

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.
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- **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.
