

## Unit Orders 71-75

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- **LCS Unit Order 71**

**LANCASTER STATION**

**UNIT ORDER # 71**

**DOCUMENTATION OF PAROLE VIOLATIONS**

**PURPOSE:**

Recently, California Department of Corrections and Rehabilitations, Division of Adult Parole Operations changed the procedures for handling parole violations due to an Appellate Court decision regarding *Williams v. Superior Court of Orange County*. This decision mandated time restraints for arrangements and probable cause hearings. These time restraints, affects a parole officers need for information on the parolee's violation in a timely manner.

**ORDER:**

Effective immediately, when a parolee is arrested on a parole violation only and there is no fresh charge, a statement of facts shall be written and faxed to (661) 729-0789. The Statement of Facts shall document the circumstances surrounding the arrest of the parolee, the name of the parole officer authorizing the violation, time and date the statement was faxed to the parole office. If the parolee is arrested with other suspect(s) and a SHAD 49 is written, one of the charge-lines will indicate Parole Violation/F/3056 PC, the parolee will be listed on the suspect line of the report, the narrative will document the facts surrounding the arrest, name of the parole agent authorizing the violation, time and date the report was faxed to the parole office. Once the report is approved by the watch sergeant, the handling deputy shall be responsible for faxing the report to parole. These reports will not be deferred and will be completed before the end of the deputy's shift.

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- **LCS Unit Order 72**

**LANCASTER STATION**

## **UNIT ORDER # 72**

### **COMMUNITY ADVISORY COMMITTEE**

#### **PURPOSE:**

The purpose of this Station Order is to establish the responsibilities and procedures related to the Lancaster Community Advisory Committee (CAC).

#### **OVERVIEW**

Public trust and support is vital to ensuring the success of the mission of the Lancaster Sheriff's Station. To gain that public trust and support, we must foster a collaborative relationship with the public in determining the best course in achieving community order. We must continually seek new and innovative ways to develop cooperative relationships with the communities we serve. One way to encourage direct community input is through our local CAC.

The intent of the Lancaster CAC is to build a better understanding between the public we serve and the Lancaster Sheriff's Station, through education and communication. In addition, the CAC will provide the Lancaster Sheriff's Station with direct input from the public regarding local community issues and concerns and establish a true partnership between the community and the Lancaster Sheriff's Station. Additionally, direct interaction between the community and law enforcement provides greater insight into local conditions, circumstances and events of interest to law enforcement.

Lancaster Station will continue to actively participate in community engagement efforts in the Antelope Valley, including promoting and strengthening their partnership with the CAC in order to increase community confidence in the Department.

#### **COMMITTEE COMPOSITION**

The Lancaster CAC will be comprised of at least seven civilian representatives of the community. Reasonable efforts will be made to maintain an odd number of members to achieve a majority decision should the committee need to vote on a report or recommendation. When a vacancy arises, a new member shall be selected within 60 days. Lancaster CAC members will be selected from the community at large and shall be representative of the diverse communities in the Antelope Valley, including members from various faiths, ethnic racial backgrounds, and from a variety of community organizations.

Lancaster Station will include student or youth organizations on the CAC or create a separate advisory committee made up of youth representatives. The unit commander will work with the CAC to ensure that committee composition is consistent with these requirements.

### **APPLICATION, SELECTION, AND TENURE**

Prospective members can be nominated to serve by local elected officials, representatives from various governmental agencies, members of local community organizations and service groups, or independent community members. Individuals learning of a vacancy on the committee may independently apply without being nominated.

Applications for CAC membership will be deemed complete upon submission of a Volunteer application including Live Scan. Acceptance into the CAC will be predicated upon the successful completion of a background check which will consist of a criminal history, wants and warrants, and Department of Motor Vehicles check. Prospective members shall be made aware of these requirements at the time of application to the CAC. Prior criminal convictions will not necessarily disqualify a candidate from serving on a CAC. An applicant's legal residency/immigration status will not be requested or used in determining who should serve as a CAC member. Final determination on all CAC appointments rests with the unit commander. Upon selection, the candidate will complete a "Volunteer Authorization Card" which will be signed by the unit commander and will serve as their CAC membership identification card.

#### **Lancaster CAC members shall:**

- Be a resident or community representative of the Lancaster area
- Not be seeking or hold an elected office.
- Not be currently involved in any criminal or civil action against the Los Angeles County Sheriff's Department either as a party, defendant, expert, legal representative or any other role that may constitute a conflict of interest.

The terms for Lancaster CAC members shall be two years. Membership in the advisory committee is not restricted to a given number of terms; however, the unit commander shall periodically review the membership and work with the CAC to ensure that it is truly representative of community composition and needs. Any CAC member who violates any of the aforementioned selection guidelines shall be removed from the Lancaster CAC.

Service on the CAC is strictly voluntary. There will be no monetary or other compensation for Lancaster CAC members as part of their service.

## **TRAINING**

Lancaster station will provide CAC members training on an on-going basis, so each member has a basic understanding of Sheriff's Department policy and procedures.

Stations will provide training on an ongoing basis in the following subjects:

- Problem-solving policing
- Community policing and communication
- Bias-free policing and implicit bias
- Organizational structure of the Sheriff's Department
- Review of policy and procedures
- Complaint procedures, including complaint acceptance
- Internal investigations and accountability systems
- Peace Officer Bill of Rights
- Review of relevant patrol training and procedures
- Ride-along
- Policy and procedures related to use of force and firearms
- Criminal Justice System overview
- Overview of existing local community programs

Additional training covering topics not initially provided may be conducted at the request of the CAC. Lancaster Station will keep a record of all training provided to CAC members.

## **SCOPE AND DUTIES**

The Lancaster CAC will advise and provide feedback to the Lancaster Station. The committee will leverage the insights and expertise of the community to address policing concerns, including, but not limited to, racial or ethnic profiling and access to law enforcement services, and promote greater transparency and public understanding of the Sheriff's Department.

The Lancaster CAC shall serve to act as a liaison between the Lancaster Sheriff's Station and the communities it serves. The CAC will consult with the unit commander and their staff on matters relating to public perception of law enforcement issues.

### **The scope of responsibilities for the Lancaster CAC shall include, but not be limited to:**

- Advising the Lancaster Sheriff's Station on strategies and training to improve community relations, bias-free policing, and access to the civilian complaint system;
- Working with the Lancaster Sheriff's Station to establish and carry out community public safety priorities;
- Receiving and conveying to the Lancaster Sheriff's Station public comments and concerns.
- Advising the Lancaster Sheriff's Station on matters relating to public perception of law enforcement issues, services and performance and sharing information with the public regarding the same.
- Representing the views of the local community relating to law enforcement efforts, programs, needs and concerns.
- Assisting the Lancaster Sheriff's Station staff by providing advice and tailoring programs which are uniquely suited to meet the community's needs.
- Assisting in establishing community partnerships and the education of the community to the needs and goals of law enforcement.
- Provide the community with information regarding implementation of LASD's Agreement with the United States Department of Justice to ensure constitutional policing.

The Lancaster CAC will have no formal involvement in the resolution or review of citizen complaints; however, they will perform a valuable service by serving as another conduit for personnel and service complaints and in the elimination of erroneous perceptions regarding Department procedures.

The CAC will not have access to any non-public information regarding an individual deputy or allegation of misconduct or disciplinary action.

The CAC may seek advice and technical assistance from the Federal Monitor.

## **MEETINGS**

The Lancaster CAC shall meet monthly, although meetings may occur more frequently if deemed appropriate. The Lancaster unit commander shall ensure that, when necessary, appropriate station personnel, i.e., liaison lieutenant, detective, team leader, area patrol personnel, etc., attend the Lancaster CAC meeting so any community needs or concerns that are raised at this forum are addressed.

Lancaster Station shall facilitate quarterly public meetings of the CAC which shall specifically focus on discussing the Federal Monitor's reports and to receive community feedback about LASD's progress or compliance with the Agreement. The unit commander shall appoint a member of his/her unit to be responsible for coordinating the quarterly public town hall meetings. The quarterly public town hall meetings notifications shall be posted on social media, Nixel, e-mails, etc. no less than 30 days prior to the meeting.

The CAC shall be authorized to provide the community with information on the Agreement and its implementation.

Lancaster Station will provide the CAC with reasonable administrative support, including meeting space for these events.

## **PUBLIC REPORTS**

The CAC's reports and recommendations will be posted on LASD-Lancaster's website. LASD will respond to the CAC's recommendations in a timely manner.

The CAC will implement an education and outreach program to inform Lancaster residents of their right to refuse or revoke consent before or during a search. This outreach will include a one-page written explanation of an individual's right to refuse or revoke consent. This written explanation will be posted on the LASD-Lancaster website.

The CAC will provide reports and recommendations on topics selected at their discretion. The reports will consist of annual reports and quarterly public meeting recommendations.

### **UNIT COMMANDER RESPONSIBILITIES**

The Lancaster Station unit commander shall appoint a member of his/her unit to provide administrative support, including meeting space for the CAC.

This Supervisor shall maintain a current and accurate roster of the CAC membership (name, address, phone, and e-mail address).

The unit commander and LASD executives will periodically review trends identified through the CAC and change policy and training if appropriate.

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## **• LCS Unit Order 73**

### **LANCASTER STATION**

#### **UNIT ORDER # 73**

### **SECURITY CHECKS OF ARRESTED PERSONS**

#### **PURPOSE:**

In an effort to increase the accuracy of required cell checks by Lancaster station jail staff, an electronic scanning device is being introduced to digitally record the time, date and frequency of such compliance measures. The purpose of this order is to outline the added procedures for electronic checks utilizing the iPod Scanner which automatically updates the e-Gatebook accounting of prisoners within the station jail.

**ORDER:**

Nothing in this unit order is meant to replace or supersede federal or state law, title 15 requirements, or current Departmental policy. Any questions regarding the welfare checks of arrested persons should be referenced in the Manual of Policy and Procedures, the Custody Division Manual, or the Station Jail Manual.

**Jailer Responsibilities**

Jailers have the ultimate responsibility for safeguarding their inmates and ensuring the security, maintenance and well-being of those confined to the jail facility. The custody function is a major responsibility that can subject both the individual and the Department to severe criminal and civil liability if it is done negligently, improperly or incompetently.

- A. Jail staff are to complete the Prisoner Inspection Record (paper log) by recording their inspection of the jail and arrestees at intervals of no greater than 30 minutes (15 minutes for those arrestees suspected of being suicidal), to include the number of prisoners and an inspection of equipment. A check of the inmate's physical condition (including, but not limited to, breathing, consciousness, response to questions, etc.) should be noted by jail staff and documented in their log. The time of the inspection and count shall be indicated on the record immediately upon completion of the inspection and count. All entries shall be recorded in ink.
- B. Additionally, jail staff shall utilize the iPod Scanner to record the condition and count of arrestees, which will automatically update the e-Gatebook. At least one (1) jailer trained on the use of the iPod device shall be assigned to each shift (deputy personnel trained on this equipment may be used to supplement normal jail staff). In the event of any equipment malfunction, jail staff shall immediately notify the watch sergeant and log subsequent checks into the e-Gatebook using the "supervisor check tab - Jailer" already utilized by the watch sergeant and watch commander during their shift compliance checks.
- C. Arrestees who are considered a "suicide risk" shall be checked no less than every 15 minutes and shall be staggered (as described below) to minimize the inmate's ability to plan around anticipated checks. In no case shall more than 15 minutes elapse between any two safety checks, regardless of shift change, change in personnel, breaks, or any other circumstance. (A minimum of **five physical** safety checks shall be performed each hour.) Additionally, if available, they should be housed in either of the jail's two booking cells where they can be constantly monitored via closed circuit cameras until a transfer can be arranged to a permanent housing facility.

- D. If jail staff are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required. The supervisor shall ensure that inmate safety checks are completed and there are sufficient personnel to conduct the checks.
- E. Jail staff shall complete the Suicidal Prisoner/Inmate Log, BOMHR (SH-J-407) – CDM 4-05/000 and Special Handling Request (SH-J-181) if Suicidal or Dangerously Mentally Ill – CDM 05-01/050, and ensure the arrestee has an “S” (Suicidal) code on his/her wristband. Jail staff will make copies of the applicable paperwork and place them in the three-ring binder located behind the jailer’s desk. It is imperative jail staff document the time the arrestee arrived at their transferred destination (i.e. CRDF, IRC, TTCF, LCMC, etc.)

**\*\* “Staggered Inmate Safety Checks”** All inmate safety checks shall be staggered to minimize the ability of inmates to plan around anticipated checks. In order to accomplish this, inmate safety checks shall be completed within the time interval assigned to the housing location and not precisely and repeatedly on the interval.

Upon completion of the observational period(s) and when feasible, inmates who are booked for alcoholic intoxication or under the influence of a controlled substance shall be placed in regular housing cells with other inmates that have the same security points as mandated by the Station Jail Inmate Classification Questionnaire Form.

### **Watch Sergeant Responsibilities**

The watch sergeant has the responsibility for the **immediate supervision** of the jail operations. He/she shall regularly observe and supervise the jail operations during their shift.

- A. The watch sergeant and watch commander shall conduct at least (2) prisoner security checks per shift. The time of the inspection and count shall be indicated in the e-Gatebook immediately upon completion of the inspection and count. All entries shall be recorded in ink. A check of the inmate’s physical condition (including, but not limited to, breathing, consciousness, response to questions, etc.) should be noted by both the watch sergeant and watch commander by indicating such in the log.
- B. Additionally, security checks will be entered into the watch commander’s log by both the watch sergeant and watch commander. Should jail staff inform either the watch sergeant or watch commander that the iPod scanner is inoperable for any reason, a notation stating such shall be entered into the watch commander’s log and the supervising jail lieutenant notified.

- C. Watch sergeants shall, during their security checks, note the workload of jail staff and make appropriate changes by utilizing field deputies and/or desk personnel during peak booking events. This is to ensure security and safety checks can be completed within the given time parameters.

### **Watch Commander Responsibilities**

The watch commander has the **ultimate responsibility** of the jail during their shift. He/she shall periodically monitor the booking of prisoners and jail operations. The watch commander additionally has the ultimate responsibility for all cash bail monies and receipts.

In addition to the above security check procedures, the watch commander shall ensure that each prisoner, with the exception of prisoners brought in with a warrant or for 3056 PC, has a signed probable cause declaration.

### **Prisoner Injuries or Medical Emergencies**

In the event an inmate is injured or requires immediate medical assistance, jail staff shall do the following:

- Immediately notify the watch sergeant / watch commander
- Render medical aid as applicable for the situation
- Notify the station desk to summon a medical response
- Continue to monitor jail security measures
- Complete applicable documentation such as Inmate Injury / Illness Reports

Panic alarm panels are located throughout the jail as a means to notify other station personnel that immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification **unless** other expedient means exist at the time the emergency is discovered.

In addition to the above, watch sergeants and watch commanders shall make appropriate notifications regarding such incidents. Care should be taken to identify whether a crime has occurred which led to the injury or medical emergency. In some cases it may be necessary to secure the immediate area as a crime scene

and gather applicable reports, booking packages, and medical paperwork in preparation for an inquiry or investigation.

Questions should be referred to the Manual of Policy and Procedures, the Station Jail Manual, or Custody Division Manual as applicable.

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- **LCS Unit Order 74**

**LANCASTER STATION**

**UNIT ORDER # 74**

**LOUD PARTIES AND THE USE OF LMC 9.48.050**

**PURPOSE:**

The purpose of this order is to establish procedures for handling loud party calls and enforcing Lancaster City Ordinance 9.48.050 and Los Angeles County Ordinance 13.42.010 in accordance with Field Operations Directive 07-02.

**ORDER:**

Deputies shall adhere to Field Operations Directive 07-02 (issued 04-27-07, replacing FOD 86-30) when responding to loud parties. Refer to attached copies. In addition to the requirements of the FOD, Lancaster Station deputies shall adhere to the following:

**Handling disturbances in the city of Lancaster**

Calls to unusually large parties or events within the city of Lancaster shall be dispatched as priority calls. A field sergeant shall be assigned to these calls.

At the first response to a loud party, deputies may give a verbal warning or issue a citation (City Administrative Citation or an LASD Notice to Appear if the incident is to be handled criminally) if the disturbance is particularly egregious. If a warning is given, the deputy should advise if a second call is received, the fine for the violation is \$500 and the responsible person or persons "shall be jointly and severally liable for all actual costs and expenses incurred by the city during second or subsequent responses."

Upon returning to the same location, due to a noise disturbance call within 30 days of the first response, deputies **shall** issue a citation to the responsible person or persons. Deputies may cite using an Administrative Citation (preferred) or an LASD Notice to Appear if the incident is to be handled criminally.

Deputies should use LMC 9.22.050 when citing the hosts of loud parties. If the responsible party refuses to sign an administrative citation, deputies shall write "REFUSED" in the signature box and submit the citation.

Administrative citations shall be placed in the traffic citation box. The City Special Assignment Deputy will file completed citations with the City who will issue a Written Reimbursement Notice to the responsible person. If the violator is cited on an LASD Notice to Appear, the violation shall be charged as a misdemeanor and the citation shall be attached with the complaint report.

When deputies receive a subpoena regarding a City Administrative Citation, a blank Statement of Facts will be attached. The deputy shall fill out the Statement of Facts and return it to the City Special Assignment Deputy. A completed Statement of Facts is not a substitute for appearance at the administrative hearing; deputies shall appear as directed in the subpoena.

### **Handling disturbances in unincorporated areas**

Calls of unusually large parties in unincorporated areas shall be dispatched as priority calls. A field sergeant shall be assigned to these calls.

Deputies shall issue a "Loud Party" disturbance violation notice (SH-CR-623) on the first response to a loud party, major or minor, occurring in an unincorporated area, when appropriate. (FOD 07-02, pages 2-3).

The process will be reviewed by the assigned sergeant, who will have the collateral duty of querying RAPS and LARCIS to verify a notice was issued on the first response to a loud party.

### **Advance notice of parties**

When personnel receive advance notice of an unusually large party or event, they shall inform the field sergeant. The field sergeant shall respond to the location to advise the host of his/her legal rights, responsibilities, and liabilities, and seek his/her cooperation.

A copy of the Department's publication "Planning a Large Party" shall be given to the host.

The field sergeant shall prepare a briefing regarding the party. The briefing shall contain the following:

- Nature of party
- Location
- Host's name or person in charge of the premises with a telephone number for contact
- Estimated attendance and age group
- Time and duration of party

The field sergeant shall post the pertinent information on the briefing board, and ensure all deputy personnel working during the hours of the party are briefed.

### **Documentation of Actions**

All large parties where we are required to take action shall be documented.

The field supervisor shall notify the watch commander of the following:

- Location of party
- Host or person in charge of the premises
- Number of persons and their approximate ages
- Use of alcoholic beverages and consumption by minors
- Any law violations observed and action taken
- Any other information of value

The watch commander shall note this information in the watch commander's log.

### **References (attached)**

FOD 07-02: LOUD PARTY DISTURBANCES

LACO 13.42.010

LMC 9.22.050: DISTURBING, EXCESSIVE, LOUD, OR OFFENSIVE NOISE

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### **• LCS Unit Order 75**

#### **LANCASTER STATION**

#### **UNIT ORDER # 75**

#### **ARMORY AND WEAPONS CONTROL**

#### **PURPOSE:**

To establish guidelines for the security, safety, control and issuance of station shotguns, stunbag shotguns, and all less lethal weapons.

**ORDER:**

**SHOTGUN, STUNBAG SHOTGUN, AND PATROL RIFLE SECURITY AND SAFETY SHALL BE PRACTICED AT ALL TIMES**

1. Loaded shotguns, stunbag shotguns, and patrol rifles are not permitted inside the station, unless emergency circumstances arise. They shall be loaded and unloaded in the station's parking lot, with the barrels pointed upward. Shotguns and stunbag shotguns will remain in the armory or under the direct control of deputy personnel at all times.
2. Shotguns and patrol rifles shall be placed in appropriate shotgun racks/storage areas within the station and County vehicles.
3. Stunbag shotguns shall remain in their assigned cases unless they are being loaded, unloaded, or deployed.
4. Shotguns shall be locked within the vehicle whenever the vehicle is unattended.
5. Stunbag shotguns shall remain secured in the vehicle's trunk.
6. Shotguns shall not be placed in any shotgun rack with a live round in the chamber.
7. Patrol rifles shall not be placed in any rifle rack with a live round in the chamber.

**ISSUANCE AND CONTROL**

1. All shotguns and stunbag shotguns shall be returned to the armory, special team's gun safe, or personally turned over to an oncoming deputy, at the conclusion of a tour of duty.

2. Patrol rifles shall be stored in the lockers of the personnel assigned patrol rifles. Patrol rifles assigned to the armory shall be stored in the station armory when not in use.
3. Shotguns and stunbag shotguns shall NOT be left in patrol vehicles for the relieving shift or stored in personal lockers.
4. Patrol rifles shall NOT be left in patrol vehicles when not deployed for field use.
5. Deputies assigned a patrol rifle shall not keep it in their possession while off duty. It can only be possessed during deployment while on duty, or during training and maintenance. It shall never be stored in a personally owned vehicle.

#### INSPECTION, CARE AND CLEANING

1. The Armory Sergeant shall be responsible for detailing appropriate personnel to clean the station's shotguns and stunbag shotguns that are not in service.
2. Each deputy checking out a shotgun and/or stunbag shotgun is responsible for checking its serviceability.
3. Malfunctioning shotguns and stunbag shotguns shall be tagged and returned to the armory. The Weapons Disposition Log shall be completed in accordance with the aforementioned guidelines.
4. Resident deputies shall be responsible for cleaning their shotgun/stunbag shotgun and patrol rifle on a weekly basis and keeping a maintenance log.
5. Personnel assigned patrol rifles shall be responsible for cleaning their assigned rifle and maintaining a weekly maintenance log.

6. Maintenance and cleaning supplies shall be located in the station armory.

## WEAPONS DISPOSITION LOG

A Weapons Disposition Log will be maintained on a clipboard inside the armory. Personnel responsible for causing a significant change in the status of a station-assigned firearm or requesting action to be taken on said weapon, shall complete this log in its entirety. Examples of some types of significant change would be: weapon being transported to Sheriff's Pistol Range for repairs; loaning of the weapon to another unit; weapon being placed out of service with a notation indicating the specific malfunction (this will include the placement of a "B.O." tag being affixed to the weapon.)

Note: The Weapons Disposition Log will NOT be used to record the use of a shotgun during an assigned tour of duty.

Additionally, this log shall indicate when the weapons are cleaned.

## MAINTENANCE OF RECORDS

The Armory Sergeant shall maintain a maintenance record for each weapon. That record shall reflect all noted malfunctions, date repaired and dates weapon was cleaned.

Refer to Manual of Policy and Procedures Section:

3-06/080.10 - Quarterly Weapons Inventory

## AMMUNITION AND ORDINANCE

Flashbang and Stingball Grenades cannot be stored in the same room with ammunition, Teargas, Flammables, or other types of explosives.

#### SHIFT WEAPON ACCOUNTABILITY

Watch Deputies shall inventory all weapons in the armory and deployed in the field each shift. Weapons deployed and left in the armory each shift will be tallied against the station weapon inventory sheet prepared monthly by the Armory Sergeant. This inventory will list all permanently assigned weapons (ex; sergeant's vehicles, detective bureau, assigned patrol rifles) along with armory weapons dedicated for patrol use.

Upon completion of the armory weapon inventory, the watch deputy shall advise the watch sergeant that the inventory has cleared or in the event any weapons are unaccounted for. The watch sergeant shall document each shift's inventory in the watch commander log indicating the armory inventory cleared. Immediate steps shall be taken to locate any unaccounted for weapons.

#### LOGGING WEAPONS

#### PATROL

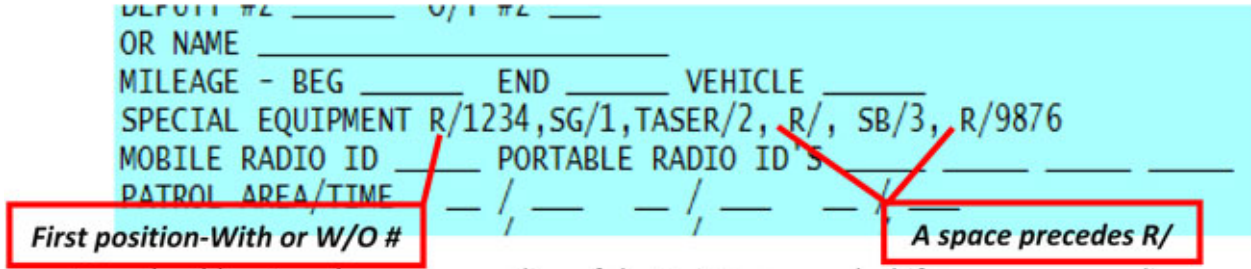
All armory weapons deployed on patrol shall be listed in each patrol units "Special Equipment" section of the mobile digital logon screen.

#### PATROL RIFLES

In accordance with LASD Communications & Fleet Management Bureau Newsletter – 01:

The following convention shall be used when listing a rifle: "R/ or \_R/" and "R/\*\*\*\*" or "\_R/\*\*\*\*".

The best practice would be to list the Rifle FIRST on the equipment line, or alternatively use a blank space prior to the "R" to avoid conflict with other equipment. (See examples below)



Supervisors should review the equipment line of the Unit Roster each shift to ensure compliance and accurate data collection.

The following weapons shall be listed in the "Special Equipment" section in the following manner:

1. Rifles: "R/1234"
2. Shotguns: "SG/1"
3. Tasers: "Taser/2"
4. Stun bag shotguns: "SB/3"

Logging weapons in the above manner will allow each shift's watch deputy to complete the weapons inventory by running a unit roster during the course of each shift.

## SPECIALIZED TEAMS

Supervising sergeants from the listed Lancaster Station specialized teams shall conduct weekly inventories of all weapons assigned to their teams. These teams shall include the following:

- Detective Bureau Burglary Suppression Team
- Detective Bureau Robbery Suppression Team
- School Safety Unit

- LANCAP
  - Traffic
  - Detective Bureau
-