

## Unit Orders 81-84

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- **LCS Unit Order 81**

### LANCASTER STATION

### UNIT ORDER # 81

### AERO BUREAU REQUESTS

#### PURPOSE:

The purpose of this unit order is to establish protocol and documentation when requesting an Aero Bureau unit via the Dispatch 15 radio channel.

#### ORDER:

#### Field Deputy Personnel

When deputy personnel working patrol encounter circumstances which would necessitate the assistance of Aero Bureau, a formal request shall be voiced via the Dispatch 15 channel. These requests may be for various reasons, which may encompass routine, priority, or emergent calls for service. Aero bureau units shall be requested via Dispatch 15, even if there is prior knowledge that no Aero units are available for North County patrol.

#### Watch Deputy and Dispatcher

Watch deputies and dispatchers shall document when a Lancaster patrol unit requests an Aero Bureau unit for service. The request shall be documented on the Aero Bureau Response Log (see attached). It shall be the

responsibility of the watch deputies and dispatchers to familiarize themselves with the Aero Bureau Response Log. The log shall be kept in a conspicuous location.

### **Watch Sergeant and Watch Commander**

The on-duty watch sergeant and watch commander shall periodically ensure the requests for Aero Bureau are being properly documented. This will be accomplished by visually inspecting the Aero Bureau Response Log. The station desk collateral supervisor shall provide the unit commander with a monthly tally of requests by the 5<sup>th</sup> day of each month. Monthly Logs will be submitted to the operations staff for archiving.

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- **LCS Unit Order 82**

## **LANCASTER STATION**

### **UNIT ORDER # 82**

## **CRIMINAL SUBPOENAS AND COURT APPEARANCES**

### **PURPOSE:**

The purpose of this order is to ensure compliance with established policy regarding the acknowledgement and compliance of court ordered subpoenas.

Lancaster Sheriff's Station utilizes the "eSubpoena Tracking System". Subpoenas are sent electronically from the court and automatically distributed to the named employee on the subpoena. When the employee signs on to the Sheriff's Data Network and access their email, they are immediately notified if they have a subpoena(s) to be acknowledged.

### **POLICY:**

## **ACKNOWLEDGING CRIMINAL SUBPOENAS**

### **MPP 5-07/250.00 CRIMINAL SUBPOENA AND COURT APPEARANCES**

Employees shall use the automated subpoena tracking system and acknowledge receipt of the subpoena.

### **MPP 3-07/210.10 SYSTEM USE**

Authorized users of e-mail are responsible for reading their electronic email in a timely manner, no less than once a day, or notify their supervisor that they are unable to read e-mail.

## **COURT APPEARANCES**

### **MPP 5-07/250.00 CRIMINAL SUBPOENA AND COURT APPEARANCES**

Department personnel who are served with a "must appear" subpoena must appear at the designated court on time and prepared to testify, unless they are excused by the handling Deputy District Attorney personally or via the Unit Court Liaison Sergeant.

Personnel who are served with an "on call" subpoena, or who have been placed on call, shall appear promptly when contacted by the District Attorney's office or Unit Court Liaison.

All employees who have scheduled vacation and/or training shall notify the Unit Court Liaison in a timely manner.

## **UNIT COURT LIAISON SUPERVISOR RESPONSIBILITIES**

The Unit Court Liaison Lieutenant and Sergeant will oversee the daily operations of the court liaison activities, ensuring the timely and accurate processing and service of subpoenas to Unit personnel.

The unit court liaison lieutenant and sergeant shall ensure the appearance by subpoenaed Unit personnel. At least once per month, they shall check the quality of testimony, as well as the propriety of their attire. They shall maintain contact with the District Attorney's and Public Defender's Offices regarding nonappearance and testimony issues.

The unit court liaison sergeant shall be responsible for approving court related overtime expenditures.

Lancaster Station's policies on court related overtime is outlined in Unit Order #31 COURT OVERTIME.

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- **LCS Unit Order 83**

**LANCASTER STATION**

**UNIT ORDER #83**

**DISPUTED WARRANT ARRESTS**

**PURPOSE:**

The purpose of this order is to enforce the standing policy regarding the booking of persons for arrest and bench warrants. This Unit Order will address the procedures to be followed when a person contends the warrant(s) they are being booked for does not belong to them.

**ORDER:**

All deputy personnel shall compare every warrant arrestee with the physical description on the Warrant Information Sheet (WIS) prior to booking.

A Warrant Acknowledgement Form shall be presented to the arrestee along with the Warrant Information Sheet (WIS). The arrestee can dispute the warrant as not being theirs, or choose not to dispute the warrant. The Warrant Acknowledgement Form will accompany the WIS in the booking package and will be verified and signed by the approving watch sergeant.

In the event a Warrant Acknowledgement Stamp is available, the stamp will be placed on the bottom of the WIS, filled out, and processed in the same manner as the form. The Warrant Acknowledgement Stamp, if available, can be used in lieu of the form.

A Warrant Acknowledgement Form or stamp shall be completed regardless if the arrestee disputes the warrant as being theirs.

When an arrestee claims they are not the person named on a WIS, they shall not be booked until a thorough records search has been performed and a Disputed Warrant Verification Form is completed. Any person claiming to be erroneously arrested on a warrant, shall be allowed access to their property if such property contains evidence he has been erroneously arrested. The watch sergeant shall be notified of the disputed warrant arrest.

The decision to book an arrestee on the strength of the want/warrant will normally be made by the watch sergeant. The watch sergeant will compare the arrestee's physical description with the information on the WIS and/or information obtained during the record search.

The approving supervisor shall indicate approval of the arrest or authorization for release by noting "booked" or "released" followed by their initials on the WIS. If an arrestee is not booked for the warrant, and there are no other charges and/or wants on which to hold the arrestee, the person shall be released per section 849(b) (1) P.C., and issued a "Certificate of Release" (form SH-AD-516). The arresting deputy shall complete an Incident Report (form SH-R-49) using the classification "Warrant, one detention, one release."

A copy of the Warrant Acknowledgement and Disputed Warrant Verification Form shall be placed in the arrestee's booking package.

Additional information regarding the arrest and booking of warrants only can be found in the following Policy and Procedures:

**MPP 5-07/110.10 USE OF THE CWS**

**MPP 5-07/110.60 PROCEDURE WHEN SUBJECT NOT PERSON NAMED IN WARRANT**

**MPP 4-26/010.00 CASE ASSIGNMENT MANUAL – WARRANTS**

**WARRANT ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ (print name), have been informed that I am being held on warrant # \_\_\_\_\_. Without admitting or denying guilt on the underlying offense,

I hereby (check one box only):

Dispute that I am the person identified on the warrant.

Do not dispute that I am the person identified on the warrant.

Arrestee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Witnessing Employee (print): \_\_\_\_\_ Employee #: \_\_\_\_\_

Witnessing Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**IF AN ARRESTEE REFUSES TO SIGN A SECOND SIGNATURE IS REQUIRED**

Second Witnessing Employee (print): \_\_\_\_\_ Employee #: \_\_\_\_\_

Second Witnessing Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: A DISPUTED WARRANT VERIFICATION FORM SHALL BE COMPLETED ANY TIME AN ARRESTEE DISPUTES THAT HE/SHE IS THE PERSON IDENTIFIED ON THE WARRANT.**

Watch Sergeant Signature: \_\_\_\_\_ Employee #: \_\_\_\_\_

**• LCS Unit Order 84**

**LANCASTER STATION**

**UNIT ORDER # 84**

**SWORN AND NON-SWORN SPECIALIZED STATION POSITIONS**

**PURPOSE:**

The purpose of this unit order is to establish protocol when offering specialized positions to sworn and non-sworn personnel.

**DEFINITION:**

For the purpose of this order, a specialized position is defined as a permanent or temporary position in which the selected personnel are not performing regular shiftwork and/or their shiftwork and schedule would be altered outside of the station's normal shift schedules. Examples of these positions include but are not limited to: station clerks assigned to the station detective bureau or warrant validations, LANCAP Team deputies, Law Enforcement Technicians assigned to station maintenance or fleet management, and/or any position, either sworn or non-sworn, which permits an employee to work a flexible work schedule. Specialized positions do not include coveted positions or any positions in which the Department and/or the County require testing, of any sort, to obtain.

**ORDER:**

When a position fitting the aforementioned definition becomes available, the supervisor selecting the position shall disseminate the availability of the position via email. The email, at minimum, shall include the following:

- The date the position is available
- What personnel classification the position is available to (i.e. deputy sheriff generalist, station clerk, law enforcement technician etcetera)
- The duties of the position
- The qualifications desired for the position
- The work schedule for the position
- Any pertinent information that would make the position desirable to obtain
- The deadline for applying for the position

Personnel interested in an offered specialized position shall respond via email directly to the supervisor selecting the position. The supervisor selecting the position shall wait a reasonable amount of time for the applicable personnel to apply for the position. The "reasonableness" of the application timeframe will be



dependent upon the urgency in filling a position. If there is an urgency it shall be stated in the email.

The goal is to fill these positions with the most qualified, motivated personnel. Seniority may be a consideration, but need not be a factor in determining the most qualified person for a specialized position. Personnel who are IOD, ROD, off on extended leave, FMLA, light duty, or on any other type of leave, bear the sole responsibility for applying for the position.

These positions are not coveted nor are they guaranteed to be permanent. Nothing in this order shall be, in any way, misconstrued as a means of guaranteeing someone an appointment to a position, or a right to maintain a position.

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