

Unit Orders 51-55

- **LCS Unit Order 51**

LANCASTER STATION

UNIT ORDER # 51

HANDLING PROCEDURES FOR COMPLETED LATENT PRINT CARDS AND ENVELOPES

To ensure the chain and custody of evidence is adhered to, the following procedures have been established:

Upon completion of the latent print card, all cards shall be placed into the provided envelope and secured. In order to maintain security, all latent print cards shall be brought to the station as soon as possible or practical. Within the station evidence room, there is a secured metal box, where all cards shall be placed into. Latent print cards may be delivered directly to the crime lab during their normal business hours.

A community service assistant has the responsibility of checking the latent print box on a daily basis. The latent print box shall remain locked at all times. The key to the box is located on the watch sergeant's key ring. All cards are to be gathered Monday through Friday and delivered to the crime lab for processing.

A representative from the crime lab will note the date and time each card is received. The green copy of the latent print card may be given to the individual investigator for their records.

Any required follow-up or requests needed regarding the status of any submitted card will be the responsibility of the handling investigator.

- **LCS Unit Order 52**

LANCASTER STATION

UNIT ORDER # 52

UTILIZING COUNTY PROPERTY FOR INVESTIGATIVE OPERATIONS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the use of County owned property for investigative operations.

ORDER:

All temporarily issued property (ie; jewelry, currency, equipment, bicycles), or any county property used to assist with an investigation, IS FOR COUNTY USE ONLY.

Storage of County Property:

All county property maintained at the station for use in investigative operations shall be stored in the secure locker located in the detective bureau lieutenant's office. If the item is of high dollar value (i.e: jewelry, currency, coins), it shall be stored in the watch commander's safe. The same procedures outlined below shall be followed for items stored in the watch commander's safe, except that the items(s) will be issued from and returned to the watch commander's safe by the requesting deputy and the detective bureau lieutenant.

Requesting Property:

Prior to obtaining any county issued property for the use in an operation, an operation plan must be completed, including a full description of the county property. The property shall be listed with each item and its serial number, and the operation plan must be approved by the deputy's supervisor (sergeant or lieutenant). Only after receiving approval from the requesting deputy's supervisor will the deputy request the use of the specific piece of county issued property from the detective bureau lieutenant.

Following the approval of the detective bureau lieutenant, the requesting deputy shall complete a Request for Temporary Property Acquisition Form. The form is located in the primary secured locker in the detective bureau lieutenant's office. Once the deputy has signed for the requested county property, the property will be temporarily issued to that deputy, who is then responsible for the item until it is returned.

Returning Property After Use:

County property shall not be passed on to any other Department personnel unless it is being used for the original operation it was approved for. If the property is needed by another deputy for the use in a different operation, the property must first be returned to the detective bureau lieutenant where it is documented and signed back out to the new deputy.

When personnel are finished utilizing the county property, the property shall be returned to the detective bureau lieutenant, where it is signed in and placed in a secured locker or into the Watch Commander's safe.

The requesting deputy for the next operation must then follow the above procedures to acquire the requested property.

Lost, Damaged or Stolen Property:

Any county property being utilized for an operation that is lost, damaged / stolen, or used in an exchange during the course of the operation and is unable to be retrieved, shall be documented immediately by completing a SH-R-49. The SH-R-49 shall contain the information pertaining to the county property, including the serial number of the property that is on record (if one is available) and the disposition of the property. A picture of the property should be attached to the SH-R-49, if possible. The Detective Bureau Lieutenant shall be notified as soon as possible and receive a copy of the

SH-R-49 documenting the condition or loss of the County property. Also, the Request for Temporary Property Acquisition Form shall reflect the disposition of the County property.

• **LCS Unit Order 53**

LANCASTER STATION

UNIT ORDER # 53

STATION BOOKING SEARCHES OF PRISONERS

PURPOSE:

The purpose of this unit order is to enhance officer safety and promote uniformity in the booking search procedures at the station.

ORDERS:

Barring any emergency or unforeseen exigency, all new bookings and prisoners coming into the station shall remain handcuffed during the booking search process.

Deputies or officers booking prisoners shall be responsible for searching and removing/collecting their prisoner's property (including shoes, socks, belts, jewelry, etc.) prior to removing the handcuffs and placing the prisoner into the holding cell(s). Any items deputies or officers cannot collect themselves, and which require the prisoner to take off (such as piercings, etc.), shall be accomplished by completing as much of the booking search as possible and securing the prisoner in the holding cell. The prisoner will then remove the item and hand it to the deputy or officer through the access door.

This order applies to all personnel, regardless of agency, who book prisoners at Lancaster station. It is the responsibility of the station jailer to ensure these procedures are properly followed.

Booking procedures as defined by Manual of Policy and Procedures (MPP) Section 5-03/030.05 SEARCH OF SUSPECTS DURING STATION BOOKING PROCEDURE are still in effect and are not superseded by this order.

• **LCS Unit Order 54**

LANCASTER STATION

UNIT ORDER #54

ASSIGNED PATROL AREAS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the dispatching of calls for service to patrol units within the City of Lancaster. This will help maintain stability and continuity among patrol units within a particular area of the city and increase a deputy's knowledge and familiarity within a smaller portion of the city.

ORDER:

It shall be the responsibility of all personnel to familiarize themselves with the city's patrol areas. Patrol areas are maintained in the MDC mapper which is available to all personnel. All patrol areas will be approved by the unit commander.

Dispatcher

- The handle on calls for service shall be given to units assigned to the area where the call for service exists. The assist on calls for service should be given to units assigned to the area where the call for service exists.
- Calls should not be assigned to patrol units outside of the patrol area unless the assigned unit's response will be met with significant delay (60 minutes for routine, 20 minutes for priority, 10 minutes for emergent).
- Refer to Lancaster station unit order #10 for information regarding "Delayed Response Calls."

- Attempts to obtain a response time from the handling unit will be made prior to the call's handle being switched to another unit.

In cases where units will be unavailable to handle a call in their assigned patrol area, calls will be dispatched to units closest to the patrol area where a call for service exists.

- Nothing shall preclude any units from responding to or being dispatched to a call for service and safely securing a scene prior to the handling unit's arrival. This is especially true for priority and emergent calls.
- Nothing shall preclude any units from responding to a back-up or assistance request in any patrol area.
- Any deviation must have the approval of the watch sergeant. These guidelines will be followed absent emergent circumstances.

Watch Deputy

The watch deputy shall continue to be responsible for dispatch center personnel and ensure their efficiency. Regular checks of the dispatcher and calls for service should be made to ensure compliance with this order.

Patrol Personnel

All personnel shall maintain patrol area integrity in compliance with Field Operations Directive 04-04. All personnel shall devote their full attention to their assigned patrol area and reporting districts absent situations addressed in the Field Operations Directive.

Supervisors

Sergeants shall monitor personnel to ensure compliance with this unit order.
