

## **LCS Unit Order 32**

### **LANCASTER STATION**

#### **UNIT ORDER # 32**

### **CALLS & CONTACTS INVOLVING LANCASTER CITY FACILITIES OR EMPLOYEES**

#### **PURPOSE:**

The purpose of this unit order is to establish protocol regarding the handling of calls-for-service involving Lancaster city facilities or Lancaster city employees while performing their duties, and any law enforcement incidents involving contact with members of the City Council and city officials.

#### **ORDER:**

Whenever a call-for-service is received involving a Lancaster city facility (i.e., building, park, etc.) or an on-duty Lancaster city employee, the call will be brought to the attention of the watch deputy, field sergeant, and watch commander by the dispatcher. Duties permitting the field sergeant will respond and note the circumstances surrounding the call, and will report his/her findings to the on duty watch commander who will make any necessary notifications and/or draft any required memos.

Law enforcement contacts involving members of the Lancaster City Council or city officials shall be reported to the watch commander.

A brief synopsis regarding calls-for-service involving city facilities, members of the City Council or city officials will also be included in the watch commander's log.

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