

Unit Orders 56-60

- **LCS Unit Order 56**

LANCASTER STATION

UNIT ORDER # 56

CITY OF LANCASTER EMPLOYEE LINE

PURPOSE:

The city of Lancaster requested we establish a telephone line for their employee's use in order to report crimes or suspicious activity they observe during the course of their duties. The telephone line will be titled, "City Employee Line."

ORDER:

Whenever the "City Employee Line" rings, it shall be answered immediately. All city calls for service shall be handled by field deputies as a priority, even if the call is dispatched as "Routine." Field deputies will immediately advise the dispatcher if they cannot handle the call promptly.

Desk personnel answering the "City Employee Line" will do the following;

- If not immediately stated, ask if the caller is a city employee.
- Find out the purpose for the call i.e. crime in progress, suspicious activity, etc.
- Obtain all necessary information.
- Type "City Employee Informant" in brackets in the narrative, so the dispatcher and handling deputy will be aware it is a city employee call.
- Make call "Routine", "Priority", or "Emergent", as appropriate. Voice all "Routine" calls.

The Dispatcher receiving the call for service will do the following;

- Review the call for accuracy. Make sure "Routine" calls are voiced.
- Dispatch the call immediately.
- Notify the watch sergeant if the call cannot be dispatched or handled immediately.
- Have informant called back, if there is going to be an unavoidable delay (IAD).
- Monitor the call to ensure it is handled promptly.

This "City Employee Line" is not to be used by city employees to handle their personal issues.

• **LCS Unit Order 57**

LANCASTER STATION

UNIT ORDER # 57

PERSONAL CELLULAR / WIRELESS DEVICES IN STATION JAIL

PURPOSE:

The purpose of this unit order is to ensure adherence to the below policy regarding possession of phones and/or internet wireless devices in the station jail

ORDER:

Per the Custody Division Manual:

3-01/090.05 PERSONAL PHONES

- Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless internet device, in a secured area (including the station jail) is prohibited.
- Pursuant to California Penal Code Section 4575(a) P.C. – Any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000).

Any exception to this policy requires the approval of the Undersheriff.

• LCS Unit Order 58

LANCASTER STATION

UNIT ORDER # 58

PROBABLE CAUSE DECLARATIONS

PURPOSE:

The purpose of this order is to ensure all Probable Cause Declarations (PCD) are signed within the allotted 48 hour time frame.

ORDER:

It is the responsibility of the Jailer to check the Title 15 Uniform Daily Activity Log each shift to ensure all Probable Cause Declarations have been signed by a judge within the 48 hour time period. Whenever a prisoner is held in custody for 36 hours without a required PCD having been approved by a judicial officer, the

jailer shall notify the watch commander. The watch commander shall:

- In the case of a non-Sheriff's Department arrest - Notify the arresting agency and determine the status of the judicial review. Such prisoners shall be released 48 hours after the arrest if no PCD has been approved;
- In the case of a Sheriff's Department arrest - Notify the duty commander, and the arresting unit. Provide a chronology of all efforts to obtain judicial review. Only the duty commander is authorized to release the prisoner due to the lack of an approved PCD. **5-03/005.50**

PROBABLE CAUSE DECLARATIONS

Lancaster Station jailers will ensure a copy of all approved Probable Cause Declarations are placed in the original jailer packet for that particular inmate. In the event an inmate is transferred to another facility before the Probable Cause Declaration is signed by a judicial officer, the jailer will place a copy of the unapproved Probable Cause Declaration in the paper work being transferred with the inmate. The jailer will ensure the Title 15 Uniform Daily Activity log is updated once the Probable Cause Declaration is approved.

Watch sergeants are responsible for ensuring jailer personnel adhere to this unit order. At the beginning of each shift, the watch sergeant shall log into the electronic probable cause declaration program and review all Probable Cause Declarations to ensure approval by a judicial officer. If there are any Probable Cause Declarations not signed by a judicial officer, the watch sergeant shall notify the watch commander who shall ensure the above procedures are followed.

• **LCS Unit Order 59**

LANCASTER STATION

UNIT ORDER # 59

NOTIFICATION TO THE SCHOOL SAFETY UNIT REGARDING VIOLENT INCIDENTS OR POTENTIAL THREATS

PURPOSE:

To ensure schools located within Lancaster Sheriff Station's patrol area are notified of any violent incidents, or potential violent threats involving students or staff members of any school, the following shall be adhered to:

If information of a threat involving a student or staff member of any campus is received, and the threat has the potential of causing great bodily harm, or extensive property damage, an immediate notification shall be made to the supervisor of the school safety unit. In the absence of the supervisor, notification shall be made to a team leader of the unit. This is to ensure notification will be made to the appropriate school district.

If a student is involved in a violent felony, or arrested for a violent felony, and no threat of violence to any student or staff member of any campus exists, a copy of the incident report should be given to the school safety unit to evaluate if notification to a school's administration is necessary. The watch commander should also be notified immediately of any noteworthy incidents occurring on, or near, any school.

- **LCS Unit Order 60**

LANCASTER STATION

UNIT ORDER # 60

QUARTERLY FIREARMS QUALIFICATION - SHOOTING CARDS

PURPOSE:

The purpose of this unit order is to establish protocol regarding the retention of "shooting cards" following quarterly firearms qualification.

SCOPE:

This unit order applies to all sworn personnel, and those security officers required to complete quarterly qualifications, assigned to Lancaster station.

ORDER:

All sworn personnel (and those security officers required to complete weapons qualification) who are assigned to Lancaster station shall comply with the requirements of Manual of Policy and Procedures (MPP) Section 3-01/050.65, Basic Shooting Requirements. Additionally, upon completion of a quarterly qualification, Lancaster station personnel shall supply the training and scheduling unit with a copy of their completed range qualification card. The only exception to this requirement will be those personnel who satisfy the quarterly shooting requirement by attending alternate range training.

It is anticipated that providing copies of the range qualification (“shooting”) cards to the training and scheduling unit, will reduce erroneous “failure to qualify” notifications, and greatly improve the station’s ability to reconcile the “Did not Shoot” list distributed by the advanced officer training unit.
