation is not specifically articulated as such by the complainant.

Supervisors shall ensure that personnel complaints are not misclassified as service complaints.

All investigations of personnel complaints, including reviews, shall be as thorough as necessary to reach

reliable, objective, and complete findings. In each investigation, supervisors shall consider all relevant evidence, including circumstantial, direct and physical evidence, as appropriate, and make credibility determinations based upon that evidence. There will be no automatic preference for a deputy's statement over a non-deputy's statement, nor will supervisors disregard a witness' statement merely because the witness has some connection to the complainant or because of any criminal history. Supervisors shall fully investigate each complaint, and make efforts to resolve any material inconsistencies between witness statements and/or the statements of deputies.

Supervisors shall interview each complainant in person, if practical and will conduct additional interviews as necessary to reach reliable and complete findings. If an interview is not done in person, the reason shall be articulated in the complaint memorandum. Interviews shall be recorded in their entirety, absent documented extraordinary circumstances. During the complaint process, it shall be documented that each complainant, witness and involved employee were interviewed separately.

Supervisors shall seek to identify all persons at the scene giving rise to a misconduct allegation, including all deputies. The supervisor shall note in the investigative report the identities of all deputies and other witnesses who were on the scene but assert they did not witness and were not involved in the incident. The investigating supervisor shall conduct further investigation of any such assertions that appear unsupported by the evidence.

Any involved supervisor who is party to the complaint, or any supervisor who authorized the conduct that led to a complaint, shall not conduct the complaint investigation. Supervisors shall not use department personnel who are party to the complaint as an interpreter for LEP complainants or witnesses.

At the conclusion of the complaint investigation, each employee shall have their own disposition sheet for each allegation.

The Community Relations sergeant shall ensure the following locations have ample stock of complaint forms in both English and Spanish:

- Lancaster Station Lobby
- Lake Los Angeles Library
- Lancaster Library
- Quartz Hill Library
- Michael Antonovich Antelope Valley Court House (Inside the Sheriff's office)

- Antelope Valley Juvenile Court (Inside the Sheriff's office)

Additionally, every vehicle assigned to Lancaster Station shall be stocked with complaint forms in both English and Spanish.

The complaint forms should be checked and re-stocked bi-monthly and noted in the Watch Commander's Daily Log.

COMMUNITY ENGAGEMENT

Supervisors will work to promote and strengthen partnerships within the community, to engage constructively with the community to ensure collaborative problem-solving and bias-free policing, and to increase community confidence in the Department.

Supervisors shall actively participate in community engagement efforts in Lancaster, including participating in local community meetings and making themselves and their personnel available for community feedback, while encouraging and creating opportunities for deputies to actively attend community meetings and events.

Supervisors shall ensure that all deputy personnel take reasonable steps to provide timely, meaningful language assistance services to LEP individuals they encounter per MPP section 3-09/004.00 LIMITED ENGLISH PROFICIENCY AND LANGUAGE ASSISTANCE.

BIAS-FREE POLICING

Supervisors shall incorporate bias-free policing and equal protection into the performance evaluation processes, including giving significant weight to an individual's history of sustained bias-related violations.

The use of PRMS, DDWS, Performance Log Entries and deputies' written work product will be used to assess the individual's ability to effectively practice bias-free policing. The following language will be used in all Lancaster employees Annual Performance Evaluations;

"During this rating period Deputy Smith received (#) sustained bias-related complaint(s) and (#) sustained bias-related administrative investigation(s). This information, along with my weekly audits of Deputy Smith's DDWS indicate that he/she practices (or, may not yet be practicing) bias-free policing."

UNIT COMMANDER

The unit commander will regularly review and track "training and tactical review" related findings, recommendations and comments to ensure that informal supervisory feedback, including feedback documented in the "training and tactical review" portion of a Supervisor's Report on Use of Force, is documented in the PRMS.

• • LCS Unit Order 70

LANCASTER STATION

UNIT ORDER # 70

REPORT DEFERRAL POLICY

PURPOSE:

The purpose of this unit order is to establish procedures regarding the process of personnel deferring the completion of incident reports. This unit order will also outline the supervisor's responsibilities for ensuring this order is adhered to.

SCOPE:

This directive applies to all personnel who author incident reports and/or supervise those personnel.

ORDER:

All reports which are not submitted during the deputy's assigned shift, shall require the watch sergeant's approval before the report is to be deferred. If the deputy needs to remain beyond their assigned shift to complete an incident report, the deputy will receive prior approval from the on duty watch commander. The approval must be obtained before the end of the deputy's shift, and before any overtime hours are accrued.

When deferring an incident report, personnel shall complete the face page of the incident report and write "deferred" diagonally across the page. The approving watch sergeant's name and the due date shall also be included on the face page. The face page will be placed on the deferral board on the watch sergeant's desk. Personnel will submit a completed incident report on the date agreed upon with the approving watch sergeant. If the deferred report is an "in-custody," the submitting deputy will remain at work until the report has been approved.

The on-duty watch sergeant shall check the deferral board to ensure previously deferred reports have been submitted. All shift sergeants will maintain a current "Missing Report" list and ensure the deputies assigned to his/her shift are in compliance or actively working on submitting any overdue reports. The shift sergeants will work together documenting all requests made to deputies who have overdue reports.

Any employee who fails to comply with the established report deferral process and/or fails to submit a missing report in a timely manner will receive a Performance Log Entry for the first violation. Further violations may lead to a formal investigation, resulting in potential discipline.

All watch commanders will monitor the "Missing Report" list and ensure the shift sergeants are proactively monitoring the timely submission of all incident reports. All watch commanders are ultimately responsible for their assigned shift. Any sergeant failing to properly supervise their personnel and the work product submitted during their assigned shift will receive a Performance Log Entry for the first violation and potentially face disciplinary actions for additional violations.

The secretarial staff will be directed to immediately take all rejected reports to the watch sergeant for correction, eliminating the lengthy delay of processing the report.

• Unit Orders 71-75

• • LCS Unit Order 71

LANCASTER STATION

UNIT ORDER # 71

DOCUMENTATION OF PAROLE VIOLATIONS

PURPOSE:

Recently, California Department of Corrections and Rehabilitations, Division of Adult Parole Operations changed the procedures for handling parole violations due to an Appellate Court decision regarding *Williams v. Superior Court of Orange County*. This decision mandated time restraints for arrangements and probable cause hearings. These time restraints, affects a parole officers need for information on the parolee's violation in a timely manner.

ORDER:

Effective immediately, when a parolee is arrested on a parole violation only and there is no fresh charge, a statement of facts shall be written and faxed to (661) 729-0789. The Statement of Facts shall document the circumstances surrounding the arrest of the parolee, the name of the parole officer authorizing the violation, time and date the statement was faxed to the parole office. If the parolee is arrested with other suspect(s) and a SHAD 49 is written, one of the charge-lines will indicate Parole Violation/F/3056 PC, the parolee will be listed on the suspect line of the report, the narrative will document the facts surrounding the arrest, name of the parole agent authorizing the violation, time and date the report was faxed to the parole office. Once the report is approved by the watch sergeant, the handling deputy shall be responsible for faxing the report to parole. These reports will not be deferred and will be completed before the end of the deputy's shift.

• • **LCS Unit Order 72**

LANCASTER STATION

UNIT ORDER # 72

COMMUNITY ADVISORY COMMITTEE

PURPOSE:

The purpose of this Station Order is to establish the responsibilities and procedures related to the Lancaster Community Advisory Committee (CAC).

OVERVIEW

Public trust and support is vital to ensuring the success of the mission of the Lancaster Sheriff's Station. To gain that public trust and support, we must foster a collaborative relationship with the public in determining the best course in achieving community order. We must continually seek new and innovative ways to develop cooperative relationships with the communities we serve. One way to encourage direct community input is through our local CAC.

The intent of the Lancaster CAC is to build a better understanding between the public we serve and the Lancaster Sheriff's Station, through education and communication. In addition, the CAC will provide the Lancaster Sheriff's Station with direct input from the public regarding local community issues and concerns and establish a true partnership between the community and the Lancaster Sheriff's Station. Additionally, direct interaction between the community and law enforcement provides greater insight into local conditions, circumstances and events of interest to law enforcement.

Lancaster Station will continue to actively participate in community engagement efforts in the Antelope Valley, including promoting and strengthening their partnership with the CAC in order to increase community confidence in the Department.

COMMITTEE COMPOSITION

The Lancaster CAC will be comprised of at least seven civilian representatives of the community. Reasonable efforts will be made to maintain an odd number of members to achieve a majority decision should the committee need to vote on a report or recommendation. When a vacancy arises, a new member shall be selected within 60 days. Lancaster CAC members will be selected from the community at large and shall be representative of the diverse communities in the Antelope Valley, including members from various faiths,

ethnic racial backgrounds, and from a variety of community organizations.

Lancaster Station will include student or youth organizations on the CAC or create a separate advisory committee made up of youth representatives. The unit commander will work with the CAC to ensure that committee composition is consistent with these requirements.

APPLICATION, SELECTION, AND TENURE

Prospective members can be nominated to serve by local elected officials, representatives from various governmental agencies, members of local community organizations and service groups, or independent community members. Individuals learning of a vacancy on the committee may independently apply without being nominated.

Applications for CAC membership will be deemed complete upon submission of a Volunteer application including Live Scan. Acceptance into the CAC will be predicated upon the successful completion of a background check which will consist of a criminal history, wants and warrants, and Department of Motor Vehicles check. Prospective members shall be made aware of these requirements at the time of application to the CAC. Prior criminal convictions will not necessarily disqualify a candidate from serving on a CAC. An applicant's legal residency/immigration status will not be requested or used in determining who should serve as a CAC member. Final determination on all CAC appointments rests with the unit commander. Upon selection, the candidate will complete a "Volunteer Authorization Card" which will be signed by the unit commander and will serve as their CAC membership identification card.

Lancaster CAC members shall:

- Be a resident or community representative of the Lancaster area
- Not be seeking or hold an elected office.
- Not be currently involved in any criminal or civil action against the Los Angeles County Sheriff's Department either as a party, defendant, expert, legal representative or any other role that may constitute a conflict of interest.

The terms for Lancaster CAC members shall be two years. Membership in the advisory committee is not restricted to a given number of terms; however, the unit commander shall periodically review the membership

and work with the CAC to ensure that it is truly representative of community composition and needs. Any CAC member who violates any of the aforementioned selection guidelines shall be removed from the Lancaster CAC.

Service on the CAC is strictly voluntary. There will be no monetary or other compensation for Lancaster CAC members as part of their service.

TRAINING

Lancaster station will provide CAC members training on an on-going basis, so each member has a basic understanding of Sheriff's Department policy and procedures.

Stations will provide training on an ongoing basis in the following subjects:

- Problem-solving policing
- Community policing and communication
- Bias-free policing and implicit bias
- Organizational structure of the Sheriff's Department
- Review of policy and procedures
- Complaint procedures, including complaint acceptance
- Internal investigations and accountability systems
- Peace Officer Bill of Rights
- Review of relevant patrol training and procedures
- Ride-along
- Policy and procedures related to use of force and firearms
- Criminal Justice System overview
- Overview of existing local community programs

Additional training covering topics not initially provided may be conducted at the request of the CAC. Lancaster Station will keep a record of all training provided to CAC members.

SCOPE AND DUTIES

The Lancaster CAC will advise and provide feedback to the Lancaster Station. The committee will leverage the insights and expertise of the community to address policing concerns, including, but not limited to, racial or ethnic profiling and access to law enforcement services, and promote greater transparency and public understanding of the Sheriff's Department.

The Lancaster CAC shall serve to act as a liaison between the Lancaster Sheriff's Station and the communities it serves. The CAC will consult with the unit commander and their staff on matters relating to public perception of law enforcement issues.

The scope of responsibilities for the Lancaster CAC shall include, but not be limited to:

- Advising the Lancaster Sheriff's Station on strategies and training to improve community relations, bias-free policing, and access to the civilian complaint system;
- Working with the Lancaster Sheriff's Station to establish and carry out community public safety priorities;
- Receiving and conveying to the Lancaster Sheriff's Station public comments and concerns.
- Advising the Lancaster Sheriff's Station on matters relating to public perception of law enforcement issues, services and performance and sharing information with the public regarding the same.
- Representing the views of the local community relating to law enforcement efforts, programs, needs and concerns.
- Assisting the Lancaster Sheriff's Station staff by providing advice and tailoring programs which are uniquely suited to meet the community's needs.
- Assisting in establishing community partnerships and the education of the community to the needs and goals of law enforcement.
- Provide the community with information regarding implementation of LASD's Agreement with the United States Department of Justice to ensure constitutional policing.

The Lancaster CAC will have no formal involvement in the resolution or review of citizen complaints; however, they will perform a valuable service by serving as another conduit for personnel and service complaints and in the elimination of erroneous perceptions regarding Department procedures.

The CAC will not have access to any non-public information regarding an individual deputy or allegation of misconduct or disciplinary action.

The CAC may seek advice and technical assistance from the Federal Monitor.

MEETINGS

The Lancaster CAC shall meet monthly, although meetings may occur more frequently if deemed appropriate. The Lancaster unit commander shall ensure that, when necessary, appropriate station personnel, i.e., liaison lieutenant, detective, team leader, area patrol personnel, etc., attend the Lancaster CAC meeting so any community needs or concerns that are raised at this forum are addressed.

Lancaster Station shall facilitate quarterly public meetings of the CAC which shall specifically focus on discussing the Federal Monitor's reports and to receive community feedback about LASD's progress or compliance with the Agreement. The unit commander shall appoint a member of his/her unit to be responsible for coordinating the quarterly public town hall meetings. The quarterly public town hall meetings notifications shall be posted on social media, Nixel, e-mails, etc. no less than 30 days prior to the meeting.

The CAC shall be authorized to provide the community with information on the Agreement and its implementation.

Lancaster Station will provide the CAC with reasonable administrative support, including meeting space for these events.

PUBLIC REPORTS

The CAC's reports and recommendations will be posted on LASD-Lancaster's website. LASD will respond to the CAC's recommendations in a timely manner.

The CAC will implement an education and outreach program to inform Lancaster residents of their right to refuse or revoke consent before or during a search. This outreach will include a one-page written explanation of an individual's right to refuse or revoke consent. This written explanation will be posted on the LASD-

Lancaster website.

The CAC will provide reports and recommendations on topics selected at their discretion. The reports will consist of annual reports and quarterly public meeting recommendations.

UNIT COMMANDER RESPONSIBILITIES

The Lancaster Station unit commander shall appoint a member of his/her unit to provide administrative support, including meeting space for the CAC.

This Supervisor shall maintain a current and accurate roster of the CAC membership (name, address, phone, and e-mail address).

The unit commander and LASD executives will periodically review trends identified through the CAC and change policy and training if appropriate.

• • LCS Unit Order 73

LANCASTER STATION

UNIT ORDER # 73

SECURITY CHECKS OF ARRESTED PERSONS

PURPOSE:

In an effort to increase the accuracy of required cell checks by Lancaster station jail staff, an electronic scanning device is being introduced to digitally record the time, date and frequency of such compliance measures. The purpose of this order is to outline the added procedures for electronic checks utilizing the iPod Scanner which automatically updates the e-Gatebook accounting of prisoners within the station jail.

ORDER:

Nothing in this unit order is meant to replace or supersede federal or state law, title 15 requirements, or current Departmental policy. Any questions regarding the welfare checks of arrested persons should be referenced in the Manual of Policy and Procedures, the Custody Division Manual, or the Station Jail Manual.

Jailer Responsibilities

Jailers have the ultimate responsibility for safeguarding their inmates and ensuring the security, maintenance and well-being of those confined to the jail facility. The custody function is a major responsibility that can subject both the individual and the Department to severe criminal and civil liability if it is done negligently, improperly or incompetently.

- A. Jail staff are to complete the Prisoner Inspection Record (paper log) by recording their inspection of the jail and arrestees at intervals of no greater than 30 minutes (15 minutes for those arrestees suspected of being suicidal), to include the number of prisoners and an inspection of equipment. A check of the inmate's physical condition (including, but not limited to, breathing, consciousness, response to questions, etc.) should be noted by jail staff and documented in their log. The time of the inspection and count shall be indicated on the record immediately upon completion of the inspection and count. All entries shall be recorded in ink.
- B. Additionally, jail staff shall utilize the iPod Scanner to record the condition and count of arrestees, which will automatically update the e-Gatebook. At least one (1) jailer trained on the use of the iPod device shall be assigned to each shift (deputy personnel trained on this equipment may be used to supplement normal jail staff). In the event of any equipment malfunction, jail staff shall immediately notify the watch sergeant and log subsequent checks into the e-Gatebook using the "supervisor check tab - Jailer" already utilized by the watch sergeant and watch commander during their shift compliance checks.
- C. Arrestees who are considered a "suicide risk" shall be checked no less than every 15 minutes and shall be staggered (as described below) to minimize the inmate's ability to plan around anticipated checks. In no case shall more than 15 minutes elapse between any two safety checks, regardless of shift change, change in personnel, breaks, or any other circumstance. (A minimum of **five physical** safety checks shall be performed each hour.) Additionally, if available, they should be housed in either of the jail's two booking cells where they can be constantly monitored via closed circuit cameras until a transfer can be arranged to a permanent housing facility.
- D. If jail staff are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required. The supervisor shall ensure that inmate safety checks are completed and there are sufficient personnel to conduct the checks.
- E. Jail staff shall complete the Suicidal Prisoner/Inmate Log, BOMHR (SH-J-407) – CDM 4-05/000 and Special Handling Request (SH-J-181) if Suicidal or Dangerously Mentally Ill – CDM 05-01/050, and

ensure the arrestee has an "S" (Suicidal) code on his/her wristband. Jail staff will make copies of the applicable paperwork and place them in the three-ring binder located behind the jailer's desk. It is imperative jail staff document the time the arrestee arrived at their transferred destination (i.e. CRDF, IRC, TTCF, LCMC, etc.)

**** "Staggered Inmate Safety Checks"** All inmate safety checks shall be staggered to minimize the ability of inmates to plan around anticipated checks. In order to accomplish this, inmate safety checks shall be completed within the time interval assigned to the housing location and not precisely and repeatedly on the interval.

Upon completion of the observational period(s) and when feasible, inmates who are booked for alcoholic intoxication or under the influence of a controlled substance shall be placed in regular housing cells with other inmates that have the same security points as mandated by the Station Jail Inmate Classification Questionnaire Form.

Watch Sergeant Responsibilities

The watch sergeant has the responsibility for the **immediate supervision** of the jail operations. He/she shall regularly observe and supervise the jail operations during their shift.

- A. The watch sergeant and watch commander shall conduct at least (2) prisoner security checks per shift. The time of the inspection and count shall be indicated in the e-Gatebook immediately upon completion of the inspection and count. All entries shall be recorded in ink. A check of the inmate's physical condition (including, but not limited to, breathing, consciousness, response to questions, etc.) should be noted by both the watch sergeant and watch commander by indicating such in the log.
- B. Additionally, security checks will be entered into the watch commander's log by both the watch sergeant and watch commander. Should jail staff inform either the watch sergeant or watch commander that the iPod scanner is inoperable for any reason, a notation stating such shall be entered into the watch commander's log and the supervising jail lieutenant notified.
- C. Watch sergeants shall, during their security checks, note the workload of jail staff and make appropriate changes by utilizing field deputies and/or desk personnel during peak booking events. This is to ensure security and safety checks can be completed within the given time parameters.

Watch Commander Responsibilities

The watch commander has the **ultimate responsibility** of the jail during their shift. He/she shall periodically monitor the booking of prisoners and jail operations. The watch commander additionally has the ultimate responsibility for all cash bail monies and receipts.

In addition to the above security check procedures, the watch commander shall ensure that each prisoner, with the exception of prisoners brought in with a warrant or for 3056 PC, has a signed probable cause declaration.

Prisoner Injuries or Medical Emergencies

In the event an inmate is injured or requires immediate medical assistance, jail staff shall do the following:

- Immediately notify the watch sergeant / watch commander
- Render medical aid as applicable for the situation
- Notify the station desk to summon a medical response
- Continue to monitor jail security measures
- Complete applicable documentation such as Inmate Injury / Illness Reports

Panic alarm panels are located throughout the jail as a means to notify other station personnel that immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification **unless** other expedient means exist at the time the emergency is discovered.

In addition to the above, watch sergeants and watch commanders shall make appropriate notifications regarding such incidents. Care should be taken to identify whether a crime has occurred which led to the injury or medical emergency. In some cases it may be necessary to secure the immediate area as a crime scene and gather applicable reports, booking packages, and medical paperwork in preparation for an inquiry or investigation.

Questions should be referred to the Manual of Policy and Procedures, the Station Jail Manual, or Custody

Division Manual as applicable.

• • **LCS Unit Order 74**

LANCASTER STATION

UNIT ORDER # 74

LOUD PARTIES AND THE USE OF LMC 9.48.050

PURPOSE:

The purpose of this order is to establish procedures for handling loud party calls and enforcing Lancaster City Ordinance 9.48.050 and Los Angeles County Ordinance 13.42.010 in accordance with Field Operations Directive 07-02.

ORDER:

Deputies shall adhere to Field Operations Directive 07-02 (issued 04-27-07, replacing FOD 86-30) when responding to loud parties. Refer to attached copies. In addition to the requirements of the FOD, Lancaster Station deputies shall adhere to the following:

Handling disturbances in the city of Lancaster

Calls to unusually large parties or events within the city of Lancaster shall be dispatched as priority calls. A field sergeant shall be assigned to these calls.

At the first response to a loud party, deputies may give a verbal warning or issue a citation (City Administrative Citation or an LASD Notice to Appear if the incident is to be handled criminally) if the disturbance is particularly egregious. If a warning is given, the deputy should advise if a second call is received, the fine for

the violation is \$500 and the responsible person or persons “shall be jointly and severally liable for all actual costs and expenses incurred by the city during second or subsequent responses.”

Upon returning to the same location, due to a noise disturbance call within 30 days of the first response, deputies **shall** issue a citation to the responsible person or persons. Deputies may cite using an Administrative Citation (preferred) or an LASD Notice to Appear if the incident is to be handled criminally.

Deputies should use LMC 9.22.050 when citing the hosts of loud parties. If the responsible party refuses to sign an administrative citation, deputies shall write “REFUSED” in the signature box and submit the citation.

Administrative citations shall be placed in the traffic citation box. The City Special Assignment Deputy will file completed citations with the City who will issue a Written Reimbursement Notice to the responsible person. If the violator is cited on an LASD Notice to Appear, the violation shall be charged as a misdemeanor and the citation shall be attached with the complaint report.

When deputies receive a subpoena regarding a City Administrative Citation, a blank Statement of Facts will be attached. The deputy shall fill out the Statement of Facts and return it to the City Special Assignment Deputy. A completed Statement of Facts is not a substitute for appearance at the administrative hearing; deputies shall appear as directed in the subpoena.

Handling disturbances in unincorporated areas

Calls of unusually large parties in unincorporated areas shall be dispatched as priority calls. A field sergeant shall be assigned to these calls.

Deputies shall issue a “Loud Party” disturbance violation notice (SH-CR-623) on the first response to a loud party, major or minor, occurring in an unincorporated area, when appropriate. (FOD 07-02, pages 2-3).

The process will be reviewed by the assigned sergeant, who will have the collateral duty of querying RAPS and LARCIS to verify a notice was issued on the first response to a loud party.

Advance notice of parties

When personnel receive advance notice of an unusually large party or event, they shall inform the field sergeant. The field sergeant shall respond to the location to advise the host of his/her legal rights, responsibilities, and liabilities, and seek his/her cooperation.

A copy of the Department's publication "Planning a Large Party" shall be given to the host.

The field sergeant shall prepare a briefing regarding the party. The briefing shall contain the following:

- Nature of party
- Location
- Host's name or person in charge of the premises with a telephone number for contact
- Estimated attendance and age group
- Time and duration of party

The field sergeant shall post the pertinent information on the briefing board, and ensure all deputy personnel working during the hours of the party are briefed.

Documentation of Actions

All large parties where we are required to take action shall be documented.

The field supervisor shall notify the watch commander of the following:

- Location of party

- Host or person in charge of the premises
- Number of persons and their approximate ages
- Use of alcoholic beverages and consumption by minors
- Any law violations observed and action taken
- Any other information of value

The watch commander shall note this information in the watch commander's log.

References (attached)

FOD 07-02: LOUD PARTY DISTURBANCES

LACO 13.42.010

LMC 9.22.050: DISTURBING, EXCESSIVE, LOUD, OR OFFENSIVE NOISE

• • LCS Unit Order 75

LANCASTER STATION

UNIT ORDER # 75

ARMORY AND WEAPONS CONTROL

PURPOSE:

To establish guidelines for the security, safety, control and issuance of station shotguns, stunbag shotguns, and all less lethal weapons.

ORDER:

SHOTGUN, STUNBAG SHOTGUN, AND PATROL RIFLE SECURITY AND SAFETY SHALL BE PRACTICED AT ALL TIMES

1. Loaded shotguns, stunbag shotguns, and patrol rifles are not permitted inside the station, unless emergency circumstances arise. They shall be loaded and unloaded in the station's parking lot, with the barrels pointed upward. Shotguns and stunbag shotguns will remain in the armory or under the direct control of deputy personnel at all times.
2. Shotguns and patrol rifles shall be placed in appropriate shotgun racks/storage areas within the station and County vehicles.
3. Stunbag shotguns shall remain in their assigned cases unless they are being loaded, unloaded, or deployed.
4. Shotguns shall be locked within the vehicle whenever the vehicle is unattended.
5. Stunbag shotguns shall remain secured in the vehicle's trunk.
6. Shotguns shall not be placed in any shotgun rack with a live round in the chamber.
7. Patrol rifles shall not be placed in any rifle rack with a live round in the chamber.

ISSUANCE AND CONTROL

1. All shotguns and stunbag shotguns shall be returned to the armory, special team's gun safe, or personally turned over to an oncoming deputy, at the conclusion of a tour of duty.

2. Patrol rifles shall be stored in the lockers of the personnel assigned patrol rifles. Patrol rifles assigned to the armory shall be stored in the station armory when not in use.
3. Shotguns and stunbag shotguns shall NOT be left in patrol vehicles for the relieving shift or stored in personal lockers.
4. Patrol rifles shall NOT be left in patrol vehicles when not deployed for field use.
5. Deputies assigned a patrol rifle shall not keep it in their possession while off duty. It can only be possessed during deployment while on duty, or during training and maintenance. It shall never be stored in a personally owned vehicle.

INSPECTION, CARE AND CLEANING

1. The Armory Sergeant shall be responsible for detailing appropriate personnel to clean the station's shotguns and stunbag shotguns that are not in service.
2. Each deputy checking out a shotgun and/or stunbag shotgun is responsible for checking its serviceability.
3. Malfunctioning shotguns and stunbag shotguns shall be tagged and returned to the armory. The Weapons Disposition Log shall be completed in accordance with the aforementioned guidelines.
4. Resident deputies shall be responsible for cleaning their shotgun/stunbag shotgun and patrol rifle on a weekly basis and keeping a maintenance log.
5. Personnel assigned patrol rifles shall be responsible for cleaning their assigned rifle and maintaining a weekly maintenance log.

6. Maintenance and cleaning supplies shall be located in the station armory.

WEAPONS DISPOSITION LOG

A Weapons Disposition Log will be maintained on a clipboard inside the armory. Personnel responsible for causing a significant change in the status of a station-assigned firearm or requesting action to be taken on said weapon, shall complete this log in its entirety. Examples of some types of significant change would be: weapon being transported to Sheriff's Pistol Range for repairs; loaning of the weapon to another unit; weapon being placed out of service with a notation indicating the specific malfunction (this will include the placement of a "B.O." tag being affixed to the weapon.)

Note: The Weapons Disposition Log will NOT be used to record the use of a shotgun during an assigned tour of duty.

Additionally, this log shall indicate when the weapons are cleaned.

MAINTENANCE OF RECORDS

The Armory Sergeant shall maintain a maintenance record for each weapon. That record shall reflect all noted malfunctions, date repaired and dates weapon was cleaned.

Refer to Manual of Policy and Procedures Section:

3-06/080.10 - Quarterly Weapons Inventory

AMMUNITION AND ORDINANCE

Flashbang and Stingball Grenades cannot be stored in the same room with ammunition, Teargas, Flammables, or other types of explosives.

SHIFT WEAPON ACCOUNTABILITY

Watch Deputies shall inventory all weapons in the armory and deployed in the field each shift. Weapons deployed and left in the armory each shift will be tallied against the station weapon inventory sheet prepared monthly by the Armory Sergeant. This inventory will list all permanently assigned weapons (ex; sergeant's vehicles, detective bureau, assigned patrol rifles) along with armory weapons dedicated for patrol use.

Upon completion of the armory weapon inventory, the watch deputy shall advise the watch sergeant that the inventory has cleared or in the event any weapons are unaccounted for. The watch sergeant shall document each shift's inventory in the watch commander log indicating the armory inventory cleared. Immediate steps shall be taken to locate any unaccounted for weapons.

LOGGING WEAPONS

PATROL

All armory weapons deployed on patrol shall be listed in each patrol units "Special Equipment" section of the mobile digital logon screen.

PATROL RIFLES

In accordance with LASD Communications & Fleet Management Bureau Newsletter – 01:

The following convention shall be used when listing a rifle: "R/ or _R/" and "R/****" or "_R/****".

Lancaster Station's Unit Orders

The best practice would be to list the Rifle FIRST on the equipment line, or alternatively use a blank space prior to the "R" to avoid conflict with other equipment. (See examples below)

DEPUTY #2 _____ U/I #2 _____
OR NAME _____
MILEAGE - BEG _____ END _____ VEHICLE _____
SPECIAL EQUIPMENT R/1234,SG/1,TASER/2, R/, SB/3, R/9876
MOBILE RADIO ID _____ PORTABLE RADIO ID _____
PATROL AREA/TIME _____ / _____ / _____ / _____

First position-With or W/O #

A space precedes R/

Supervisors should review the equipment line of the Unit Roster each shift to ensure compliance and accurate data collection.

The following weapons shall be listed in the "Special Equipment" section in the following manner:

1. Rifles: "R/1234"
2. Shotguns: "SG/1"
3. Tasers: "Taser/2"
4. Stun bag shotguns: "SB/3"

Logging weapons in the above manner will allow each shift's watch deputy to complete the weapons inventory by running a unit roster during the course of each shift.

SPECIALIZED TEAMS

Supervising sergeants from the listed Lancaster Station specialized teams shall conduct weekly inventories of all weapons assigned to their teams. These teams shall include the following:

- Detective Bureau Burglary Suppression Team
- Detective Bureau Robbery Suppression Team
- School Safety Unit
- LANCAP

- Traffic
 - Detective Bureau
-

- **Unit Orders 76-80**

- • **LCS Unit Order 76**

LANCASTER STATION

UNIT ORDER #76

BUSINESS SHOPLIFTING CALLS AND THE USE OF LMC 9.48.050

PURPOSE:

The purpose of this unit order is to establish procedures for handling shoplifting/theft calls (916B), at businesses within the City of Lancaster and enforcing Lancaster City Ordinance 9.48.050(a) and 9.48.050(c).

ORDER:

In October of 2015, the City of Lancaster introduced Lancaster City Ordinance 9.48.050. This ordinance covers enforcement of loud parties and other crimes such as shoplifting and theft. The ordinance allows suspect(s) cited for violations under 9.48.50 LMC to be civilly prosecuted by the City of Lancaster. Refer to Unit Order #74 for the use of administrative citations for loud party calls.

Lancaster City Ordinance 9.48.050 allows businesses within the City of Lancaster to issue administrative citations to suspects arrested for shoplifting, 9.48.050(a) LMC, or theft, 9.48.050(c) LMC. If the business elects to issue an administrative citation for the above violations, deputy personnel will not be dispatched to the business.

Deputy personnel who are dispatched to a business regarding a 916B call, shall determine what crime has occurred and arrest suspect(s) for the appropriate Penal Code section. Deputy personnel will not issue City of Lancaster administrative citations if a suspect is arrested for shoplifting or theft. If deputy personnel issue a citation under the appropriate Penal Code, it shall be completed on a LASD notice to appear citation.

Businesses within the City of Lancaster are only authorized to issue administrative citations under 9.48.050(a) LMC and 9.48.050(c) LMC. 916B calls for service in unincorporated areas shall be handled as usual and issuing an administrative citation is not authorized for deputy personnel.

Deputies arresting suspect(s) for Proposition 47 related crimes, or Proposition 47 related arrest warrants, shall book said suspect(s). Suspect(s) will be booked, Livescanned, and their Criminal History checked to determine if a previous conviction could make the current arrest a felony.

• • **LCS Unit Order 77**

LANCASTER STATION

UNIT ORDER # 77

BACK SEAT DETENTION COMPLAINTS

PURPOSE:

The purpose of this unit order is to set forth procedures regarding the handling of citizen complaints relating to Back Seat Detentions (BSD's), and the procedures for addressing them while in the field. This unit order satisfies DOJ Settlement Agreement Number 49.

SCOPE:

This directive applies to all personnel assigned to Lancaster sheriff's station.

ORDER:

Any citizen contact in which a back seat detention occurs and the detainee wishes to complain as a result, the following procedures **shall** be adhered to;

Deputy Responsibility

- The handling deputy(s) **shall** request a field supervisor to take the complaint
- If the detainee does not wish to wait for a supervisor, the deputy(s) **shall** issue the pamphlet "Procedures for Public Comment", along with his/her business card
- Upon completion of the contact, the deputy(s) **shall** immediately notify the watch commander of the contact

Field Supervisor Responsibility

- When requested, the field supervisor **shall** respond and take the complaint in the field

Watch Commander Responsibility

- The watch commander **shall** make an entry in the watch commanders log when notified of the complaint

All patrol vehicles, including DB vehicles, **shall** have the pamphlet "Procedures for Public Comment." The pamphlets **shall** be secured in the school safety binder of the vehicle. It is the deputy's responsibility to ensure the vehicle has the pamphlet prior to entering service.

All logging of citizen contacts via the Mobile Digital Computer policies remain in place.

All personnel are reminded of Department policy pertaining to business cards:

M.P.P. 3-01/110.45 BUSINESS CARDS

Sworn members performing duties involving direct public contact must possess business cards. They must be presented to members of the public upon request.

• • **LCS Unit Order 78**

LANCASTER STATION

UNIT ORDER # 78

ON-CALL DETECTIVE

PURPOSE:

To establish protocol for the on-call after hour detective program.

SCOPE:

All detective personnel assigned to Lancaster Station Detective Bureau.

ORDER:

On-call detectives will handle incidents requiring a detective during hours when no detective is on duty or additional detectives are needed to handle a critical incident.

The on-call detective assignment will require one station detective to be on-call for a seven day period, from midnight Friday to midnight Friday. The number of weeks provided for sign up will be the exact number as the

detectives available (32 detectives available, 32 weeks posted for sign up). Detectives will be able to pick their required coverage week based on station seniority in detective bureau (highest to lowest). Detectives will be able to trade coverage days or weeks with other eligible detectives. Detectives will decide if they want to be compensated with overtime, saved time or adjust their work schedule for the same week, if an activation occurs. Detectives will be responsible for finding a replacement and notifying the detective operations sergeant with the replacement detective's information if they are unable to fulfill their on-call detective duties. The on-call detective will maintain a conduit (cell phone, home phone) for contact in the likelihood of an activation, allowing for immediate direct communication or a timely response if an activation message is left.

A request for activation of the on-call detective will be determined by the on-duty watch commander. If the watch commander determines a detective is required, the watch commander or his designee will contact the detective bureau lieutenant for activation approval. If the detective bureau lieutenant determines a detective is required, the assigned on-call detective will be contacted, briefed on the nature of the response, and directed to respond to the station as soon as possible.

If the on-call detective cannot be reached, then station detectives will be called at random until a station detective agrees to respond. The on-call detective will be required to address the detective bureau lieutenant on the next business day as to their inability to be contacted.

Failure to comply with this unit order may result in disciplinary action.

• • **LCS Unit Order 79**

LANCASTER STATION

UNIT ORDER # 79

QUARTERLY AUDIT OF EQUIPMENT ASSIGNED TO STATION PERSONNEL

PURPOSE:

To establish accountability of Department equipment issued to Lancaster Station personnel on a quarterly basis.

ORDER:

Procedures for the storage, issuance, reissuance, accountability, maintenance, and quarterly inventory of all weapons shall be adhered to in accordance with **Lancaster Unit Order # 75 Armory and Weapons Control**.

Furthermore, all safety equipment (e.g. helmets, vests, shields, etc.) along with all other miscellaneous equipment (e.g. LIDAR, Blue Check, Portable Radios, Mobile Phones, Satellite Phones, etc.) shall be inventoried on a quarterly basis for the purpose of tracking, storage, issuance, reissuance, accountability, and maintenance.

PROCEDURES:

All equipment assigned to station patrol personnel shall be documented on a master station inventory form that will reflect the name and employee number of the employee along with a list of Department equipment issued to the employee. The list will be updated to reflect changes whenever the following occurs: new personnel are assigned to the station, personnel leave the station, equipment is reassigned to employees, or any instance that requires edits be made to reflect changes in the issuance or reissuance of equipment.

The responsible patrol lieutenant shall ensure the quarterly inventory is conducted to account for all patrol assigned equipment.

SPECIALIZED TEAMS

Supervising sergeants from the listed Lancaster Station specialized teams shall conduct quarterly inventories of all weapons and equipment assigned to their teams in accordance with this unit order and Unit Order #75. These teams shall include the following:

- Detective Bureau Burglary Suppression Team
- Detective Bureau Robbery Suppression Team
- School Safety Unit

- LANCAP
- Traffic
- Detective Bureau

A miscellaneous equipment coordinator shall be designated to manage the provisions of this order.

• • **LCS Unit Order 80**

LANCASTER STATION

UNIT ORDER # 80

SUSPECTED CHILD ABUSE REPORT (SCAR)

PURPOSE:

To establish protocols and procedures, to ensure compliance with the mandates of the Child Abuse and Neglect Reporting Act, Penal Code 11164.

OVERVIEW:

Lancaster Station handles a large volume of child abuse reports each year. All personnel shall adhere to Field Operations Directive 03-004, Child Abuse and Neglect Reporting Act.

PROCEDURES:

WATCH DEPUTY

The watch deputy shall ensure all SCAR's are dispatched and handled in a timely manner. The watch deputy shall notify the watch sergeant and field sergeant of any SCAR calls being unnecessarily delayed.

All watch deputies will review and read the narrative of each SCAR to determine if it is an emergent, priority, or a duplicate SCAR. All SCAR's shall be dispatched on each shift. At no time will a SCAR be in E-SCAR's longer than twenty four hours. In the event the watch deputy receives a duplicate SCAR, a call will be entered for both SCAR's. The watch deputy will immediately clear out one of the calls as a duplicate call and cross reference the tags. The EM watch deputy will provide the watch commander with non-emergent SCAR's which can wait to be sent out during AM or PM shift. These SCARs will be held at the discretion of the shift watch commander.

In the event a watch deputy does not have a password for E-SCAR's (i.e. not a regularly assigned watch deputy), they will contact another Sheriff's Department station. They will provide the assisting watch deputy with the SCAR number they received via the CAD system. The assisting watch deputy will then be requested to send the Lancaster SCAR to Lancaster Station.

Before forwarding a SCAR to another station or agency, the watch deputy shall make every attempt to verify the child actually lives at the address listed on the SCAR. The watch deputy will give the agency or other station a courtesy call and put the contacted person's name and phone number in the forwarding section of the SCAR.

If the alleged abuse occurred in Lancaster Station's jurisdiction, but the child is currently in another jurisdiction, the watch deputy will attempt to contact the other jurisdiction and request a courtesy response to interview the child. If the other jurisdiction is unable or unwilling to respond, a Lancaster Station unit shall be dispatched at the watch commander's discretion.

SERGEANTS

The watch sergeant and field sergeants will monitor dispatched SCAR calls for service to ensure they are handled in a reasonable amount of time. While reviewing a completed SCAR, the watch sergeant shall ensure all the allegations in the SCAR are addressed appropriately prior to approving the report.

FIELD DEPUTY

A SCAR (Suspected Child Abuse Report) call shall be handled prior to any routine report calls for service, and with the utmost priority.

Deputy personnel shall thoroughly investigate all alleged abuse and neglect.

If the call was directed by a SCAR, there is no set number of times a call should be generated if the child is not at the location. The key is "due diligence." The deputy can:

- Use department resources and run the information of the parents
- Call the phone numbers on the SCAR
- Check with the neighbors, schools, and the landlord
- Send a deputy at a different time of day
- Contact the reporting party
- Contact the Department of Children and Family Services (DCFS) social worker for updated case information

Actual physical examination of a child is mandatory if physical or sexual abuse is reported. All children residing in the home shall be examined and documented in either an incident report or SCAR Clearance Narrative/Check-Off Report (SH-R-626). Upon "suspicion" or "actual" abuse or neglect, whether emotional or physical in nature, an Incident Report (SH-R-49) shall be written.

If the child abuse call was not generated by a SCAR and the allegation is physical or sexual abuse, the deputy shall cross report to DCFS providing the date, time, incident number (tag), and Uniform Report Number (URN) of the incident. If the deputy believes the children would benefit from services offered by DCFS, the deputy may contact the DCFS hotline.

If the handling deputy determines no crime has occurred, the SCAR will be cleared by pulling an URN with a 419 statistical code, and the deputy shall complete the SCAR Clearance Narrative/Check-Off Report. If the handling deputy is unable to conduct a complete investigation during their shift (e.g. unable to make any contact, not everyone who resides in the home is contacted, etc.) the SCAR ALONG WITH AN EXPLANATION WILL BE PRESENTED TO THE WATCH COMMANDER BY THE HANDLING DEPUTY. THE WATCH COMMANDER WILL USE HIS/HER JUDGEMENT TO DETERMINE WHETHER TO COMPENSATE THE DEPUTY WITH OVERTIME OR REASSIGN THE SCAR. In the event overtime is not

warranted, the deputy shall complete the SCAR Clearance Narrative/Check-Off Report without drawing an URN, and clear the call with a 416 statistical code. The deputy shall notify the watch deputy the SCAR will need to be re-dispatched. All paperwork, including the SCAR Clearance Narrative/Check-Off Report, with a completed narrative detailing what the deputy did, shall be returned to the SCAR tray located in the watch sergeant's office. A new call will be generated by the watch deputy each time a deputy responds to an incomplete SCAR. The SCAR Clearance Narrative/Check-Off Report shall be filled out every time a deputy responds to a SCAR. For example, if deputies respond to a SCAR 15 times before finally completing the investigation, there should be 15 SCAR Clearance Narrative/Check-Off Reports attached to the SCAR when it is turned in to the watch sergeant for approval.

Due to the volatile nature of Domestic Violence Incidents, there is an inherent risk of physical and/or emotional abuse or neglect to all children residing, or present, in the home of the incident. Deputies responding to incidents of Domestic Violence shall make every attempt to assess and interview all children in the home for incidents of abuse. If a child hears or sees a Domestic Violence incident, the child shall be listed in the Incident Report, their statement included, and a notification to DCFS. If the child is touched (examples: in the victim's arms when the victim is injured, hit by flying objects, injured by suspect slamming a door, etc.), the child shall be listed in the Incident Report as a victim, their statement included, and a notification to DCFS shall be made. If children reside in the home but are **not** present during a Domestic Violence incident, or any other crime which occurred in the home, and the deputy believes the children would benefit from services offered by DCFS, the deputy may contact the DCFS hotline

When investigating a suspected child abuse crime, deputies should be cognizant of any other type of crime which may have occurred and not been reported (i.e. non-criminal domestic violence, battery, use of narcotics, etc). WIC 305 gives deputies the authority

to take a victim of child abuse into protective custody. DCFS shall be notified and is responsible for the placement of all children taken into protective custody by deputy personnel.

All notifications to DCFS shall be documented in the deputy's written report. The documentation shall include the name of the DCFS employee, and the time the notification was made.

JURISDICTION:

Deputies should not rely on DCFS to conduct any part of their investigation.

If a deputy is interviewing a child and finds out the incident occurred in another jurisdiction, the deputy shall write a courtesy report.

REFERENCES:

Penal Code 11164 (Child Abuse and Neglect Reporting Act)

FOD : 03-004 (Child Abuse and Neglect Reporting Act)

MPP 4-06/023.00 (Child Abuse)

E-SCARS Procedures

Alejo v. City of Alhambra (1999) 75 Cal.App.4th 1180

- **Unit Orders 81-84**

- • **LCS Unit Order 81**

LANCASTER STATION

UNIT ORDER # 81

AERO BUREAU REQUESTS

PURPOSE:

The purpose of this unit order is to establish protocol and documentation when requesting an Aero Bureau unit via the Dispatch 15 radio channel.

ORDER:

Field Deputy Personnel

When deputy personnel working patrol encounter circumstances which would necessitate the assistance of Aero Bureau, a formal request shall be voiced via the Dispatch 15 channel. These requests may be for various reasons, which may encompass routine, priority, or emergent calls for service. Aero bureau units shall be requested via Dispatch 15, even if there is prior knowledge that no Aero units are available for North County patrol.

Watch Deputy and Dispatcher

Watch deputies and dispatchers shall document when a Lancaster patrol unit requests an Aero Bureau unit for service. The request shall be documented on the Aero Bureau Response Log (see attached). It shall be the responsibility of the watch deputies and dispatchers to familiarize themselves with the Aero Bureau Response Log. The log shall be kept in a conspicuous location.

Watch Sergeant and Watch Commander

The on-duty watch sergeant and watch commander shall periodically ensure the requests for Aero Bureau are being properly documented. This will be accomplished by visually inspecting the Aero Bureau Response Log. The station desk collateral supervisor shall provide the unit commander with a monthly tally of requests by the 5th day of each month. Monthly Logs will be submitted to the operations staff for archiving.

• • LCS Unit Order 82

LANCASTER STATION

UNIT ORDER # 82

CRIMINAL SUBPOENAS AND COURT APPEARANCES

PURPOSE:

The purpose of this order is to ensure compliance with established policy regarding the acknowledgement and compliance of court ordered subpoenas.

Lancaster Sheriff's Station utilizes the "eSubpoena Tracking System". Subpoenas are sent electronically from the court and automatically distributed to the named employee on the subpoena. When the employee signs on to the Sheriff's Data Network and access their email, they are immediately notified if they have a subpoena(s) to be acknowledged.

POLICY:

ACKNOWLEDGING CRIMINAL SUBPOENAS

MPP 5-07/250.00 CRIMINAL SUBPOENA AND COURT APPEARANCES

Employees shall use the automated subpoena tracking system and acknowledge receipt of the subpoena.

MPP 3-07/210.10 SYSTEM USE

Authorized users of e-mail are responsible for reading their electronic email in a timely manner, no less than once a day, or notify their supervisor that they are unable to read e-mail.

COURT APPEARANCES

MPP 5-07/250.00 CRIMINAL SUBPOENA AND COURT APPEARANCES

Department personnel who are served with a "must appear" subpoena must appear at the designated court on time and prepared to testify, unless they are excused by the handling Deputy District Attorney personally or via the Unit Court Liaison Sergeant.

Personnel who are served with an "on call" subpoena, or who have been placed on call, shall appear promptly when contacted by the District Attorney's office or Unit Court Liaison.

All employees who have scheduled vacation and/or training shall notify the Unit Court Liaison in a timely manner.

UNIT COURT LIAISON SUPERVISOR RESPONSIBILITIES

The Unit Court Liaison Lieutenant and Sergeant will oversee the daily operations of the court liaison activities, ensuring the timely and accurate processing and service of subpoenas to Unit personnel.

The unit court liaison lieutenant and sergeant shall ensure the appearance by subpoenaed Unit personnel. At least once per month, they shall check the quality of testimony, as well as the propriety of their attire. They shall maintain contact with the District Attorney's and Public Defender's Offices regarding nonappearance and testimony issues.

The unit court liaison sergeant shall be responsible for approving court related overtime expenditures.

Lancaster Station's policies on court related overtime is outlined in Unit Order #31 COURT OVERTIME.

• • LCS Unit Order 83

LANCASTER STATION

UNIT ORDER #83

DISPUTED WARRANT ARRESTS

PURPOSE:

The purpose of this order is to enforce the standing policy regarding the booking of persons for arrest and bench warrants. This Unit Order will address the procedures to be followed when a person contends the warrant(s) they are being booked for does not belong to them.

ORDER:

All deputy personnel shall compare every warrant arrestee with the physical description on the Warrant Information Sheet (WIS) prior to booking.

A Warrant Acknowledgement Form shall be presented to the arrestee along with the Warrant Information Sheet (WIS). The arrestee can dispute the warrant as not being theirs, or choose not to dispute the warrant. The Warrant Acknowledgement Form will accompany the WIS in the booking package and will be verified and signed by the approving watch sergeant.

In the event a Warrant Acknowledgement Stamp is available, the stamp will be placed on the bottom of the WIS, filled out, and processed in the same manner as the form. The Warrant Acknowledgement Stamp, if available, can be used in lieu of the form.

A Warrant Acknowledgement Form or stamp shall be completed regardless if the arrestee disputes the warrant as being theirs.

When an arrestee claims they are not the person named on a WIS, they shall not be booked until a thorough records search has been performed and a Disputed Warrant Verification Form is completed. Any person claiming to be erroneously arrested on a warrant, shall be allowed access to their property if such property contains evidence he has been erroneously arrested. The watch sergeant shall be notified of the disputed

warrant arrest.

The decision to book an arrestee on the strength of the want/warrant will normally be made by the watch sergeant. The watch sergeant will compare the arrestee's physical description with the information on the WIS and/or information obtained during the record search.

The approving supervisor shall indicate approval of the arrest or authorization for release by noting "booked" or "released" followed by their initials on the WIS. If an arrestee is not booked for the warrant, and there are no other charges and/or wants on which to hold the arrestee, the person shall be released per section 849(b) (1) P.C., and issued a "Certificate of Release" (form SH-AD-516). The arresting deputy shall complete an Incident Report (form SH-R-49) using the classification "Warrant, one detention, one release."

A copy of the Warrant Acknowledgement and Disputed Warrant Verification Form shall be placed in the arrestee's booking package.

Additional information regarding the arrest and booking of warrants only can be found in the following Policy and Procedures:

MPP 5-07/110.10 USE OF THE CWS

MPP 5-07/110.60 PROCEDURE WHEN SUBJECT NOT PERSON NAMED IN WARRANT

MPP 4-26/010.00 CASE ASSIGNMENT MANUAL – WARRANTS

WARRANT ACKNOWLEDGEMENT FORM

Lancaster Station's Unit Orders

I, _____ (print name), have been informed that I am being held on warrant # _____. Without admitting or denying guilt on the underlying offense,

I hereby (check one box only):

☐ Dispute that I am the person identified on the warrant.

☐ Do not dispute that I am the person identified on the warrant.

Arrestee's Signature: _____

Date: _____ Time: _____

Witnessing Employee (print): _____ Employee #: _____

Witnessing Employee's Signature: _____ Date: _____ Time: _____

IF AN ARRESTEE REFUSES TO SIGN A SECOND SIGNATURE IS REQUIRED

Second Witnessing Employee (print): _____ Employee #: _____

Second Witnessing Employee's Signature: _____ Date: _____ Time: _____

NOTE: A DISPUTED WARRANT VERIFICATION FORM SHALL BE COMPLETED ANY TIME AN ARRESTEE DISPUTES THAT HE/SHE IS THE PERSON IDENTIFIED ON THE WARRANT.

Watch Sergeant Signature: _____ Employee #: _____

• • **LCS Unit Order 84**

LANCASTER STATION

UNIT ORDER # 84

SWORN AND NON-SWORN SPECIALIZED STATION POSITIONS

PURPOSE:

The purpose of this unit order is to establish protocol when offering specialized positions to sworn and non-sworn personnel.

DEFINITION:

For the purpose of this order, a specialized position is defined as a permanent or temporary position in which the selected personnel are not performing regular shiftwork and/or their shiftwork and schedule would be altered outside of the station's normal shift schedules. Examples of these positions include but are not limited to: station clerks assigned to the station detective bureau or warrant validations, LANCAP Team deputies, Law Enforcement Technicians assigned to station maintenance or fleet management, and/or any position, either sworn or non-sworn, which permits an employee to work a flexible work schedule. Specialized positions do not include coveted positions or any positions in which the Department and/or the County require testing, of any sort, to obtain.

ORDER:

When a position fitting the aforementioned definition becomes available, the supervisor selecting the position shall disseminate the availability of the position via email. The email, at minimum, shall include the following:

- The date the position is available
- What personnel classification the position is available to (i.e. deputy sheriff generalist, station clerk, law enforcement technician etcetera)
- The duties of the position
- The qualifications desired for the position
- The work schedule for the position
- Any pertinent information that would make the position desirable to obtain
- The deadline for applying for the position

Personnel interested in an offered specialized position shall respond via email directly to the supervisor selecting the position. The supervisor selecting the position shall wait a reasonable amount of time for the applicable personnel to apply for the position. The "reasonableness" of the application timeframe will be

dependent upon the urgency in filling a position. If there is an urgency it shall be stated in the email.

The goal is to fill these positions with the most qualified, motivated personnel. Seniority may be a consideration, but need not be a factor in determining the most qualified person for a specialized position. Personnel who are IOD, ROD, off on extended leave, FMLA, light duty, or on any other type of leave, bear the sole responsibility for applying for the position.

These positions are not coveted nor are they guaranteed to be permanent. Nothing in this order shall be, in any way, misconstrued as a means of guaranteeing someone an appointment to a position, or a right to maintain a position.
