

## Unit Orders 11-15

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- **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.

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- **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.

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• **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**.

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- **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.

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