

LCS Unit Order 1

LANCASTER STATION

UNIT ORDER # 1

STATION ORDERS

PURPOSE:

Station Orders have been promulgated to provide Lancaster Station personnel with a clear understanding of the expected action and behavior deemed necessary for the proper operation of Lancaster Station. Any conflict that may arise between these Station Orders and Departmental orders, directives, procedures, etc... shall find its solution in adherence to Department demands.

For clarification purposes, the terms **shall** and **will** in these Station Orders are mandatory, while **may** is permissive.

ORDER:

The purpose of the Station Order will be stated unless obvious in the reading.

The Station Orders will be maintained by the Manuals and Orders Coordinator (sergeant). They shall be located in the Operations Office, Watch Commander's Office, Watch Sergeant's Office, Detective Bureau library and with the Manuals and Orders Coordinator.

Copies of all new or revised Station Orders will be issued as follows: Captain, all Lieutenants and Sergeants, Training and Scheduling Deputies, Supervising Station Clerk and all other personnel whose daily routine operation may be affected by any specific order. All original signed Station Orders, and computer files of such, shall be kept in the Operations Office.

When an employee is directed to draft a new or revised station order, it shall be done in Word format. Once completed, the computer file of the draft shall be given to the Manual and Orders Coordinator. The Manuals and Orders Coordinator will check the draft for grammatical errors and may make any necessary changes. If it is determined the order may conflict with another Department or Unit directive, the Manual and Orders Coordinator will discuss this with the author of the draft. They will confer as to what changes may need to be made or, if necessary, consult with the Unit Commander for additional direction.

Once the draft order is ready for review by the Unit Commander, the Manuals and Orders Coordinator shall put it on a Station Order letterhead, with a unique Order number assigned. Once approved and signed by the Unit Commander, the new order will be distributed as previously outlined.

All Lancaster Station personnel shall be familiar with the content of these Orders and will periodically review them for any updates.
