

## **LCS Unit Order 3**

### **LANCASTER STATION**

#### **UNIT ORDER # 3**

### **REPORTING FOR DUTY - BRIEFINGS**

#### **PURPOSE:**

The purpose of this unit order is to clearly enumerate the responsibilities of patrol personnel beginning their tour of duty.

#### **ORDER:**

#### **DEPUTY PERSONNEL**

Deputy personnel shall report for duty at the time indicated on the in-service. They will be dressed, in uniform, and ready to begin their shift immediately. Deputy personnel shall complete their "Driver's Tour of Duty and Equipment Record" (SH-CR-159), and log on to the MDC system in their assigned vehicles, no later than fifteen minutes past the hour. All station personnel listed on the in-service sheet, who are scheduled for shifts at regular briefing times (0600, 0800, 1400, 1600, 2200 and 2400 hours), shall report to the briefing room (or other designated location) no later than fifteen (15) minutes past the hour.

#### **SERGEANT PERSONNEL**

The field sergeant (or the watch sergeant in the absence of the field sergeant) will announce briefing at 10 minutes past the hour. It will be incumbent upon the briefing sergeant to account for all assigned personnel and to complete briefing in a timely, efficient manner. Absent unusual circumstances (extended training memos, videotapes, etc.), briefings should not exceed fifteen minutes in length.

