

## Unit Orders 31-35

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- **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.

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- **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.
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- **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 3<sup>rd</sup> 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 1<sup>st</sup> time offenders, 2<sup>nd</sup> 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.

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- **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 are 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.

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