

## 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;

- 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.

<b>Report/Document</b>	<b>Submission Time Limit</b>	<b>Tracking System Maintained By</b>	<b>Tracking</b>
<b>Administrative Investigations</b>	90 days	Operations Lieutenant	1st c
<b>Citizen's Complaints - SCR's</b>	20 days	Captains Secretary	15th
<b>Civil Claim Investigations</b>	15 days	Captains Secretary	1st c

<b>Foot Pursuit Reviews</b>	20 days	Risk Management Sergeant	15th
<b>Occupational Injury/Illness Reports</b>	2 days	Captains Secretary	
<b>Performance Evaluations</b>	20 days	Captains Secretary	1st c
<b>Use of Force Package</b>	20 days	Risk Management Sergeant	Eac
<b>Use of Force Package W/C Review</b>	1 week	Risk Management Sergeant	Eac
<b>Vehicle Incidents - traffic collisions, vehicle damage</b>	20 days	Captains Secretary	
<b>Vehicle Pursuit Reviews</b>	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

---