

Unit Orders 1-5

- **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 wavers 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.
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