

## Walnut/ Diamond Bar Sheriff Station Unit Orders

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- **Station Order 17-001: Purpose of Orders**

This order defines Station Orders, which shall guide the performance of personnel assigned to Walnut/Diamond Bar Station.

### **Organization**

These orders establish procedures that are unique to Walnut/Diamond Bar Station. They are generally applications of Department policies and procedures as they specifically apply to the day-to-day operation of this station.

### **Responsibilities**

Station Orders shall be submitted to Operations Office for approval by the Station Commander.

The Operations Office shall cause Station orders to be reviewed on a regular basis for the purpose of updating/deleting pertinent dynamics that are in the best interest of the Station and Department. The orders shall be review by the station commander at least yearly.

Upon approval of a Station Order by the Station Commander, the Operations Office shall cause publication, distribution, and codification of said order. On the Station electronic network, a shared folder will have the latest version for access. It is advised that bureaus, offices and sections within the station command structure to maintain a notebook with hard copies for easier access is voluntary.

### **Suggestions for Improvement**

All personnel assigned to Walnut/Diamond Bar Station are encouraged to make suggestions to their supervisors for improvement in operations which they perceive as needed to improve efficiency and

effectiveness. Supervisors shall review these suggestions and forward them to the individual responsible for that particular aspect of the station's operation.

The individual ultimately receiving the suggestion shall research the subject and, if appropriate, implement the suggestion through proper channels. If the suggestion is not to be acted upon, the individual shall reply to the suggestor, in writing, why the suggestion will not be implemented. A copy of that reply and the corresponding suggestion shall be routed to the Station Commander for informational purposes.

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### • **Station Order 17-002: Use of Station Vehicle Fleet**

Occasionally during routine inspection of our station fleet, we find vehicles with substantial unreported damage or discover that personnel have been taking vehicles without appropriate approval. These are unacceptable procedures and require reinforcement of the following policy guidelines for all personnel using our station fleet vehicles:

1. All personnel using a radio car for any reason shall have the approval of the Watch Sergeant prior to driving a radio car. All vehicles that are assigned to specific station sections are responsible for an appropriate hybrid of this application to their section, bureau or office.
  
2. All personnel shall inspect patrol vehicles they have been assigned and fill out the "Driver's Tour of Duty Equipment Record" form, SH-CR-159. This form must be turned in to the Watch Sergeant prior to the employee's tour of duty.
  
3. If any damage is found on the patrol vehicle, shade in the damage on the reverse side of the form and immediately notify the Watch Sergeant of the damage.
  
4. If any mechanical problems are encountered, the problem will be documented on the "Driver's Vehicle Condition Report" form (MD-91) and any radio communications problems also need to be noted on the "Electronics Equipment Failure Report" form.
  
5. The Watch Sergeant will utilize the in-service roster to verify that all assigned patrol vehicles have submitted the "Driver's Tour of Duty Equipment Record" form with their log sheet.

6. All other personnel who require a patrol vehicles shall adhere to this policy regardless of their destination or the length of time they plan to it. Upon receiving an available vehicle from the Watch Sergeant, the driver shall record information pertinent to his assignment or detail on the clipboard titled "Vehicle Checkout Log." The necessary information includes: the driver's name, the supervisor issuing the vehicle, vehicle number, 480 radio number(s), destination, time-out and time-in. The assigned driver shall complete a "Driver's

Tour of Duty Equipment Record" form and submit it to the Watch Sergeant prior to leaving the station with the radio car.

7. The station LET assigned to the fleet will collect the "Driver's Tour of Duty Equipment Record" form from the Watch Sergeant, along with any mechanical problem forms from his tray. The "Tour of Duty" form will be filed by radio car number for future reference.

It is essential that every patrol vehicle driver conduct a thorough inspection of their assigned patrol vehicle at the beginning of each shift. This form will assist in establishing culpability when there is unreported damage.

As a reminder, selected sections of the Policy and Procedures Manual are listed below:

3-01/090.00 - Use of County Vehicles

A member shall not use a County vehicle without the knowledge or permission of his supervisor.

3-01/040.25 - Property Damage

Members shall promptly submit a written report of any damage to real or personal property resulting from the execution of their official duties or responsibilities.

Additionally, the following sections apply to this order:

3-01/040.15 - Care of County Property and Equipment

3-01/090.10 - Operation of Vehicles

3-01/090.25 - Accidents or Damage

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• **Station Order 17-003: Extended Response Time to Calls for Service**

The purpose of this order is to establish procedures that ensure that anyone requesting routine law enforcement service from Walnut/Diamond Bar Station will receive timely notification should there be an extended delay in responding a radio car.

For the purposes of this order, extended delay will be a response time that may exceed 45 minutes.

The following guidelines shall be adhered to and fixes the responsibilities of the Watch Deputy, Dispatcher, Complaint Deputies, and field crews.

**Watch Deputy**

The Watch Deputy is responsible for ensuring that all calls for service are responded to in a timely manner. To accomplish this, it is imperative that he/she frequently review unit and message status, identifying any calls that will involve an extended response time by a field unit. After identifying these calls, he/she will advise the Complaint Deputy receiving the initial call to re-call the informant and advised them of the delay. In the event an unusual occurrence or extended tactical situation develops that creates a backlog of service calls, the Watch Commander shall be notified.

**Under no circumstances will the caller on an emergent or priority call be advised of any delay in the response of a field unit. All efforts to obtain and order sufficient responding field units to these calls**

**shall remain critical to community safety and support the Department's Mission.**

### **Dispatcher**

The Dispatcher, second to the Watch Deputy, is responsible for identifying calls that will require an extended response time and advising the Watch Deputy and concerned Complaint Deputy of the delay.

The Dispatcher shall also keep the Watch Deputy and Complaint Deputies advised of those patrol areas that will have extended responses to routine calls. This will

enable Complaint Deputies to make immediate advisements to informants of extended response times.

### **Complaint Deputies**

Complaint Deputies have the ultimate and final responsibility for ensuring that the informants on routine calls for service received by them are either initially advised, or re-called and advised, of an extended response time.

Complaint Deputies shall query the Dispatcher, throughout their shift, concerning patrol areas with extended response times. They shall also periodically review the status of those calls received, and entered into the computer by them, identifying calls that require a delay advisement.

### **Field Units**

Field units will keep the Dispatcher advised of any extended response times on routine calls assigned to them.

Advisement to the Dispatcher should be made via SCC, MDT message, or landline. Upon notification, the Dispatcher shall direct complaint personnel to re-contact informants. This information shall be updated in the "comment" section.

### **Watch Commander Responsibilities**

The Watch Commander shall make periodic checks during the course of his/her shift to monitor compliance.

### **Additional Guidelines**

1. It is imperative that governmental agency informants, in particular contract cities, be advised (initially or by re-call) of any extended response times.
2. After a delay advisement is made, it shall be reflected in the "remarks" portion of the call format. It shall indicate the time of advisement and the employee's initials making the advisement.

The foregoing is established as a guideline, but is not to be considered as absolute.

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## **• Station Order 17-004: Motorola XTS 3000 Radio Inventory Control, Check Out, Handling, Storage and Battery Maintenance Procedures**

Each shift watch sergeant (or watch commander if no watch sergeant) shall be responsible and accountable for taking an inventory, assigning radios and recharging batteries. The radios, batteries and chargers will be stored in the armory at the station and access shall be controlled by the watch sergeant.

### **1. FIELD PERSONNEL**

At the beginning of each shift, personnel will be issued a radio with battery according to the assigned radio number appearing on the in-service sheet. Any changes must be made with the approval of the watch sergeant.

**2. WATCH SERGEANT**

The watch sergeant will ensure deputy personnel take only the assigned radio. The watch sergeant will conduct a shift inventory of the radios, note any discrepancies and immediately attempt to locate any missing radio(s). If the radio(s) cannot be located, the watch sergeant shall indicate the radio as missing on the inventory control sheet. The inventory control sheet will be maintained on an arch board in the watch sergeant's office. The watch sergeant will be responsible for recharging batteries a minimum of four hours.

**3. DETECTIVE, VOLUNTEERS IN PATROL AND MOTOR UNIT PERSONNEL**

Specific radios have been assigned to detective, volunteers in patrol and motor unit personnel. All other personnel requiring a radio must contact the watch sergeant, who will record the radio number on the shift inventory sheet.

**4. ALL PERSONNEL**

At the end of each shift, the radios shall be returned to the watch sergeant's office.

Each deputy shall remove the battery from the radio and place it the box of batteries to be charged. All personnel are responsible for the care and control of the radio assigned to them. If an assigned radio becomes inoperable, the watch sergeant shall be notified and a new radio will be issued. The reporting deputy will complete a radio repair order, describing the problem and give it to the watch sergeant. The new radio will be updated on the MDT (Deputy Daily Worksheet) and the desk will be advised of the number of the new radio.

1. **WATCH COMMANDER**

The watch commander shall ensure that a physical count of assigned radios is conducted during the shift.

2. **WATCH SERGEANT**

- A. Responsible for preparing the radios and batteries for the next shift.
- B. Record the assigned radio numbers next to the deputy's name on the in-service sheet.
- C. Conduct a shift inventory of the radios.
- D. Recharge batteries a minimum of four hours.
- E. Maintain control over the radio inventory during each shift.

3. **RADIO LIAISON SERGEANT**

- A. The radio liaison sergeant has overall control of the radio inventory.
- B. The sergeant will ensure that radio inventory control sheets are kept updated.
- C. The sergeant will cause defective radios or batteries to be sent to SCC for repair or replacement.
- D. The sergeant will coordinate radio replacement/repair with the detective sergeant for radios assigned to detective personnel.
- E. If a radio has been missing for (5) days, the sergeant shall cause a SH-49 to be written, documenting the incident and will ensure that the radio is entered by SCC as lost or stolen.
- F. When a radio is damaged, the sergeant shall ensure that a SH-49 is written in order for the radio to be replaced or repaired.

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• **Station Order 17-005: 911 System for Hearing Impaired Callers**

The purpose of this order is to establish station policy regarding the 911 system for deaf callers.

The 911 System has a feature to assist hearing impaired callers who need our assistance and call in on the 911 system. This system is known as Telecommunication Device for the Deaf (TDD) or Telecommunication Typed (TTY). This translation service is currently available through a State provided service contract. These calls are accessed via a conference call on the toll-free "800" telephone numbers. Both the TDD and TTY calls are handled as a three-way conference call between the calling party, the Public Safety Answering Point (PASP) call taker (Sheriff's Department Station Desk Operations Personnel) and the translation service operator. **The PSAP call taker must stay on the line.** The translation operator conveys to the PSAP call taker the nature of the call, location of incident, caller's name, etc.

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### • **Station Order 17-006: Hot Sheet**

The purpose of this order is to establish station procedure and standardized the utilization of the "Hot Sheet" to document information given during crime broadcasts from field crews.

Utilizing this standardized "Hot Sheet" should enable station personnel to review pertinent crime broadcast information in a timely manner. The most current page of the "Hot Sheet" shall be photocopied on the back of the in-service for field crew use.

### **Watch Deputy Responsibility**

In order to have information readily available to the field crews, each Watch Deputy shall enter crime broadcast information from field units into the "Hot Sheet" folder located in the "Walnut Shared Files" under the heading "Hot Sheet." The Watch Deputy shall insert a row, in front of the last entry made on the "Hot Sheet," for the crime information to be entered. The Watch Deputy shall enter information for the following categories: crime, date, time, location, suspects, weapon, M.O./loss, vehicle and sequence. It is the responsibility of the watch deputies during their shift, to update the "Hot Sheet" with current information, i.e., suspect(s) in custody, etc.

### **Watch Sergeant Responsibility**

The Watch Sergeant shall print out the most current page of the "Hot Sheet" and give it to the patrol secretary for processing with the in-service sheet. Only those in-services used by field units shall be processed with the

back page displaying the "Hot Sheet." These in-services shall be placed in the Briefing Room for the next shift.

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- **Station Order 17-007: Catastrophic Telecommunications System Failure**

The purpose of this Order is to delineate the response plan for Walnut/Diamond Bar Station in the event of a catastrophic telecommunication failure.

In the event of a catastrophic telecommunications failure, Walnut/Diamond Bar Station personnel would seek to mitigate the effects of the emergency by implementing the following procedures:

1. **WATCH COMMANDER RESPONSIBILITIES**

The Watch Commander will activate the station's Sub-Emergency Operations Center if needed.

Assign station personnel to temporarily fill positions of the Sub-Emergency Operations Center until properly relieved.

Notify Sheriff's Communication Center and Sheriff's Headquarters Bureau regarding failure of telephone lines.

Notify the station's Captain of the telephone line failure and the activation of the station's Sub-EOC.

Deploy the station's mobile command post if necessary.

Utilize the services of station volunteer DCS radio operators as needed.

**2. WATCH SERGEANT RESPONSIBILITIES**

Coordinate with the department's DOC regarding telephone line failure.

Coordinate with LA County fire department in setting up Joint Command Post at station. The Watch Deputy will assist with this task.

Contact Walnut local cable company to announce to the local communities how to contact emergency personnel during telephone failure.

**3. WATCH DEPUTY RESPONSIBILITIES**

Have 911 lines properly transferred to Industry station.

Send two Law Enforcement Technicians (LETs) to Industry station to work as dispatchers and to answer phone lines transferred to them by SCC.

Send two LET's to SCC to work primarily as Walnut/Diamond Bar dispatchers for calls for service only.

Coordinate with LA County Fire in setting up a command post at the front desk.

Request Mutual Aid from local law enforcement agencies in unaffected areas.

4. **FIELD PERSONNEL RESPONSIBILITIES**

Field units will notify **high value** businesses (banks, jewelry stores etc.) in their area of the possibility of delayed response by units.

One field unit will be assigned to the station to assist as needed regarding communications.

5. **ALL PERSONNEL**

All on duty personnel will be held over and assigned to a twelve and twelve schedule during the emergency, pending review of actual personnel needs.

Station personnel off duty may be called at home to come into the station ASAP or informed that their shift has been changed to twelve and twelve and their new reporting time has been adjusted.

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• **Station Order 17-008: Station Tours**

The purpose of this order is to establish station policy regarding the coordination of station tours.

- Station tours shall be encouraged by organized groups such as: Cub Scouts, School Clubs and Civic Organizations.
- Requests for tours shall be directed to Operations Staff and Community Relations staff for approval. The area in which the organization is based shall dictate which area community relations deputy shall conduct the tour. In some instances, civilian volunteers can conduct a tour of the station.

- Tours in the jail area shall be restricted to unoccupied areas only. Tour groups shall not be allowed to enter the station armory.

Before a station tour begins, the guide shall announce over the public address system of the tour, alerting station personnel.

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## • **Station Order 17-009: Watch Commander Duties**

**The following watch commander duties complement those already defined in the Policy and Procedures Manual:**

- Watch Commanders are responsible for the activities on their shift. They shall reflect the attitudes of the Station Commander and shall function on his behalf in his absence.
- Watch Commanders shall actively participate in the activities on their shift.
- Watch Commanders shall respond to major incidents in the field (i.e., deputy involved traffic collisions involving major damage or injury, deputy involved shootings, high profile cases, barricades, etc.,) and shall set a portion of their work week to be in the field, other duties permitting.
- Watch Commanders shall manage and review all Code 3 responses.
- Station lieutenants shall know all persons assigned to their command and shall allow time for communication with them.
- Station lieutenants shall be responsible for the inquiries of Watch Commander Service Comment reports and force incidents that occur on their shifts.
- Watch Commanders shall be responsible for the approval of all anticipated overtime worked each shift prior to the deputy working.
- Watch Commanders shall daily inspect and the watch commander's safe evidence ledger and regularly conduct a watch commander's safe audit.
- The following are the routine duties of the Watch Commander:
- Attends briefings frequently, (three to four times per week).
- Completes two jail inspections, includes reviewing the gate book for over detentions, missing entries, etc.
- Conducts two desk telephone audits.
- Ensures the duties of the watch sergeant are completed.
- Monitors the workplace to ensure that discrimination, harassment and/or retaliation are not occurring.
- Initiate and update the W/C log with pertinent information.

- Conduct routine uniform, firearms and equipment inspections during briefings.

Make all appropriate and necessary verbal/electronic notifications to the Unit Commander within a reasonable time.

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## • **Station Order 17-010: Watch Sergeant and Field Sergeant Duties**

### **Watch Sergeant**

- Watch Sergeants shall oversee the operation of the entire patrol function. In the absence of the Watch Commander, during the conduct of routine business, the Watch Sergeant shall assume those duties normally handled by the Watch Commander.
- The following are the routine duties of the Watch Sergeant:
- Completes two jail inspections, includes reviewing the gate book for over detentions, missing entries, etc.
- Monitors desk operations, ie. advising informant of delay, response times, professional service for citizens in the lobby, etc.
- Conducts two desk telephone audits.
- Completes the in-service for the oncoming shift.
- Inspects and signs evidence ledger.
- Checks rejected report tray.
- Completes the exception report for same shift of prior day and reviews deputy daily worksheets for proper reporting district clearances, proper response times and handling of calls.
- Checks and reconciles deferred report book.
- Conducts a facility security check and inspects facility for maintenance and cleanliness.
- Assigns radios, vehicles and equipment.
- Approves reports, booking slips and adult misdemeanor arrests.
- Monitors the workplace to ensure that discrimination, harassment and/or retaliation are not occurring.
- Watch Sergeants shall perform their duties vigorously, in a professional manner, and be available to subordinates when needed.

### **Field Sergeant**

- Field Sergeants shall direct and be involved in the handling of field situations and problems arising on their shifts. They shall keep the Watch Commander and Watch Sergeant informed of significant or unusual occurrences and situations.
- The following are routine duties of the Field Sergeant:

- Conducts briefings and training.
- Serves subpoenas and training notifications.
- Inspects uniforms and equipment.
- Ensures completion of time sheet and radio, vehicle and equipment inventory sheets.
- Monitors field activity, ie. sufficient units assigned to priority/emergent calls, coordination and proper handling of calls, and response times.
- Evaluate and document deputies' performance.
- Respond to and investigate deputy involved traffic collisions, use of force incidents, and high risk calls.
- Approve reports, when appropriate, in the field so they can be approved prior to the end of the shift.

Field Sergeants shall perform their duties in a vigorous and professional manner, availing themselves to subordinate field units, when needed; and they shall make periodic contact with surrounding local police departments and the California Highway Patrol for the purpose of mutual aid and coordination.

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## • **Station Order 17-011: Overtime Authorization and Approval**

The proper management of the monthly station overtime allotment is the responsibility of all supervisors and managers assigned to this command. Accordingly, the following procedures for the authorization and approval of overtime are established. These procedures are established in the furtherance of Departmental Overtime Guidelines (Departmental Manual of Policy and Procedures, Section 3-02/280.00).

### **PATROL OVERTIME**

-Vacancy Overtime - Watch Commanders shall carefully review the in-service sheet for the following shift to ascertain if overtime is required to fill vacancies due to sick call-ins, anticipated major problems, etc. Where known deficiencies exist in contract city contract time, every attempt should be made to fill any vacancy arising from on-duty resources. Officer safety shall receive the highest priority and necessarily will require the utilization of vacancy overtime.

-Late Report/Arrest - All overtime to be worked to complete late reports and/or arrests shall be authorized by the Watch Commander prior to being worked. The Watch Commander will evaluate the time required to complete the report. Time shall be authorized in two-hour increments. This will be entered in the "Supervisor Pre-Approving" section on the overtime slip and also signed by the Watch Commander in this section. The Watch Commander must print his/her name and initial alongside the name. If additional time is necessary, the requesting deputy shall take the report being written to the Watch Sergeant for review. Additional overtime

may be approved in two-hour increments. Consideration should be given to deferring the remaining portions if a prima facial case is already reflected.

Requests by personnel for overtime for late reports shall be granted only after a determination is made that the report cannot be deferred. Further, Watch Sergeants shall closely monitor deputies on overtime to ensure that the reports are completed within the allotted time. Requests for extension of the authorized time shall be closely scrutinized. With respect to training officers and trainees, it is not necessary that the training officer remain with the trainee when the trainee is competent to write the particular report involved. Upon completion of the overtime, the Watch Sergeant, after reviewing the overtime report, shall sign in the space marked "Supervisor's Signature."

### **DETECTIVE BUREAU OVERTIME**

All overtime worked by station detectives shall be on a pre-authorized basis, approved by the Detective Bureau Lieutenant or, in his absence, the Watch Commander.

### **COURT OVERTIME**

All court appearances or on-call time shall be approved by the Court Liaison Sergeant.

When a deputy appears in court, the overtime slip shall be filled out at the court and submitted to the Court Deputy, accompanied by a time-stamped subpoena or facsimile. The Court Deputy shall sign as the authorizing officer and then submit the overtime slips to the Court Liaison Sergeant, who will sign as the approving supervisor.

When a deputy receives a notice for an on-call subpoena, he will, as soon as possible, initial the subpoena book and pick up the subpoena to be eligible for the on-call overtime. Additionally, an overtime slip shall be completed prior to the on-call date, except for the ending time. The ending time will be entered by the Court Liaison Deputy, who will also authorize the overtime. Final approval will be done by the Court Liaison Sergeant, who will sign as the supervisor.

## **TRAINING OVERTIME**

Training shall be accomplished insofar as possible during regular duty hours. Any overtime for training shall have the prior approval of the Training Lieutenant.

## **GENERAL GUIDELINES**

All claims for overtime shall be submitted within 24 hours of the conclusion of the activity which necessitated the working of overtime. Personnel authorizing or approving overtime shall ensure the accuracy of the overtime slip. Overtime worked reports without proper authorization and approval shall be returned to the employee for correction.

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### **• Station Order 17-012: Radiation Pagers**

The purpose of this station order is to establish station-specific guidelines for the effective compliance with Field Operations Directive 06-01 regarding field deployment of Radiation Pagers. The goal is to use the pagers in the most effective manner and assure that inventory is controlled for accountability and availability.

## **POLICY**

Radiation Pagers are stored in the armory at Walnut/Diamond Bar Station. The pagers are numbered for identification purposes. Each patrol unit shall deploy one radiation pager as part of its routine daily equipment. The radiation pager number **shall be** logged in the DDWS with all other equipment, using the prefix "RP" followed by the station-applied number.

All sworn personnel shall view the 7 minute training DVD on this topic. Patrol deputies shall obtain a Radiation Pager from the armory at the beginning of each shift and enter the pager number in the DDWS log. The pager, when carried, must be worn on the Sam Browne belt. If stored inside the radio car, it shall be affixed to the radio car safety cage within reach and earshot of the driver. The pager shall be returned to the armory at the conclusion of each shift. Pagers **shall not** remain in patrol cars when the unit is not logged on.

## **WATCH DEPUTY RESPONSIBILITIES**

During daily shift inventories, the watch deputy shall account for the inventory of radiation pagers. If a pager

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cannot be located, the deputy will notify the watch sergeant. The watch sergeant shall ensure that the deputy to whom the pager was last assigned will author a memo to the unit commander explaining the circumstances for its loss. A complaint report shall also be authored.

### **PATROL SERGEANT RESPONSIBILITIES**

The watch sergeant shall assure that radiation pagers are appropriately logged in the DDWS. The watch sergeant shall maintain oversight of the inventory. Field sergeants shall conduct periodic checks to assure that the pagers are powered on and being carried in the specified manner.

### **SHIFT WATCH COMMANDER RESPONSIBILITIES**

The watch commander shall assure that radiation pagers are deployed and logged in the specified manner.

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### **• Station Order 17-013: Notifications Matrix**

The purpose of this order is to standardize the station process of notifications to me as circumstances or incidents rise to specific levels of understanding that necessitate the advising of such situations. The attached matrix is a guide and the seriousness of the situation will require reasonable thought to the ***expediency and frequency*** of required notifications.

The Department Policy and Procedures identify a multitude of notifications relating to Case Management, Emergency Disaster, Force incidents and etc. This order coincides with those mandates.

Notifications can be personal or electronic depending upon the priority and urgency of the circumstance or incident. Applicable methods of notifications are:

â^™ In person conversation or telephonic,

â^™ Voice mail,

â^™ Email,

â^™ A written memorandum,

â^™ A written report.

When dynamic circumstances or incidents occur and the evolving environment places public and employee safety at risk, I ask for a direct communication from the watch commander with updated notifications **every 15 minutes**. Examples of dynamic incidents are, but not limited to: barricaded suspects, serious injuries to employees, large brush fires or disasters, neighborhood evacuations, etc. It is incumbent upon the field sergeant to make timely notifications to the watch commander within 5 minutes of arrival when necessary.

**WALNUT/DIAMOND BAR STATION NOTIFICATION MATRIX**

**Use As A Guide Only!! This is for Administrative notifications only. Refer to the Case Assignment Manual for Mandated Department Notifications.**

	Capt	City Mgr	Chief Memo	Ops Log	Area/Duty CMDR	Code20 Wal/Db SHB
Accidental Discharge by Deputy	X		X	X	OPT	
ADW w/Gunshot or Serious Injury	X	In City	X*			
Any Media Interest	X	In City	OPT			
Armed Robberies	X	In City				
Code 3 Response/Pursuit w/TC	X	In City	X	X	OPT	
Confirmed Explosive Device	X	In City	X	X		SHB
Deputy Killed or Major Injury (on or off duty)	X	In City	X	X	X	SHB
Disaster or Riot	X	In City	X	X		
Employee Relieved of Duty	X		X	X		
Escape	X		X	X		
Fatal Traffic Collision or Serious Injuries	X	In City	X			
Hazardous Material Spill	X	In City	X	OPT		
Homicide	X	In City	X	**		SHB

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Human Interest Story	X	In City		OPT		OPT
IAB Force Team Response	X		X			
Inmate Death	X		X	X	X	SHB
Interview by Media - Major Issue or Incident	X	In City	X	X		
Kidnaping	X	In City	X	X		SHB
Notification or Involvement of Command Level Personnel	X		X			
Major WAL Response - Other Area	X		X	OPT	OPT	
Person Dead - Suspicious Circumstances	X	In City	X	**		SHB
Phase II Critical Missing	X	In City				
Shots Fired by Deputy	X	In City	X	X	X	SHB
Significant Incident or Issue Impacting Station or Department	X	OPT	OPT	OPT	OPT	OPT
Significant Incident Involving Contract City or Any Elected Official	X	In City	X	OPT	OPT	SHB
Special Weapons Team Response	X	In City	X	X	X	SHB
Station Inspection by Other Governmental Agency	X			X		
Traffic Collision - Deputy Involved	X		X	OPT		

**KEY**

**X** -Must Notify

**\*\*** - By Homicide

**OPT** - Optional Based on Circumstances

**In City** - Respective City Manager

**SHB** - By SHB

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• **Station Order 17-014: Desk Emergency Procedures and Station Evacuation Directive**

The purpose of this order is to establish guidelines and procedures in the event that a terrorist or deranged person enters the station lobby area and threatens to detonate an explosive device or produces a weapon and takes hostages (visitors and/or employees). It will also address suspicious packages/bomb threats. The goal will be to safely evacuate the station.

**GENERAL GUIDELINES:**

1. It is imperative that *anyone* who sees this occurring and has the opportunity to safely retreat into the station interior immediately notify the Watch Commander and Watch Sergeant

2. That person will then get the rear gate key from the Watch Sergeant's center desk drawer

- Begin notifying those in the secretariat, traffic office, and community relations office as you evacuate the building with those personnel via detective bureau.

- During evacuation, via detective bureau, have someone check the offices of OSS, Training/Scheduling, and those offices along the back hallway (Narco, etc) as well as both restrooms.

- Check the court liaison office, the evidence room and interview rooms along the hallway and make notification to them.

- All persons shall evacuate by use of the rear east door by DB into the station parking lot and proceed to the gate in front of the RV Command Post, next to the wash bay and stay there re: roll call. Unlock the gate.

**WATCH COMMANDER RESPONSIBILITIES:**

1. Confirm the Watch Sergeant is aware of the situation.
2. Confirm safe is locked. Take W/C block of keys with you.
3. Notify Captain/Operations staff during working hours - have them lock their office doors and evacuate via Ops. Lt.'s office through secretariat.
4. Get a portable radio and immediately respond to the command post at Walnut Senior Center (21215 La Puente Road) or wherever it was set up.
5. Advise Field Sergeant via Dispatch 6 to respond Code 3 to command post.
6. Notify Station Commander if after hours or not in station.
7. Make required Department notifications.

**WATCH SERGEANT RESPONSIBILITIES:**

1. Confirm the Watch Commander is aware of the situation.
2. Take Armory key, Evidence keys and W/Sgt block of keys with you.
3. Notify Jailer.
4. Confirm that station personnel are evacuating via detective bureau.
5. Oversee the evacuation of desk personnel and assist with securing the front part of the station.
6. Notify any COPS personnel in the station or the rear trailer of the incident.
7. Appoint someone to notify and assist evacuating personnel from downstairs.
8. Confirm all personnel have evacuated the building. Do roll call of all station personnel.

**FIELD SERGEANT RESPONSIBILITIES:**

1. Roll Code 3 and set up command post at Walnut Senior Center (21215 La Puente Road, building

east of city hall) or other location.

(note - Mt.SAC has poor radio/MDT reception).

2. Get a tactical frequency.
3. Set up containment of station area- have Walnut units begin evacuations of the following next to station ***preferably in this order:***
  1. **-Tutor Time School**
  2. **-Panera Restaurant**
  3. **-Applebee's Restaurant**
  4. **-McDonald's**
  5. **-Panda Express**
4. Notify CHP and confirm they are aware of the incident. If they are not:
  - Request they block/divert traffic for a ½ mile in all directions around station
  - Have liaison respond to command post
5. Notify Crisis Negotiations Team and Special Enforcement Bureau as well as Arson/Explosives (if needed) and have them respond to command post.
6. Request response units from neighboring stations and have them respond to the command post.

## **WATCH DEPUTY/DISPATCHER/DESK RESPONSIBILITIES**

1. If the station should come under attack or if personnel working the lobby / desk area are fired upon, personnel shall return fire, if appropriate, following all applicable department policies. Personnel shall be particularly cognizant of civilian visitors and employees and shall take whatever measures necessary to ensure their safety. All Watch Deputies will be armed, as well as any deputy assigned to the desk.
2. Close metal fire door to lobby and secure it.
3. Notify SCC via hotline of situation. Summon necessary resources (field personnel, fire department, Arson/Explosives etc). Note: if suspicious package in lobby, make notifications AFTER evacuating desk area..
4. As necessary, evacuate the desk area. The evacuation may be partial or complete depending upon the circumstances.
5. Transfer 9-1-1 lines to Industry station after notifying them.
6. Have someone secure hallway doors via W/Sgts office by Operations.
7. Begin evacuating station via jail hallway door to the station parking lot and proceed to the gate next to the wash bay and stay there re: roll call.
8. Desk Deputy(ies) to assist jailer with evacuation of inmates. Inmates should be taken to the horse corral/picnic area.
9. **Change security video monitors to blank screen then turn them off.**

## JAILER RESPONSIBILITIES

1. Take all jail keys with you.
2. Page all trusties to report to the wash bay immediately.
3. Initiate evacuation of jail.

## DOWNSTAIRS EVACUATION

Clear all restrooms, both locker rooms/ **sleep rooms**, assembly room, kitchen, building maintenance rooms, electrical rooms (check for county maintenance workers, background investigators, etc). Evacuate station with those personnel via the stairs leading to parking lot. Proceed to the gate in front of the RV/Command Post next to the wash bay and stay there re: roll call.

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## • Station Order 17-015: Hand-Held Metal Detector

### PURPOSE:

The purpose of this order is to set forth Walnut /Diamond Bar Sheriff's Station policy regarding the use, operation, and accountability of the hand-held metal detector located in the Jail. This order is a guideline, and its purpose is to enhance a safe and secure environment for everyone who handles, books, and interviews prisoners, by preventing the introduction of secreted weapons into the jail.

### ORDER:

The hand-held metal detector is a tool provided as an additional aid in the searching of prisoners. In no way is it intended to substitute for thorough departmentally approved hand searches.

It is the policy of the Walnut/Diamond Bar Station Jail, that all persons entering the jail are searched. Searches may include, but are not limited to: the use of a hand held electronic metal detector, visual inspection of person and property, diligent pat down searches, and strip searches with the prior approval of the Watch

Commander.

**PERSONS WITH PACEMAKERS OR OTHER MEDICAL IMPLANTS:**

With respect to cardiac pacemakers and cardiac defibrillators, hand-held metal detectors have the potential to cause a one beat pause in the rhythm which may or may not be felt and would not be harmful. Frequent movement of the wand over the pacemaker, however, has the potential for causing increased interference with pacemaker operation.

When personnel encounter an individual with a pacemaker or other medical implant (heart defibrillator) a hand search should be utilized. If a hand-held metal detector must be used, do not pass the wand over the pacemaker area more than once every five seconds. This will minimize the potential for interference with the pacemaker/heart defibrillator operation.

**USE AND STORAGE:**

The hand held metal detector is available in the jail behind the Jailer's desk, accessible by all personnel needing to move prisoners in and throughout the jail. The device shall be managed and maintained by the Jailer, and available for any employee who requests it for the purpose of searching prisoners. The instructions are printed on the device itself. The power source is a 9 volt battery located in the handle. Extra batteries are stored in the Jailer's desk.

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• **Station Order 17-016: Inmate Safety Checks (TITLE 15)**

**PURPOSE**

The purpose of this directive is to establish additional procedures for conducting inmate safety checks at Walnut/Diamond Bar Station jail in accordance with the Department Policy, and Title 15, Article 3, Section 1027.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the station jail including, but not limited to, the on-duty watch sergeant, watch commander, and the arresting officer/deputy in charge of juvenile detention.

**ORDER:**

### **Jailers' Responsibilities:**

All inmate safety checks shall be staggered to minimize inmates' abilities to plan around anticipated checks. In order to accomplish this, inmate safety checks shall be completed within the time interval assigned to the inmate's classification and/or housing location. Safety checks shall not be done precisely and repeatedly on a regular interval:

- **General housing & Sobering cell:** 29 minute or less intervals.
- **Suicidal Inmate:** Pending an immediate transfer to a psychiatric hospital, IRC or CRDF, suicidal inmates shall be secured in a booking tank with 15-minute or less intervals.
- **Juvenile Inmate:** While handling, constant direct visual observation.

### **Quality of Inmate Safety Checks:**

Personnel conducting inmate safety checks shall look at the inmate for signs of life (e.g. breathing, talking, movement, etc.) and obvious signs of distress (e.g. bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.).

Personnel shall conduct safety checks by looking into the cells or holding tanks, and visually inspecting each inmate. If personnel observe any item (e.g. clothing, linen, towel, papers, etc.) obstructing their view, the items shall be removed immediately, with officer's safety in mind.

- **Should there be any doubt regarding an inmate's condition, personnel shall attempt to elicit a response from the inmate.**
- **If unable to elicit a response from the inmate, personnel shall activate an alarm and immediately notify a supervisor.**

Once such procedures are completed, personnel shall render first aid and/or cardiopulmonary resuscitation (CPR), pending the arrival of paramedics. Proper officer safety practices shall be observed at all times.

If jail personnel are unable to conduct an inmate safety check, a supervisor (rank of sergeant or above) shall be notified and advised that assistance is required. Upon this notification, the respective supervisor shall ensure that inmate safety checks are completed, and there are sufficient personnel to conduct the checks.

### **Documenting Inmate Safety Checks:**

Personnel, who conducted inmate safety checks, shall be manually recorded on the "Walnut Station Prisoner Record" sheet by providing date, time and his/her initial for each check.

**Housing of Inmates:**

Upon completion of the "Station Jail Inmate Classification Questionnaire" form, the on-duty jailers) must segregate inmates in accordance to the level of their charges (felony vs. misdemeanor), security levels, and other special classifications (i.e., crimes against children, noteworthy arrest, escape or attempt escape inmates). The jailers) must screen intoxicated inmates and house them in the sobering cell (A-1 Tank) as required by Department policy.

Upon completion of the observational periods) and when feasible inmates, who are booked for alcoholic intoxication or under the influence of a control 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 on every shift shall conduct two inmate safety checks. Safety checks shall be documented manually at the right margin of the "Walnut Station Prisoner Record" sheet.
- The Watch Sergeant shall ensure inmate safety checks are being conducted and properly documented by jail personnel.
- The Watch Sergeant shall visually inspect the jail facility to ensure safe and secure conditions are being maintained.
- The Watch Sergeant shall electronically record inmate safety checks the Uniform Daily Activity Log (e-Gate book) section under, "Supervisor Checks."

**Watch Commander Responsibilities:**

- The Watch Commander shall conduct a minimum of two inmate safety checks per shift.
- Safety checks shall be documented manually and electronically, in the same manner noted above.
- The Watch Commander shall conduct a random audit of inmate safety checks by viewing the closed-circuit television system to determine whether safety inmate checks are actually done as manually recorded by the jailer(s).
- If discrepancies are found, the Watch Commander shall take appropriate action and notify the Unit Commander of his/her findings.

**REFERENCES:**

Custody Division Manual Section 4-11/030.00

California Code of Regulations, Title 15, Article 3, Section 1027

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## • **Station Order 17-017: Deferred and Disapproved Report Procedures**

### **GUIDELINES:**

#### **Deferred Report Policy**

Deputies are responsible for the completion, submission and, when necessary, the correction of all their reports on the shift in which they were incurred. Exceptions to this policy, in the form of deferrals, or overtime will only be granted by the Watch Sergeant or Watch Commander.

Watch Sergeants shall be guided in their decision to defer a report by three principles:

1. The actual time frame within which the completed, corrected, and approved report is needed.
2. By the reasonableness of the request for deferral.
3. Overtime expenditures

When the first principle dictates that a report must be completed promptly, then the next principles need not be considered. The following guidelines set forth those circumstances when a report **must** be completed promptly and **no deferral can be granted**:

1. An arrest is made and the suspect will remain in custody. This is because in custody suspects require immediate follow-up on the next business day for interview and filing considerations

Many times a suspect is eligible for release (citation, bail, 849B2, juvenile to parents, etc.) however, the report should not be deferred if:

- a. The suspect is in custody at the time the request to defer is made and is not eligible for release on citation and or 849b2.

**Exception:** The arrest is initiated on a Friday after 0001 hours or anytime Saturday if the deferring deputy will be on duty to complete the report at least one shift between the deferral date and the next business day.

- b. The subject (juvenile) has been summoned back for the next business day.

**Note:** Petitions for juveniles in custody must be submitted to the D.A.'s office by 10:00 the following business day after arrest requiring the completed/approved report. The Watch Sergeant or Watch Commander may waive this guideline if the deferring deputy will be on duty to complete the report at least one shift between the deferral date and next business day.

2. The reported crime is serious in nature, i.e., major sex crimes, armed robberies, assaults with serious injuries, attempt murder, etc.
3. The report involves major crimes and there is workable information or unusual circumstances (e.g., 459 with a high value property loss, a noteworthy person as a victim, or a report assigned to Headquarters)
4. The reported crime requires notification to Department executives as per Field Operations. Directive 86-11.
5. CHP 180 forms.

Any instances where doubt exists shall be resolved by the Watch Commander.

When a station detective is on duty, he/she should be consulted regarding the deferral of reports that will have a station detective bureau assignments.

Deferred reports should be completed by the deputy during their next shift. If a deputy will be off on RDO's, or scheduled personal leave time (V, SP, etc.), consideration should be given to the impact of the report being deferred for more than one day. If the scheduled time off, for example, falls on a weekend or holiday, then the report can probably be deferred for that time period.

Other reports, however, may result in problems if deferred more than one day. An example would be a burglary wherein the victim is going to supply additional information, or where suspects may be arrested at a later time but the original report is not yet available.

Procedures for Deferring a Report:

1. The deferred report log is to be maintained in a binder at the Watch Sergeant's desk. All deferred reports are to be listed on this log.
2. When a report is deferred, the deferring employee shall complete the report face page and the Watch Sergeant shall then stamp the report "Deferred" in the upper left-hand corner. The deferring employee shall obtain two copies of the face page and place one copy in the Watch Sergeant's approved report tray for secretarial processing. The second copy shall be placed in the deferred report log binder (front side pocket) and make the appropriate entry in the log sheet.
3. The approving Watch Sergeant shall sign (no initials) in the "Approved by Sergeant" section of the deferred report log and print the word "defer" on the "URN" file log in pencil.
4. A report is not considered deferred until approved, entered into the log, and signed by the Watch Sergeant in the approval section.

### Deferred Report Log

Deputies are responsible for submitting a deferred report by the date and time indicated by the Watch Sergeant. If for some reason the report cannot be completed as scheduled, the deputy is responsible for advising the Watch Sergeant so that adjustments can be made and the log updated. Deputies who have a deferred report due and who cannot complete it due to an unforeseen absence on the due date, are responsible for notifying the Watch Sergeant of the fact and a revised completion date will be inserted into the deferred report log.

Watch Sergeants are responsible for checking the deferred log each shift to determine if any deferred reports are due and then to ensure they are completed. Upon receipt and approval of a deferred report the Watch Sergeant will erase the word defer on the "URN" file log, sign it off, and then date the completion in the deferred log.

### **Disapproved Report Policy:**

Unless a report is deferred, all corrections to a disapproved report are to be made before the concerned deputy leaves the station. If the Watch Sergeant must read a report after the deputy has gone off duty and the report requires correction, it is the Watch Sergeant's responsibility to **defer** that disapproved report. The Watch Sergeant must personally comply with all of the deferred report guidelines (if a juvenile summons has been issued, consider recalling the summons). The Watch Sergeant shall be responsible for making notification to the concerned deputy of the report deferral.

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### **• Station Order 17-018: Vehicle Hold, Release, Administrative Fees**

The purpose of this directive is to establish an accounting reconciliation plan for vehicle release administrative fee transactions.

### **SCOPE OF ORDER:**

This order applies to all personnel who process vehicle releases at Walnut/Diamond Bar Sheriff's Station.

**ORDER:**

- All vehicle release forms (SH-CR-94) shall remain under the control of desk personnel and only by the authorization of the Watch Deputy, shall a blank form be removed from the desk. Before the vehicle release form is removed from the desk, the sequential number of the form shall be assigned to the personnel taking possession and recorded into the vehicle release log (Walnut Station Form-72).
- All vehicle release forms from Walnut/Diamond Bar Sheriff's Station shall be processed by desk personnel *only*, except otherwise authorized by the Watch Deputy.
- All desk personnel who process vehicle releases shall conduct a Stolen Vehicle System (SVS) inquiry to verify whether fees are required prior to completing the vehicle release form. Desk personnel will then complete a vehicle release form in duplicate and assign a release number, which corresponds with the vehicle release log. If the vehicle release requires a fee transaction, the vehicle release form shall include the receipt number generated from the cash register or a contract city receipt, assigned to that transaction.

After the vehicle release form is completed, the original copy shall be placed in the approved tray located in the Watch Sergeant's office. A station secretary will then take possession of the release form for processing and the duplicate copy shall be given to the registered owner for the release of their vehicle.

When the station secretary completes the task of entering the vehicle information into the Stolen Vehicle System, the secretary shall then place the original copy of the release form into the secured box located by the secretary facsimile machine.

The day shift Watch Deputy shall contact the towing company during normal business hours and give instructions to fax their copy of the vehicle release form to the station secretary fax machine. The watch deputy shall submit a copy of the miscellaneous fees cash record (SHAD-343) to be placed in the secured vehicle release box, on a daily basis.

Station secretary personnel who receive the facsimile copies of the vehicle release forms from the towing companies shall place all copies into the secured vehicle release box for reconciliation by the Supervising Secretary. After the reconciliation of the vehicle release forms, the original and facsimile copy shall be filed with the original report.

The Supervising Secretary shall reconcile all vehicle hold release forms to the vehicle release log by comparing all copies to the miscellaneous fees record, confirming that all receipt numbers coincide. In the event the vehicle release forms do not reconcile, the watch deputy shall be immediately notified.

**POLICY:**

GENERAL RESPONSIBILITIES:

**WATCH COMMANDER**

The watch commander shall be responsible for the daily accounting and reconciliation of all vehicle release administration fees for his or her respective watch and the daily performance of the watch sergeant and watch deputy concerning the fees. The watch commander is responsible for ensuring that all personnel comply with the provisions of this order, as well as any and all related Department Policy.

**WATCH SERGEANT**

The watch sergeant is responsible for actively supervising the accounting and reconciliation of all vehicle release administrative fees and for ensuring compliance with this order and all related Departmental Policy. The Watch Sergeant will directly supervise the daily activities of personnel who are responsible for collecting vehicle release administrative fees according to this directive.

**WATCH DEPUTY**

The watch deputy is responsible for actively supervising the accounting and reconciliation of all vehicle release administrative fees and for ensuring compliance with this order and all related Departmental Policy. The Watch Deputy will directly supervise all personnel who are responsible for processing vehicle hold releases and collecting fees. Additionally, the watch deputy will be responsible for:

- A. The processing of vehicle hold releases, collecting fees associated with the vehicle releases, logging all transactions in the miscellaneous fees record and ensure that all transactions are reconciled on a daily bases.

B. Ensure that the SH-CR-94 form is properly completed by personnel processing the release, to include the receipt number if fees are due.

C. Ensure that all copies of the SH-CR-94 forms are received from the respective tow companies on a daily basis.

D. Ensure that when administrative fees are waived, personnel authorizing the release, complete and sign the vehicle release form indicating the reason for the fee waiver on the receipt line

#### SECRETARY SUPERVISOR

The Supervising Secretary or his or her designee, shall be responsible for the daily accounting and reconciliation of all vehicle release forms. The Supervising Secretary shall be responsible for ensuring that all supervised personnel comply with the provisions of this order, as well as any and all related Department Policy.

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### • **Station Order 17-019: Use of Radio Cars For Court Appearances or Off-Duty Function**

Radio cars may be used for courts in the Los Angeles metropolitan area or other distant locations. Radio cars may also be used for schools and special training sessions required by the Department. Radio cars may be used for the Range, but

every effort should be made to go in groups of three or four.

Radio cars shall not be utilized for local court appearances except as approved by the Watch Sergeant.

No one shall use a County vehicle to go to an off-duty function where alcoholic beverages are served, unless that person is a speaker at the function, and only then with Watch Commander's approval.

The approval for use of radio cars by the Watch Sergeant shall be based upon the number of units needed for patrol purposes with a sufficient number of reserve units for emergencies or mechanical failures.

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- **Station Order 17-020: Inmate Worker Visits**

The following guidelines are the procedures to be followed when inmate workers have visitors.

Inmate worker visits are conducted on Saturday Sunday and County Holidays, from

10:00 a.m. until 4:00p.m.

All visitors will check in at the Station front desk. The visitor shall contact the jailer by using the counter phone.

Before being admitted, the Watch Deputy or desk Deputy shall search all packages, including purses and personal bags for unauthorized items. All visitors shall be advised that they are subject to search prior to being allowed inside the facility. Searching the visitor's person will be at the discretion of the Watch Deputy or Desk Deputy.

Any items that are considered to be contraband will not be allowed inside the Station area. These items will be given back to the visitor and they shall secure the item(s) in their vehicle. All items that are considered contraband are listed on pages two and three.

Once the jailer is ready to admit a visitor, the jailer or a reserve deputy shall escort the visitor to the patio area. The visitor shall be advised that they cannot leave the patio area. If the visitor leaves the patio area without permission, their visit will be terminated. If a visitor wants to retrieve an item from their vehicle, the visitor must be escorted back to the lobby by the jailer or reserve deputy. At no time will a visitor leave the visiting area without an escort. Upon retrieving the item, the visitor and package are subject to another search before being allowed to re-enter the Station. If re-entry is allowed, the visitor shall be escorted back to the patio area to continue their visit.

When the visit has been completed, the inmate worker shall notify the Jailer or Reserve Deputy. The Jailer or Reserve Deputy shall escort the visitor out of the Station into the lobby area.

Each inmate worker visit is limited to three adult visitors and two/three children. Each inmate worker is limited to two visits per day one hour in duration each.

Visits may be terminated by a supervisor if the visit becomes unruly or the conduct of the inmate worker or visitor becomes unacceptable.

#### Contraband at Walnut/Diamond Bar Station

- Pornographic material,
- Sticks and pipes (clubs or batons),
- Tools held without permission of a supervisor/jailer,
- Any empty container without the proper label,
- Any item that can be used as a weapon,
- Any outer clothing other than jail issue (All jail clothing must be stamped "LA CO JAIL."),
- An item causing a safety hazard,
- Any item considered contraband by Federal, State, County or Municipal law,
- Any item considered illegal by mere possession, i.e., narcotics,
- Any part of any firearm or ammunition,
- Any keys,
- Any Station property being used for personal use.

Any other items that are not mentioned or that is questionable should be checked with the Watch Commander prior to accepting them.

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#### • **Station Order 17-021: Bomb Threat in Front Lobby**

The purpose of this order is to establish guidelines and procedures in the event that a terrorist enters the station lobby area and threatens to detonate an explosive device.

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1. Notify Watch Commander and Watch Sergeant
  
2. Notify Field Sergeant
  - A. Set up command post at Mt. SAC
  - B. Set up containment of station area
  - C. Notify CHP
  
3. Notify SCC
  - A. Request they block traffic for 1/2 mile in all directions
  
4. Notify Industry Station
  - A. Switch 911 System to Industry
  
5. Notify Station Commander
  
6. Notify Crisis Negotiations Team and Special Enforcement Bureau
  
7. Request response units from neighboring Stations
  - A. Have them respond to command post
  
8. Watch Deputy secure three hand held radios
  - A. Distribute one to the Watch Commander, one to the Watch Sergeant and keep one for himself.

9. Evacuate Station

- A. All employees evacuate through the southeast gate (by the wash bay) and meet in Walnut city maintenance yard east of the Station.
- B. Have supervisors account for all of their personnel. C. Transport all Station personnel to the command post.

10. Evacuate jail

- A. Take prisoners to the heliport until they can be safely transported to San Dimas or Industry.
- B. If adequate personnel are available, evacuate prisoners into van for immediate transport.

11. Deploy Mobile Command Post

12. Start evacuation of surrounding buildings

13. Department notifications:

- A. Arson and Explosives
  - B. Terrorist Early Warning Detail
  - C. Homicide
  - D. Sheriffs Headquarters Bureau
    - A. Request SHB make notifications to:
      - 1. Department Executives
      - 2. Request SHB respond to the Station to act as a liaison with the media
  - E. City of Walnut
  - F. City of Diamond Bar
-

## • **Station Order 17-022: Prisoner Cell Extraction**

The purpose of this policy is to institute standardized procedures and guidelines for dealing with incidents involving a recalcitrant arrestee / inmate refusing to exit his or her cell, and where a jail cell extraction may be necessary.

Cell extractions are accomplished through directed force in situations where it becomes necessary to forcibly remove a station inmate from a cell after they have refused to do so voluntarily. The objective of a cell extraction is to restore order and maintain the security of the facility. The goal of a cell extraction is to accomplish this task with minimal risk to those involved.

When encountering a recalcitrant arrestee / inmate who refuses to exit a cell, the Watch Commander and Watch Sergeant shall immediately be notified. They shall respond to the jail and attempt to gain compliance with the arrestee. The Watch Commander shall designate someone to begin videotaping the recalcitrant arrestee, including all attempts to gain his/her compliance. The arrestee shall be afforded every opportunity to comply and voluntarily exit the jail cell. If the recalcitrant arrestee refuses to willfully comply, the Watch Commander shall notify the Unit Commander for authorization. Mandated notification to the Unit Commander prior to initiating a cell extraction is waived in emergent instances involving imminent threat of injury or death to either the recalcitrant inmate or others.

Cell extractions should be conducted only as the last resort, when all other efforts have failed and been fully documented. The need to forcibly remove an inmate from a cell must be carefully weighed against the dangers posed to both personnel and the inmate, and must be performed within the guidelines of applicable Department use of force policies.

### **Cell Extraction Defined**

A cell extraction should only be considered after:

- Repeated negotiations to gain the arrestee's cooperation have failed. All such attempts at negotiation should be documented on video tape.
- The use of chemical agents is determined to be impractical or have failed to illicit the cooperation of the arrestee.

If force greater than chemical agents are required to compel an inmate to leave a cell, the incident would be classified as a cell extraction. There are two categories of cell extraction:

### **Emergency Extractions**

The Watch Commander may authorize personnel to conduct an immediate extraction when the behavior of the arrestee constitutes an immediate and serious threat to their safety or the safety of others. Examples could include assaults on other inmates in the same cell or suicide attempts.

Nothing in this policy precludes personnel from entering any confined area to affect the rescue of an arrestee in the event of exigent or life-threatening circumstances. However, personnel must be able to clearly articulate these exigent or life threatening circumstances and must ensure that sound tactics and officer safety techniques are utilized. The Watch Commander, upon completion of an Emergency Extraction, shall immediately report the incident to the Unit Commander.

### **Calculated Extractions**

Calculated extractions occur in situations where an arrestee is in an area that can be isolated or controlled, does not involve an immediate threat to others or compromise station security. Calculated extractions may only be authorized by the Unit Commander or his/her designee.

The Watch Commander shall be notified of all situations where a calculated extraction might be necessary. The Watch Commander will immediately respond to the jail and make a determination if a cell extraction is warranted. After all efforts at soliciting voluntary compliance by the inmate have been exhausted and fully documented, the Watch Commander will contact the Unit Commander and brief him

her regarding the situation. Only with the Unit Commander's approval shall a calculated cell extraction be initiated.

Most cell extraction incidents are categorized as "Calculated." All cell extractions are considered "directed force." Supervisors shall constantly evaluate the situation and may determine, at any point, that the situation can be resolved without the use of an extraction team and terminate the process.

### **Considerations**

Prior to considering a cell extraction and/or movement of a recalcitrant arrestee, the following should be considered:

- Is the arrestee's behavior so egregious that a cell extraction and/or movement of the arrestee is necessary? Verbally abusive, loud or disruptive inmates do not always need to be moved based solely on their behavior.
- Is the arrestee's sobriety an issue and should additional time be allowed to allow them to sober? Often, intoxicated individuals can become much more reasonable after they have been allowed to sober for a period of time.
- Can the arrestee remain in the cell without disrupting the operation of the jail or compromising security? Unless jail population, court orders or other factors necessitate a quick resolution to the problem, time is often a luxury supervisors have in addressing the situation.

### **Station Jailer's Responsibility**

- When the station jailer, arresting deputy, or other employee determines that a recalcitrant arrestee must be moved within the station jail, the Watch Commander and Watch Sergeant shall be notified prior to any attempt to move the arrestee.

### **Watch Sergeant's Responsibility**

- Once the Watch Sergeant is notified that a recalcitrant arrestee must be moved, the Watch Sergeant shall respond to the jail and assess the situation.
- The Watch Sergeant shall attempt compliance from the arrestee.
- If the Watch Sergeant is unable to gain compliance from the arrestee, the Watch Sergeant shall notify the Watch Commander, who will respond to the jail and assess the situation.
- The Watch Sergeant is responsible for initiating a **Recalcitrant Inmate Log** documenting all

attempts at gaining compliance from the arrestee. The log will list the date/time of any further contacts with the arrestee, as well as a narrative of actions taken, the names of employees present and whether the contact was videotaped or not. This log shall be typed and submitted with the Use-of-Force Package, if applicable (See attached copy).

If a cell extraction is approved, the Watch Sergeant shall:

- Assist to formulate a tactical plan.
- Ensure the arrestee's refusal to exit his cell and the entire cell extraction are videotaped.
- Prepare a Use-of-Force Package.
- If the Watch Commander is not available, the Watch Sergeant will assume the responsibilities of the Watch Commander.

#### **Watch Commander Responsibility**

- Upon being notified that a recalcitrant inmate needs to be moved within the station jail, the Watch Commander shall immediately respond and assess the situation.
- All attempts at soliciting the cooperation of the inmate shall be videotaped and logged in the **Recalcitrant Inmate Log** .
- The Watch Commander shall assess the nature of the extraction.
- If it is determined that circumstances justify an emergency extraction, the Watch Commander shall develop a tactical plan and execute the extraction. The Unit Commander shall be immediately notified once the extraction is completed.
- If circumstances do not justify an emergency extraction, the Watch Commander shall notify the Unit Commander or, in his absence, his designee. This notification shall be documented in the Watch Commander's Log.

- The Watch Commander shall review and approve the extraction and tactics plan and monitor the operation until it is concluded.
- The Watch Commander will ensure that a complete investigation of the force applied is conducted, per policy. The Watch Commander will personally review and approve the use of force package.
- The Watch Commander shall ensure that proper reporting procedures are followed with regards to any use of force.

### **Force Options**

Supervisors should carefully weigh the various force options available to them as they develop their tactical plan. All force policies will be in effect when action is taken, and should be considered when developing a plan (Refer to MP&P 5-09/430.00, "Use of Force Reporting and Review Procedures." The following considerations are especially important:

- Make sure to match force options with the inmate's behavior.
- Per Department policy, force choices vary based on whether the inmate is being resistive or assaultive.
- Safe and/or effective distance requirements for less-lethal tools such as the ARWEN and Stun Bag Shotgun may be difficult to attain in the jail and should be a consideration.
- Inmate positioning should be considered when choosing a force option to deploy. For instance, inmates positioned on the top tier of a bunk could fall if struck by an impact weapon or Taser. Inmates concealing themselves behind mattresses or blankets may be impervious to Taser deployment or O.C. spray.
- Personnel tasked with deploying less-lethal force options should be trained in their use and, when applicable, current in certification for that specific weapon.

### **Tactical Considerations**

- Emergency Medical personnel should be summoned and staged at the station prior to a cell extraction so they can provide medical aid to injured personnel and/or inmates.
- If the inmate appears to be mentally impaired, a request for a Mental Evaluation Team response should be considered. These personnel are trained in dealing with mentally impaired individuals and may help to foster a resolution to the situation without the use of force.

### **Communications**

Because dealing with recalcitrant inmates may involve repeated contacts over an extended period of time, it is imperative that Watch Sergeant and Watch Commander ensure that oncoming supervisors are fully briefed on issues surrounding recalcitrant inmates housed in the station jail.

- The Watch Commander shall ensure that any videotaped contacts with the arrestee are forwarded to the oncoming Watch Commander, and that the oncoming supervisor is fully briefed on previous efforts to remedy the situation.
- The Watch Sergeant shall ensure that the **Recalcitrant Inmate Log** is passed on to the oncoming Watch Sergeant and that the supervisor is fully briefed on previous efforts to remedy the situation.

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### **• Station Order 17-023: Setting up the EOC**

#### **Step 1 -**

Arrange the tables in accordance with the EOC/Assembly Room Diagram posted on the inside of the EOC Storage Room (B07). Three tables should be set parallel to the North wall, approximately 8-10 feet away, with the middle table centered under the 'Incident Commander' sign. Two tables should be placed perpendicular to the end of each of the outside tables, end to end, headed towards the South wall. When set up correctly, the tables will be in a standard 'U' format with the open end facing the South wall. Refer to photos 1-4. One additional table should be placed near the Northwest portal, to be used as the EOC check-in table. Refer to photo 5.

**NOTE- ALL PERSONNEL ENTERING THE EOC MUST SIGN IN/OUT AT THE TABLE.**

#### **Step 2 -**

Remove the grey storage tubs from the EOC closet. Each tub contains a file boxes, respective to the

color-coated labels. Place the designated box in its section according to the assigned location on the label. Refer to photos 6-7.

### **Step 3-**

Pull out the phone cart. This cart has all of the phones needed for the EOC. The multi-line phones plug into the 'harmonica,' the 12 line connector. Refer to photo 8. The harmonica connects to the grey cable located on the South wall of the EOC. Refer to photo 9. Insert the connector with the harmonica until it clicks. Tighten down the connector with the Velcro tab. The Cisco phones connect to the blue data CAT 5 cables. Refer to photo 12. There are 2 blue data CAT 5 cables located on both the South and the North wall of the EOC. Each phone is labeled with its respective assignment. Refer to photo 10. Each phone is also numbered, which correlates to the number of the cord linking to the harmonica.

Each section has two multi-line phones, which allows the answering of most phones in the EOC, with the exception of the Cisco phones. Refer to photo 11.

### **Step 4-**

The EOC storage room has maps, easels, reference manuals, emergency operations procedures, and supplies.

### **Step 5-**

Place EOC directional signage (EOC or EOC ) on hallway walls to direct visitors to EOC. This signage is located in the Start-up/ Check-in box in EOC Set-up Box #1.

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## **• Station Order 17-024: Critical Facilities List**

A primary responsibility of Law Enforcement immediately following any earthquake is to gather information. Resources cannot be rationally deployed to existing situations to minimize damage and/or loss of life, without accurate and timely information.

Each of the below listed **PRIMARY** Critical Facilities **MUST** be checked first for condition and damage assessment.

You would receive a call that would sound as follows: "Unit 291, 927C, Critical Facility#1, unit 291." You would then look on the Critical Facilities list, find the location of the facility and respond to that location. You would make an assessment of the facility and then look on the below listed damage description, along with the corresponding code, and follow up with an MDT message that would read as follows: "Unit 291, Critical Facility #1, TL." You will see that "TL" on your abbreviated code means Toxic Leak.'

After all Primary Critical Facilities have been checked and reported, each area unit will make an immediate **AREA (RD) WIDE ASSESSMENT.**

Some recommended areas of concern would be:

Flood Control Systems

Sewage Control Systems

Large Fires

Hazardous Materials Problems

Dams

Schools

Railroad Crossings

Any other sites which you feel are important

It will be **your** responsibility to maintain these Critical Facility Lists in your patrol vehicle and patrol box for use in an emergency and **shall** carry them with you while in the field.

You must also follow the instructions regarding the Deputy's Daily Worksheet, see attached.

## CRITICAL FACILITIES

### DEPUTY DAILY WORKSHEET INSTRUCTIONS

Following a major disaster, one of the largest problems that must be dealt with by Government Agencies, is justifying the operational cost recovery from Federal and State Relief Agencies. In order to facilitate this process, several additional entries will be required on your MDT.

The following procedures will be instituted immediately upon the activation of the Critical Facilities Plan, or during any job related function required by a major operation or disaster:

1. Upon receiving your first call regarding the Critical Facilities List, a major operation or disaster, enter the statistical code **781** in the clearance field.
2. Before beginning the Damage Survey of a major operation or disaster, you must record the below listed items in the narrative section of your MDT:
  - A. Make and Type of your vehicle, i.e. Ford sedan, etc.
  - B. Last three digits of your vehicle's odometer (ignore tenths).
  - C. Your rank, i.e. Deputy Generalist, B-1, Sgt., Lt, etc.
  - D. Your vehicle's ending mileage.

Note- All of the above need only be listed in your first entry of the incident with the exception of (D) ending mileage.

**DAMAGE ASSESSMENT ABBREVIATED CODES DAMAGE DESCRIPTION**

**DAMAGE CODE**

NO DAMAGE	ND
MINOR DAMAGE	MD
SEVERE DAMAGE	SD
FIRE DAMAGE	FD
CASUALTIES OBSERVED	CO
TOXIC LEAK	TL
DAM LEAK	DL
DAM FAILURE	DF
FLOODING	FL
CRACKS IN ROADWAY	CR
ROAD CLOSURE	RC
OVERPASS COLLAPSE	OC
LANDSLIDE	LS
TRAIN DERAILMENT	TD
POWERLINE DOWN	PD

**CITY OF DIAMOND BAR**

NO.	LOCATION	RD/TG	CONTACT
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Walnut/ Diamond Bar Sheriff Station Unit Orders

1	<b>Sylvan Glenn Reservoir &amp; Pump Station</b> 900 Looking Glass Drive	RD 2920 TG 640 D6	Walnut Valley Water District 909-595-1268
2	<b>So. Calif. Edison Substation</b> N/W corner of DB Blvd/Grand Ave	RD 2922 TG 680 B3	
3	<b>Armitos Reservoir &amp; Pump Station</b> 645 Armitos Place	RD 2923 TG 640 D7	Walnut Valley Water District 909-595-1268
4	<b>Diamond Bar Pump Station</b> 249 S. Diamond Bar Blvd	RD 2923 TG 640 B7	Walnut Valley Water District 909-595-1268
5	<b>Eastgate Reservoir</b> 24497 Eastgate Drive	RD 2923 TG 680 E2	Walnut Valley Water District 909-595-1268
6	<b>Caltrans DB Maintenance Yard</b> 21420 Golden Springs Drive	RD 2924 TG 679 J2	909-598-1152 909-598-1163
7	<b>Eldertree Reservoir</b> 1587 Eldertree Drive	RD 2924 TG 679 G4	Walnut Valley Water District 909-595-1268

Walnut/ Diamond Bar Sheriff Station Unit Orders

8	<b>Fernhollow PM 10 Pump Station</b> 1817 Fernhollow Drive	RD 2924 TG 679 H4	Walnut Valley Water District 909-595-1268
9	<b>Ambushers Reservoir</b> 21500 Ambushers Street	RD 2925 TG 679 H7	Walnut Valley Water District 909-595-1268
10	<b>Pathfinder Reservoir and Pump Station</b> 20950 Pathfinder Road	RD 2929 TG 679 G5	Walnut Valley Water District 909-595-1268

**ROWLAND HEIGHTS**

NO.	LOCATION	RD/TG	CONTACT
1	<b>Hillrise Reservoir</b> 2799 Hillrise Drive	RD 2933 TG 679 F7	Walnut Valley Water District 909-595-1268
2	<b>Mac Heard Reservoir and Pump Station</b> 18940 Granby Place	RD 2933 TG 679 B7	Rowland Water District 562-697-1726

Walnut/ Diamond Bar Sheriff Station Unit Orders

3	<b>Reservoir 3 and 13</b> 3070 Blandford Drive	RD 2933 TG 679 B7	Rowland Water District 562-697-1726
4	<b>Reservoir 15</b> 2774 Carlton Place	RD 2933 TG 679 C7	Rowland Water District 562-697-1726
5	<b>Brea Canyon Cutoff Reservoir</b> 22005 Brea Canyon Cutoff	RD 2935 TG 679 E5	Walnut Valley Water District 909-595-1268
6	<b>Oakleaf Canyon Reservoir</b> 24005 Brea Canyon Cutoff	RD 2935 TG 679 F6	Walnut Valley Water District 909-595-1268
7	<b>Pepperdale Pump Station</b> 2300 Pepperdale Road	RD 2935 TG 679 E6	Walnut Valley Water District 909-595-1268
8	<b>Walnut Leaf Pump Station</b> 1700 Walnut Leaf Drive	RD 2937 TG 679 F4	Walnut Valley Water District 909-595-1268
9	<b>Reservoir 10 and Pump Station</b> 4000 Harbor Blvd	RD 2938 TG 708 H1	Rowland Water District 562-697-1726

Walnut/ Diamond Bar Sheriff Station Unit Orders

10	<b>Reservoir 12 and Pump Station</b> 3400 Ashbourne Place	RD 2938 TG 708 J2	Rowland Water District 562-697-1726
11	<b>Reservoir 14</b> 18724 Vantage Point Drive	RD 2938 TG 709 B2	Rowland Water District 562-697-1726
12	<b>Zone 6 Pump Station</b> 18724 Vantage Point Drive	RD 2938 TG 709 A2	Rowland Water District 562-697-1726

**CITY OF WALNUT**

<b>NO.</b>	<b>LOCATION</b>	<b>RD/TG</b>	<b>CONTACT</b>
1	<b>Arbor Ridge Reservoir &amp; Pump Station</b> 19731 Arbor Ridge Road	RD 2910 TG 639 E4	Walnut Valley Water District 909-595-1268
2	<b>Chestnut Hill Reservoir &amp; Pump Station</b> 1626 Chestnut Hill Drive	RD 2911 TG 639 E4	Walnut Valley Water District 909-595-1268

Walnut/ Diamond Bar Sheriff Station Unit Orders

3	<b>Heidelberg Pump Station</b> 20345 Heidelberg Avenue	RD 2911 TG 639 F4	Walnut Valley Water District 909-595-1268
4	<b>Parker Canyon Reservoir &amp; Pump Station</b> 1500 N. Parker Canyon Road	RD 2911 TG 639 E4	Walnut Valley Water District 909-595-1268
5	<b>Pioneer Reservoir</b> 1561 Pioneer Way	RD 2911 TG 639 E4	Walnut Valley Water District 909-595-1268
6	<b>JP Bourdet Pump Station</b> Grand AvenueNalley Blvd	RD 2915 TG 639 H6	Walnut Valley Water District 909-595-1268
7	<b>EM Bierderman Reservoir Hydroelectric Facility</b> 1066 Ironshoe Court	RD 2916 TG 639 J4	Walnut Valley Water District 909-595-1268
8	<b>PM 15 (Pump Station)</b> 1066 Ironshoe Court	RD 2916 TG 639 J4	Walnut Valley Water District 909-595-1268

9	<b>Snowcreek Pump Station</b> 22000 La Puente Road	RD 2916 TG 639 J5	Walnut Valley Water District 909-595-1268
10	<b>Joint Line Reservoir 1 &amp; 2</b> 21899 Buckskin Drive	RD 2916 TG 639 H4	Rowland Water District 562-697-1726

• **Station Order 17-025: Disaster Routes**

Disaster Routes are highways that have been identified by the Department of Public Works, Caltrans, and the Metropolitan Transportation Engineering Board. These roadways have been designated primary routes for ingress of resources and the egress of evacuees during disaster events.

EOP 2-1 (Earthquake Response Procedures) Annex I contains a list of all roadways in the County designated as Disaster Routes. The following list contained in this document is a sub-list, which contains only those Disaster Routes passing through Walnut/Diamond Bar Station's service area, and our contact city, Pomona. The complete Annex I is attached for reference.

Immediately after an earthquake or other catastrophic disaster event, one of the priority tasks for field units is to check the condition of Disaster Routes and report the status of the routes to the Desk. In order to facilitate this task, the Disaster Routes in Walnut/Diamond Bar Station's service area have been entered into the Critical Facilities List, accessible by MDT and MDCS. To facilitate field checks by station reporting districts (RD's), a Disaster Route in the MDCS list is divided into segments corresponding to each RD.

The intent of this list is to serve as a quick reference of the disaster routes pertaining to Walnut/Diamond Bar Station to facilitate planning and emergency operations.

**DISASTER ROUTES**

**NORTH/SOUTH ROUTES**

**Brea Canyon Road/Grand Avenue**

From the Orange County Line to 10 Freeway, West Covina

**EAST/WEST ROUTES**

**Amar/Temple Road**

From Nogales Street, Rowland Heights to Valley Blvd, Pomona

**Valley Boulevard**

From Nogales Street, Rowland Heights to Pomona Blvd, Pomona

**Colima Road/Golden Springs Drive**

From Azusa Avenue, Industry to Temple Avenue, Pomona

The following is the complete listing of Disaster Routes, EOP 2-1, Annex 1:

**DISASTER ROUTE ZONE #1                    (East County)**

NORTH / SOUTH

Greenwood/N. Montebello

Paramount Rosemead Norwalk Blvd.

Magnolia Ave./Peck Rd. Workman Mill Rd./Puente Ave. Painter

La Mirada Blvd./Colima Rd. Francisquito

Sunset

Hacienda Blvd.Nincent Ave. Azusa Ave.

Brea Canyon Rd./Grand Ave.

Garey Ave.

EAST / WEST

Huntington Dr./Aiosta/Base Line Rd. Arrow Hwy.

Ramona Blvd./E. Badillo

St./W. Covina Parkway

Cameron Ave.

Amar Rd. Valley Blvd. Halliburton Rd.

Colima Rd. & Golden Springs Dr. Whittier Blvd.

Lambert

Mulberry

Telegraph Rd. Leffingwell Rd.

Mills Ave./Claremont Blvd./Padua Ave.

**DISASTER ROUTE ZONE #2**

**(North Central County)**

NORTH / SOUTH

Vineland

Barnam Blvd. & Hollywood Way

Angeles Crest Hwy. Lincoln

Fair Oaks N. Marengo Eastern/Los Robles Garfield

N. Lake Allen Altadena Dr.

Rosemead Blvd. Baldwin

Santa Anita

Peck Rd./Myrtle Ave.

EAST / WEST

Foothill Blvd.

Woodbury Rd. & New York Dr. E. Orange Grove Blvd.

Sierra Madre Blvd.

Colorado Blvd./Huntington Dr. E. California Blvd. & St.

Pennsylvania Ave./Honolulu Ave.Nerdugo

Los Feliz Blvd. & Rd. York Blvd./Pasadena Mission/Monterey

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Hollywood Blvd. (also zone 3) Duarte Rd. (also zone 1) Main/LasTunas/Live Oak Arrow Hwy.

N. Broadway

Main St.Nalley Blvd.

Garvey Ave.

All freeway on and off ramps that intersect with the above streets/highways.

**DISASTER ROUTE ZONE #3**

**(West County)**

NORTH / SOUTH

Encinal Cyn. Rd.

Dume & Kimberly Cyn. Rd.

Kanan Rd. Malibu Cyn./Las Virgenes Cyn. Rd.

Topanga Cyn. Rd.

Sepulveda Rd.

Valley Circle Blvd./Mulholland Dr.

Platt Ave./Woodlake Ave.

Fallbrook Ave.

Canoga Ave.

Desoto Ave.

Winnetka Ave.

Tampa Ave.

Reseda Blvd.

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Zelzah Ave.

Balboa Blvd.

Woodly Ave.

Sepulveda Blvd.

Beverly

GlenNan Nuys Blvd.

Woodman Ave.

Laurel Cyn. Blvd.

Santa Monica Blvd.

Beverly Blvd.

Olympic Blvd.

Pica Blvd.

Venice Blvd.

Washington Blvd.

Pacific Coast Hwy.

Ocean Ave./Nelson

EAST/WEST

Sesnon Blvd.

Roxford St.

Polk St.

Foothill Blvd. (also zone 2)

San Fernando Rd.

San Fernando Mission Blvd.

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Devonshire St.

Nan Nuys Blvd.

Nordoff St./Osborne St.

Roscoe Blvd./Tuxford/La Tuna Cyn. (also zone 2)

Sherman Way

Victory Blvd.

Burbank Blvd.

Ventura Blvd.

Abbot Kinney Blvd.

Vista Del Mar

Pershing Dr.

Lincoln Blvd.

Sepulveda Blvd.

Palos Verdes Dr.

West Aviation Blvd./La Cienega Hawthorne Blvd./La Brea

Prairie Ave./La Cienega Blvd. Crest Rd./Crenshaw Blvd.

Palos Verdes Dr. East/Crest Rd. Western Ave. (also zone 2) Gaffey St./Normandie Ave. Vermont Ave./Hoover

Eagle Rock Blvd.

Figueroa/Nerdugo/La Crescenta Canada/Central/Brand/S. Glendale Earle St.

Wilmington Blvd./Main St./Broadway

Avalon Blvd./San Pedro St. Central Ave.

Henry Ford Ave.

Wilmington Blvd. (also zone 2 & 4) Alameda SUN. Spring/Broadway Santa Fe Ave.

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Pacific Blvd./Long Beach Blvd. Solo St.

Susana Rd.

EAST /WEST

Magnolia Blvd.

Moorpark St./Alameda Ave.

Riverside Dr. Western Ave. Forest Lawn Dr. Glenoaks Blvd Arleta Ave.

San Vicente Blvd. Wilshire Blvd. Centinella Ave.

Sunset Blvd./Macy St. Beverly Blvd./First Santa Barbara Ave.

Jefferson Blvd. (also zone 4) Exposition Blvd.

Santa Barbara Ave. Slauson Ave. Florence Ave.

Manchester/Firestone Blvd. Century Blvd./M.L.K. Blvd. Imperial Hwy.

El Segundo Blvd. Rosecrans Ave.

Manhattan Beach Blvd. Alondra Blvd.

Redondo Beach Blvd. Artesia Blvd.

Pier Ave./Aviation Blvd. Herondo St./Anita St./190th St.

190thVictoria

Diamond St./Del Arno Blvd. Torrance Blvd.

Carson St./Lincoln Ave.

223rd/Wardlow Sepulveda/Willow Lomita Blvd.

Pacific Coast Hwy. Anaheim St. SummerlandNincent Thomas Bridge/Seaside

Ocean Blvd./2nd St./Westminster

New Dock St.

9th St.

Palos Verdes Dr. South/25th St. S. Paseo Del Mar/Shepard

All freeway on and off ramps that intersect with the above streets/highways.

**DISASTER ROUTE ZONE #4  
County)**

**(Southeast**

NORTH / SOUTH

Pacific Ave.

Long Beach Blvd. Atlantic Ave.

Alamitos/M.L.K. & California

Orange Walnut Cherry/Garfield/Eastern Mednick/Monterey Pass Rd. Paramount Blvd.

Redondo Ave.

Lakewood/Rosemead (also zone 1 & 2) Los Coyotes Diagonal

Clark

Bellflower Blvd. (Lakewood) Woodruff

Studebaker

Pioneer

Los Alamitos Norwalk Bloomfield Carmenita Valley View

La Mirada Blvd.

EAST / WEST

SAME AS ZONE #3 EAST/WEST ROUTES (See previous pages)

All freeway on and off ramps that intersect with the above streets/highways.

**DISASTER ROUTE ZONE #5**

**(North County)**

NORTH / SOUTH

McBean Parkway

San Francisquito Cyn. Rd. Bouquet Cyn. Rd.

Sierra Hwy. San Cyn. Rd.

Johnson Rd./110th St. West

Soledad Cyn Rd.

90th/50th/30th/10th St. West

Division St.

20th/30th St. East Angeles Forest Hwy. Mt. Emma Rd.

47th/50th/87th/90th St. East

Juniper Hills Rd. Longview Rd.

140th St. East

Bob's Gap Rd./160th St. East

170th/190th/200th St. East

Largo Vista Rd.

240th St. East

EAST/WEST

S. 138th/Ave. D Ave. E Lancaster Rd. Ave. G, H, I, J

Elizabeth Lake Rd./Johnson Rd. Ave. L, M, O, P

Palmdale Blvd.

Ave.R,S,T

Pearblossom Hwy./Palmdale Rd. Sierra Hwy.

Fort Tejon Rd. Antelope Hwy. Big Pines Hwy.

Angeles Crest Hwy.

All freeway on and off ramps that intersect with the *above* streets/highways.

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• **Station Order 17-026: Pre-Determined Incident Command Post Sites**

The following is a list of pre-determined Incident Command Post sites:

**City of Walnut-**

Mt. San Antonio College

1100 N. Grand Avenue

Walnut High School

400 Pierre Road

It should be noted that the American Red Cross has designated Walnut High School as a Primary Emergency Shelter site. In the event the site is activated, the Incident Command Post will be relocated to Suzanne Middle

School, 525 Suzanne Road, Walnut. This site is directly north of the High School. City of Diamond Bar  
Diamond Bar High School 21400 Pathfinder Road.

It should be noted that the American Red Cross has designated Diamond Bar High School as a Primary  
Emergency Shelter site. In the event the site is activated, the Incident Command Post will be relocated to  
Ronald Reagan Park, 2201 Peaceful Hills Road, Diamond Bar, Thomas Guide Page 679 G5. This site is  
approximately 1 mile west of the High School.

Diamond Ranch High School

100 Diamond Ranch Road

Thomas Guide Page 640 F7

Diamond Bar City Hall

21825 Copley Drive

Thomas Guide Page 679 J3

Rowland Heights -

Rowland High School

2000 Otterbein Avenue

Thomas Guide Page 679 C6

It should be noted that the American Red Cross has designated Rowland High School as a Primary  
Emergency Shelter site. In the event the site is activated, the Incident Command Post will be relocated to  
Royal Vista Golf Course, listed below. This site is approximately 1.5 miles east of the High School.

Royal Vista Golf Course

20055 Colima Road

Thomas Guide Page E4

Pathfinder Park

18150 Pathfinder Road

Thomas Guide Page 708 J1

**PRE-DETERMINED STAGING AREAS**

City of Walnut-

Mt. San Antonio College

1100 N. Grand Avenue

Thomas Guide Page 639 G4

Walnut High School

400 Pierre Road

Thomas Guide Page 639 E7

See notes above regarding the American Red Cross. Walnut Ranch Park

20101 Amar Road

Thomas Guide Page 639 E5

Creekside Park

780 Creekside Drive

Thomas Guide Page 639 06

City of Diamond Bar-

Diamond Bar High School

21400 Pathfinder Road

Thomas Guide Page 679 H5

See notes above regarding the American Red Cross.

Diamond Ranch High School

100 Diamond Ranch Road

Thomas Guide Page 640 F7

Diamond Bar City Hall

21825 Copley Drive

Thomas Guide Page 679 J3

Rowland Heights -

Rowland High School

2000 Otterbein Avenue

Thomas Guide Page 679 C6

See notes above regarding the American Red Cross. Royal Vista Golf Course

20055 Colima Road

Thomas Guide Page E4

Pathfinder Park

18150 Pathfinder Road

Thomas Guide Page 708 J1

### **RELOCATION/ EVACUATION CENTERS:**

Only the Los Angeles County Sheriff's Department has the authority to order evacuation/ relocation of residents (Penal Code. Section 4095).

Any evacuations of public schools in session will be conducted by the School District personnel. The schools are legally constrained from relinquishing authority over children to any other agency.

Our contract cities and their contract agencies will provide assistance to the Sheriff Department and / or the School District in any capacity possible, but may be of particular value in traffic control, public information and operation of relocation centers.

The relocation center chosen should be the closest safe adequate facility. City Park facilities, rather than schools, should be used whenever possible, to avoid disruption of the public educational programs.

The Walnut/Diamond Bar station area is served by one chapter of the American Red Cross, the San Gabriel Pomona Valley Chapter.

The Red Cross has identified Walnut High School, Diamond Bar High School, and Southpointe Middle School as PRIMARY emergency shelter sites that they would open first because they are the most secure and centralized to all accesses.

Agreements are in place with the Rowland Unified School District for Alvarado Intermediate School and John Rowland High School as PRIMARY emergency shelter sites.

All other schools are considered SECONDARY sites.

## **AMERICAN RED CROSS CONTACT INFORMATION**

### **San Gabriel Pomona Valley Chapter**

430 Madeline Drive

Pasadena, CA 91105

Phone: 626-799-0841

Fax: 626-799-4802

After hours: 888-737-4306

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- **Station Order 17-027: BLANK**

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- **Station Order 17-028: Court Liaison Plan**

**PURPOSE:**

The purpose of this directive is to establish a court liaison plan which will:

- Provide an effective method of serving subpoenas upon unit personnel.
- Ensure the prompt court appearance of subpoenaed personnel.
- Ensure the testimony of unit personnel is professional and credible.
- Provide for the proper management and verification of court overtime.
- Hold each responsible employee accountable for any noncompliance.

It is intended that this directive supplement, rather than replace, existing Department policies and procedures with respect to subpoenas and court appearances. A broad overview of Department policy is provided, with key points reinforced or clarified. It also provides additional direction where needed, and formalizes other procedures that have been observed as a matter of custom. Because this document is intended to serve as a primary source of direction for court related issues, a significant part is duplicated from other sources. If any part of this directive is found to be in conflict with any Region or Department policy, or MOU, that conflict will be resolved by observing the latter.

**POLICY:**

GENERAL RESPONSIBILITIES

**COURT LIAISON LIEUTENANT**

The Court Liaison Lieutenant is responsible for the ongoing management of the Court

Liaison operation and for overseeing the daily performance of the Court Liaison Sergeant and staff. The lieutenant is responsible for ensuring that all unit personnel comply with the provisions of this directive, as well as any and all related Department policy.

**COURT LIAISON SERGEANT**

The Court Liaison Sergeant is responsible for actively supervising the unit's court liaison operation and for ensuring compliance with this directive and all related policy. The sergeant will directly supervise the daily activities of the court liaison staff, and available for liaison purposes Monday through Friday, from 0830 to 1630 hours. Additionally, it is the responsibility of the Court Liaison Sergeant to:

A. Oversee the activities of station personnel with respect to all court appearances.

B. Establish and maintain effective liaison with key personnel in the courts, including judicial officers, members of the District Attorney's Office, and members of the Public Defender's Office. The sergeant will meet at frequent intervals with Head Deputy District Attorneys, identifying and resolving any actual or potential problems related to court appearances and/or credibility of testimony.

C. Regularly monitor daily court appearances to:

1. Ensure subpoena compliance and verify attendance,
2. Ensure compliance with Department policy regarding dress and grooming standards,
3. Audit the testimony of unit personnel to ensure that it is credible and professional.

Any problems encountered in this area will be documented and followed up on, and reflected in the Monthly Court Liaison Report. Any training related issues will be promptly communicated, through channels, to the training staff.

D. Approve all court overtime and ensure that the subpoena compensation system is effectively administered. Any discrepancies in the reporting of court overtime will be identified and appropriate corrective action taken.

E. Ensure that station personnel receive training regarding court appearance standards and expectations, and ensure that each member is aware of his/her responsibilities as specified in this plan.

F. Assist the Court Liaison Lieutenant with the preparation of the Monthly Court Liaison Report.

G. Ensure that the following systems are being maintained and properly utilized:

1. Contact log,
2. Log for nonappearance of employee witnesses,
3. District Attorney complaint process,
4. Subpoena tracking system,
5. Compile, print, and post the five-day court list,
6. Verify and acknowledge the service of the five-day.

H. Be familiar with all court procedures and initiate or recommend changes when appropriate.

## PATROL SERGEANTS

Patrol Sergeants are responsible for reviewing the content of all reports and ensuring that only those deputies essential for case prosecution are included in the report.

#### COURT DEPUTIES AND INVESTIGATORS

Court deputies and investigators are responsible for requesting subpoenas for only the minimum number of deputies required to testify. Investigating officers in charge of a case are responsible for ensuring that prosecution witnesses are subpoenaed and served, and aware of their required court appearance.

#### COURT LIAISON OFFICER

The station Court Liaison Officer (C.L.O.) is responsible for:

A . Subpoena Control:

1. Receiving and processing all incoming subpoenas, and documenting a trail of possession and service,
2. Ensuring service of subpoenas to station personnel,
3. Coordinating subpoena service for civilian witnesses,
4. Receiving, record, and file all subpoena acknowledgments,
5. Maintaining the subpoena control ledger or automated system,
6. Posting and distribution of the court appearance list on a daily basis.

B. Coordination of on-call court cases between the courts and station personnel:

- 1.Maintaining the on-call control log,
- 2.Making frequent checks throughout the day to ascertain the status of all on-call cases,
- 3.Promptly notifying station personnel when they are no longer on-call.

C. Maintenance of the Court Liaison Log.

The Court Liaison Log will provide a record of the following:

- Communications to and from the District Attorney's Office regarding changes in case information (e.g., rescheduled cases, cancellations, status changes from "must appear" to "on-call," witness unavailability, etc.,) as well as any notifications to or from subpoenaed employees regarding those changes,
- Reports or inquiries regarding the nonappearance of personnel in any case wherein a subpoena has been issued. *(The Court Liaison Sergeant who will conduct an inquiry in each such case, and document his findings and report to the Court Liaison Lieutenant as appropriate. A recap of all such entries who will be included in the Monthly Activity Report.)*
- Any inquiries or reports of problems from the District Attorney's Office. *(All such inquiries and problems will be followed-up by the Court Liaison Sergeant, who will communicate the outcome to the District Attorney's Office, when appropriate. A recap of all such entries will be included in the Monthly Activity Report.)*

D. Assisting in resolving conflicts when personnel are subpoenaed to appear during regularly scheduled vacations.

E. Being familiar with the contents of this directive and sections 3-01/050.95 and 5-07/250.00 et. seq. of the Manual of Policy and Procedures, relating to court cases, court appearances, and the reporting of court overtime.

F. Promptly notifying the Court Liaison Sergeant or, in his/her absence, the Watch Commander of any problems, difficulties, or conflicts.

G. Reviewing all overtime slips for accuracy and forwarding them to the Court Liaison Sergeant for final approval.

## STATION PERSONNEL

Station personnel are responsible for:

- A. Checking their mailboxes at the beginning and end of each shift and reading any notifications related to court appearances.
  
- B. Receiving and immediately acknowledging all subpoenas issued to them.
  
- C. Promptly notifying the C.L.O. of any subpoenas received from any source other than the C.L.O.
  
- D. Notifying the C.L.O. as soon as possible whenever a case is trailed or continued.
  
- E. Punctual compliance with all subpoenas and any subsequent oral instructions from the judicial officer having jurisdiction of the case.
  
- F. Ensuring that any and all necessary evidence are delivered to court for their case.
  
- G. Being thoroughly familiar with their case and testifying in a professional, credible manner.
  
- H. Notifying the training staff and the Court Liaison Sergeant without delay whenever any training conflicts with a scheduled court appearance.
  
- I. Personally contacting the handling Deputy District Attorney regarding any inability to comply with a subpoena or any request for a variance (e.g., being placed "on-call.") The employee must advise the Court Liaison Sergeant and provide the name of the handling Deputy District Attorney who was notified, as well as the case name and number.

J. Notifying the Court Liaison Officer, via memorandum, at least two weeks in advance of any changes or variances in any regularly scheduled vacation (e.g., additional "F" days, swaps, etc., which would alter the days of the absence.) The memo will include starting and ending dates of the scheduled absence.

K. Immediately notifying the Court Liaison Officer whenever the status of a case has been changed from "MUST APPEAR" to "ON-CALL," or vice versa, and for providing the C.L.O. with the name and title of the person authorizing the change.

Note: If a subpoena is issued by a private attorney, permission to be excused or placed on-call must be obtained by that private attorney, NOT A DEPUTY DISTRICT ATTORNEY.

L. Be familiar with the contents of this directive and sections 3-01/050.95 and 5-07/250.00 et. seq. of the Manual of Policy and Procedures, relating to court cases, court appearances, and the reporting of court overtime.

M. Ensuring that when issuing a routine traffic citation, only one deputy's name appears on the citation.

Note: When making notifications to, or communicating with the C.L.O., the preferred methods are E-mail, phone call, memorandum, or personal contact. Do not rely on voice mail without follow up and do not write messages on, or attach them to; overtime slips unless the message pertains to that overtime slip.

#### SUBPOENA PROCESSING, SERVICE, AND ACKNOWLEDGMENT

The C.L.O. must time stamp all incoming subpoenas upon receipt.

When subpoenas are received by the C.L.O., the C.L.O. will determine if there is sufficient time to effect service and if there is sufficient time for personnel to comply with the subpoena. In making this determination, the C.L.O. is guided by the provisions of Penal Code section 1328.

If there is insufficient time for service and/or compliance, the C.L.O. will return the subpoena to the issuer with the reason for non-service. If this becomes necessary, the following steps will be taken:

- A. The C.L.O. immediately notifies the Court Liaison Sergeant, who will make the final determination regarding acceptance or refusal.
  
- B. Immediate notification will be made to the investigating officer if one is assigned and known.
  
- C. Immediate notification will be made to the issuer.
  
- D. Written documentation will be made in the form of a log of any such subpoena received and what steps were taken. Any subpoena received less than five (5) court-days prior to the hearing date must also be logged, whether served or not served.

If there is sufficient time for compliance; the C.L.O. will attach an acknowledgment slip to the subpoena and place it in the mailbox of the person being subpoenaed.

If the employee has transferred, the C.L.O. will correct the address, if known, and return the subpoena to the issuer. The C.L.O. will also make every effort to notify the C.L.O. or supervisor at the employee's new unit of assignment and forward a copy of the subpoena to the new unit.

If unable to serve a subpoena, the C.L.O. will notify the Court Deputy or the investigating officer, as appropriate.

Station personnel receiving a subpoena must immediately sign the attached acknowledgment slip and place it in the C.L.O.'s mail tray in the assembly room. Acknowledgment slips not returned within five business days of the appearance date will be forwarded to the employee's supervisor or Watch Commander who will ensure that personal service is made by a supervisor.

COURT APPEARANCES

Personnel who receive a "Must Appear" subpoena, must appear at the designated time and place, adequately prepared to testify, unless excused by the handling Deputy District Attorney *personally* or *via* a member of the Court Liaison staff.

All subpoenas shall be considered "MUST APPEAR" unless specific instructions are given for "ON-CALL" status. If there is ever any doubt, it must be treated as a "MUST APPEAR."

Personnel who are unable to comply with a subpoena because of an illness or personal emergency must:

- A. Notify the assigned Deputy District Attorney prior to the time the case is called. This notification is the personal responsibility of the person subpoenaed, not that of the Court Liaison Officer.
  
- B. Notify the Court Liaison Sergeant, providing the name of the Deputy District Attorney notified, as well as the case name and number.

If personnel are unable to comply with either of the above, they must communicate the required information to the on-duty Watch Commander, who will take the necessary steps to ensure these notifications are made. Scheduled court appearances must always be given priority over training, ROO's, or other scheduled time off.

Note: Although a scheduled vacation technically cannot supersede a subpoena, the courts are generally flexible with law enforcement, provided that they have been given sufficient notice of vacation dates.

When preparing complaint reports, deputies must list their vacation dates at the bottom of the face page, between their name and I.D. number. When additional deputies are referred to in the body of the report, their

vacation dates must also be listed.

Example: John Smith (vac. 6/95) #123456

*Sergeants approving reports must ensure that vacation dates are included. If there is no scheduled vacation pending, write "(vac. none)" or "(vac. 0)."*

Whenever personnel receive multiple subpoenas for the same date with conflicting appearance times they must notify the C.L.O. and the appropriate Deputy District Attorney(s) regarding their priority of appearance(s), and be guided by the following:

- Federal Court has priority over
- State Court. Juvenile cases have priority over adult cases.
- Felony cases have priority over misdemeanor cases.
- Misdemeanor cases have priority over infractions (most traffic cases.)

Whenever subpoenaed personnel encounter any conflicts regarding court appearances, it is their responsibility to ensure that the conflict gets resolved. This may mean contacting the training office to have training rescheduled, or contacting the District Attorney's office when two Superior Court cases conflict, etc. When in doubt, the Court Liaison Sergeant, or other supervisor should be consulted.

Reminder! It is still the responsibility of the subpoenaed person to ensure that the conflict is appropriately resolved.

Whenever a case is continued or a deputy receives other oral instructions from the court regarding any court appearance, the deputy must communicate that information to the C.L.O. without delay. The C.L.O. will then update the daily court appearance list with this information.

#### Court Appearances While Assigned to Field Duty

Frequently our responsibilities in the field and our obligation to appear in court are competing for the same time slot. Similarly, the desk's need to effectively manage field resources often conflicts with a field deputy's responsibility for being in court. However, by observing the following simple procedures, both field and desk personnel can fulfill their responsibilities with minimal disruptions to operations.

When a deputy has a court appearance on a particular day he must, at the beginning of his/her shift, give the desk advance notice by means of an MDT message (e.g., "FYI, I have court in Pasadena at 0830.") When ready to leave his/her area to go to court, the deputy must enter an "obs" in the MDT to reflect the court appearance.

If any question arises on behalf of the desk or the field deputy as to whether the deputy will proceed to court or remain in the field, the watch deputy must immediately notify the watch commander, who will make that determination. Only a serious emergency or very compelling circumstances should prevent a deputy from attending court.

Any time an on-duty deputy is delayed or prevented from attending court because of field conditions, the watch commander shall personally notify the Deputy District Attorney handling the case and explain why the deputy cannot be in court. This shall then be documented in the Watch Commander's Summary Report.

### ON-CALL STATUS

Personnel receiving an "on-call" subpoena, or who have been placed "on-call," shall:

- Ensure that the C.L.O. is aware of their "on-call" status.
- Ensure that the C.L.O. has a phone number where the person "on-call" will be immediately available.
- Appear promptly and be adequately prepared to testify when called.

All requests for "on-call" status shall be made by the person subpoenaed, NOT THE C.L.O., directly to whomever issued the subpoena, usually the District Attorney's office. If granted "on-call" status, the following information shall be provided to the C.L.O. prior to 1600 hours on the last court day prior to the specified appearance date:

1. Name of Deputy District Attorney granting "on-call" status,
2. Case information,

3. ETA to court (must be one hour or less),
4. Telephone number where "on-call" personnel can be reached.

Personnel desiring to use pagers or answering machines may do so, provided that they're contact the C.L.O. within fifteen minutes of a page or answering machine message to confirm receipt of the message. Remember, when on-call personnel are REQUIRED to be available by phone. This means that it is up to those "on call" to keep their line clear and make sure that their equipment works.

Bottom Line: *It is the responsibility of the person "on-call" to make sure that the C.L.O. can reach them while they are "on-call."*

When the C.L.O. is notified of the above information, the C.L.O. will enter it in the On Call Control Log. Subpoenas issued initially as "on-call" will automatically be entered in the On-Call Control Log by the C.L.O. The C.L.O. will then track the status of "on-call" cases as described in section 5-07/270.10 MPP. When the status of a case changes, the C.L.O. will notify the concerned personnel at once. Unless notified sooner, personnel shall contact the C.L.O. by 1200 hours on the court date to be advised of case status. The C.L.O. will also notify "on-call" personnel by the end of the court day, whether to remain on-call the following day.

Reminder: Requests for "on-call" compensation may not be considered for any personnel not on the On-Call Control Log. Therefore, it is important that the C.L.O. be promptly advised of any status changes.

"On-call" cases frequently trail for up to ten days. However, personnel shall not automatically consider themselves "on-call" for ten days unless specifically instructed to do so by the C.L.O. or the District Attorney. If so instructed directly by the District Attorney, this information must be provided to the C.L.O. by 1600 hours, if possible.

Important! Requests for "on-call" compensation may not be approved when case information is not provided to the C.L.O. as required in MPP section 5-07/270.05 as listed above.

When no longer "on-call," personnel will be so advised by the C.L.O. Should any personnel be advised by any other source, they shall immediately relay this information to the C.L.O.

Exception: Deputies having worked the previous EM, or PM overlap shift, who wish not to be contacted unless needed for court, must leave a memo for the C.L.O. requesting same. However, deputies who avail themselves of this option must still contact the C.L.O. prior to 1600 hours to obtain case disposition information.

### COURT OVERTIME PAY

#### MUST APPEAR

For each court appearance resulting from a subpoena, all personnel from the rank of Deputy through Lieutenant are eligible for a minimum of three hours overtime, which **includes** compensation for all travel and evidence pick up. Additionally, overtime shall be granted for all time actually spent in court that exceeds two (2) hours. No additional overtime shall be granted for subpoenas that overlap or coincide in reporting times, nor for court appearances that occur as an extension of regular duty time.

Upon arrival at court and upon leaving, personnel shall legibly time stamp their subpoena in the Court Clerk's office or the Court Services office (formerly the Marshal's Office.) Because each of our local courts has at least two time stamps, signatures by the Deputy District Attorney or other official will not be accepted. Only a time stamp "IN" and a time stamp "OUT" will be accepted to verify court appearance times. A single time stamp will only qualify you for "minimum" overtime. If, for any reason, there is no time stamp available at a particular location, attach a note explaining same to any overtime slip submitted.

#### ON-CALL

A minimum of two hours half-time compensation, including travel to court, will be granted to an employee who receives an "on-call" subpoena provided the "on-call" status is not canceled prior to the date of the subpoena. However, additional compensation will not be granted for "on-call" subpoenas which are issued for the same or overlapping time periods as "must appear" subpoenas.

#### TIME INCREMENTS

All overtime shall be earned, credited, and paid in fifteen (15) minute increments. Personnel submitting an Overtime Worked Report shall do so no later than the end of their next scheduled shift. Late reporting of overtime will not affect payment for the time worked, but may *delay* payment and will be in violation of this directive (Refer to Station Order 10/04.)

## ATTIRE

Regardless of regular assignments, station personnel appearing before the courts shall dress either in full class-A uniform, or appropriate business attire. Under no circumstances shall personnel appear before the court wearing jeans, sport shirts, knit shirts, or raid jackets.

## MONTHLY REPORT

The Court Liaison Lieutenant shall submit a monthly activity report to the unit commander which shall minimally include:

1. Monthly overtime expenditures ("on-call," "must appear," and combined total cost),
2. A synopsis and status of any District Attorney inquiries and/or complaints,
3. Court audits conducted and documentation of any issues that arise from the audits,
4. Training issues and training provided (including trainee orientation,)
5. Court liaison staffing and personnel issues,
6. Subpoena compliance issues (court attendance & punctuality, etc.),
7. Contacts and meetings attended,
8. Noteworthy cases (high profile or causing an unusual amount of overtime.)

The report shall identify the people contacted during the inquires and audits, and shall indicate the action taken to resolve problems and complaints Monthly reports shall be retained by the unit for a period of at least one year.

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## • Station Order 17-029: EOC Activation Personnel Mobilization Procedures

Walnut/Diamond Bar Sheriff's Station's EOC can be activated on the authority of the following personnel:

- Departmental Duty Commander or any person of that rank or higher.
- Station Commander.
- Watch Commander or Incident Commander.

When directed, on-duty station personnel shall activate and staff the station EOC, located in the basement Assembly Room, B10. They will make the required notifications to station and Department elements and initiate the assembly of station resources as required to support a Department response.

A sufficient number of on-duty personnel will be assigned to activate, staff and operate the station EOC until relieved by the assigned EOC staff. The Watch Commander shall initiate the mobilization and deployment of station personnel when directed. The Training/Scheduling unit shall assist the Incident Commander with personnel mobilization and scheduling needs.

Upon receipt of an EOC activation order, the on-duty Watch Commander is the designated EOC Incident Commander until the arrival of the assigned EOC Incident Commander. The Watch Commander shall immediately assign on-duty station personnel to set up the station EOC and staff it at the appropriate level until relieved by the EOC first-response staff.

For staffing the EOC, refer to the Station EOC Assignments memorandum, which is attached for reference, and is posted throughout the station. For activations during administrative business hours, the Watch Commander shall contact the personnel listed in the "Shift A" column. Any vacancies will be staffed by available on-duty personnel.

If the activation occurs after administrative business hours, the Watch Commander shall contact the personnel listed in the "Shift B" column and have them immediately respond to the station.

Upon arrival at the station, the first shift EOC staff shall relieve any temporary EOC staff and immediately perform an assessment of the situation, including what level of EOC staffing is appropriate, and what immediate actions are necessary for the current situation. The Incident Commander shall notify the appropriate number of designated EOC staff to respond as necessary.

Over the course of the activation the staffing needs of the EOC may increase or decrease. The Incident Commander shall adjust the EOC staffing level as appropriate for the current situation, with the goal of avoiding an over or under staffing condition. The goal is to maintain adequate EOC staffing while maximizing the number of station personnel available for deployment in the field.

The Watch Commander should remain the Incident Commander until relieved, but may delegate the remainder of his assigned duties in this plan to on-duty subordinate staff if necessary. If EOB directs a station EOC activation, ensure personnel assigned to the EOC understand that the station EOC remains in a support role, and that any actions taken by the station EOC shall be reported to the County EOC through the MDCS terminal (use the "INTEL" command, which will display an "intel message" mask).

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- **Station Order 17-030: Emergency Operations Procedures (E.O.P.)**

The EOP manual is a principal source of data and will be regarded as the primary procedural reference throughout this chapter.

Not included in this chapter are the Department's "Emergency Operating Procedures" (EOPs), which are numerically indexed, categorized by subject and kept as a separate manual. The EOPs are detailed procedures that address specific types of events and support activities.

It is important to note that these procedural guidelines are regularly revised to conform to newly endorsed or changed policy. The Emergency Operations Bureau is responsible for reviewing the EOP Manual annually, updating and disseminating procedural revisions or additions to the appropriate Units.

All field personnel and support Unit staff of the rank of Sergeant and above, shall be held responsible for the contents of the EOP manual. Unit Commanders are responsible for maintaining the manual at their respective facilities.

Concerned Division Chiefs shall be the approval authority for EOPs.

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- **Station Order 17-031: Station E.O.C. Assignments**

The following is the staffing list for each section of the Station's Emergency Operations Center (EOC) in the event of an activation. If the EOC is activated during non-business hours, the Watch Sergeant and sufficient complaint personnel, secretarial staff, and field units will staff the EOC until the designated assigned personnel arrive and relieve them

**E.O.C. ASSIGNMENTS**

**SHIFT A**

**SHIFT B**

**Management Section**

**Incident Commander**

**Lt. Steve Tousey**

**Lt. Maurizio Avola**

Safety Officer

Sgt. Michael Luter

Sgt. Rick Cardoza

Liaison Officer

Dep. Aaron Scheller

Dep. David Timberlake

Public Information Officer

Dep. Hugo Barajas

Det. Sonny Saavedra

**Operations Section**

**Officer in Charge (OIC)**

**Sgt. Jason Cunningham**

**Sgt. Darren Luter**

Operations Asst. OIC

Dep. Vic Iniguez

Dep. Chris Bronowicki

Messenger

CSA Joseph Marquez

CSA Mark Saldecke

**Planning/Intelligence**

**Officer in Charge (OIC)**

**Sgt. Nicole Davis**

**Sgt. Thomas Anderson**

Intelligence Asst. OIC

Det. Derick Coleman

Det. Joseph Sanchez

**Logistics**

**Officer in Charge (OIC)**

**Sgt. Daniel Dail**

**Sgt. Pat Coussa**

Logistics - Service Branch

Det. John Hatfield

Dep. Art Lopez

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Logistics - Personnel Branch

Dep. Dennis Skeels

Dep. Louis Denver

**Finance**

**Officer in Charge (OIC)**

**Sgt. Todd Barnes**

**Sgt. Rosa Estep**

Procurement Branch

Dep. Heidi Villasenor

Dep. Jamil Johnson

**\*\*\*\*\*Unassigned personnel may be assigned to the EOC if needed\*\*\*\*\***

Personnel shall familiarize themselves with command and control functions of the Walnut/Diamond Bar Station EOC. This information is available in the EOC storage room (B08).

The station EOC is responsible for tactical control of an emergency operation. The EOC is structured similar to the Department Operating Center in that it uses the National Incident Management System (NIMS) and the Incident Command System (ICS). The staff will perform the same basic functions, and use the same forms and reporting procedures to ensure uniformity throughout the Emergency Operations Center organization. Refer to the Department Emergency Operations Procedures Manual for detailed information about the structure of the Incident Command System.

The basic structure of the EOC is as follows:

1. **Incident Commander** - responsible for incident activities including the development and implementation of strategic decisions for approving the ordering and releasing of resources. The Incident Commander has complete authority and responsibility for the overall operation.
2. **Operations** - responsible for implementing the strategies and tactics of all operations which are directly applicable to the primary mission. The Operations OIC coordinates tactics, requests and/or releases resources, and reports such actions to the Incident Commander.
3. **Planning/Intelligence** - defines and measures the incident problem and reports to the Incident Commander. Additionally, they are responsible for creating a written Action Plan which lists objectives to

be accomplished during the Operational period (the time frame necessary to accomplish the actions), a statement of current priorities related to the objectives, a statement as to how to achieve the objectives, assignments and actions necessary to implement the strategy

4. **Logistics** - provides logistical support of all kinds to field forces, (i.e., personnel, vehicles, etc.). Logistics is also responsible for anticipating and procuring equipment and/or supplies. Additionally, Logistics shall provide EOC and/or Command Post Security staffing.
  
5. **Finance** - responsible for the compilation of all information related to the cost of the operation. This may include, but is not limited to, tracking all personnel hours re: salary costs, the cost of purchasing supplies/meals needed for the operation, the cost of renting equipment needed for the operation.

If you have any questions, contact Sgt. Thomas Anderson, the station's Emergency Services Coordinator.

Revised 04/29/19

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The following is the staffing list for each section of the Station's Emergency Operations Center (EOC) in the event of an activation. If the EOC is activated during non-business hours, the Watch Sergeant and sufficient complaint personnel, secretarial staff, and field units will staff the EOC until the designated assigned personnel arrive and relieve them.

**E.O.C. ASSIGNMENTS**

**SHIFT A**

**SHIFT B**

## **Management Section**

<b>Incident Commander</b>	<b>Lt. Al Reyes</b>	<b>Lt. Frank Rivera</b>
Dep. Incident Commander	Sgt. Mark Saldecke	Sgt. Erick Kim
Liaison Officer	Dep. Aaron Scheller	Dep. Paul Alaniz
Scribe	Det. Herman Camacho	Det. Rosa Avila

## **Operations Section**

<b>Officer in Charge (OIC)</b>	<b>Sgt. Robert Blunt</b>	<b>Sgt. Bruce Yoell</b>
Operations Asst. OIC	Dep. Vic Iniguez	Dep. Louis Denver
Message Center	LET Diana Collins	CSA Melissa Pittman
Messenger	CSA Joseph Marquez	LET Manny Mendez

## **Planning/Intelligence**

<b>Officer in Charge (OIC)</b>	<b>Sgt. Roberto Causey</b>	<b>Sgt. Angela Becerra</b>
Intelligence Asst. OIC	Det. Derick Coleman	Det. Joseph Sanchez

## **Logistics**

<b>Officer in Charge (OIC)</b>	<b>Sgt. Steve Perez</b>	<b>Sgt. Byron Ward</b>
Logistics - Service Branch	Det. Rhonda Toy	Dep. Stevin Fiedler
Logistics - Personnel Branch	Dep. Dennis Skeels	Dep. Jeff Montero

**Finance**

**Officer in Charge (OIC)**

**Sgt. Bruce Lang**

**Sgt. Jeff Serpa**

Procurement Branch

Dep. Heidi Villasenor

Dep. Andy Shackelford

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• **Station Order 17-032: Instruction for Setting Up the EOC**

**Step 1** - Arrange the tables in accordance with the EOC/Assembly Room Diagram posted on the inside of the EOC Storage Room (B07). Three tables should be set parallel to the North wall, approximately 8-10 feet away, with the middle table centered under the 'Incident Commander' sign. Two tables should be placed perpendicular to the end of each of the outside tables, end to end, headed towards the South wall. When set up correctly, the tables will be in a standard 'U' format with the open end facing the South wall. Refer to photos 1-4.

One additional table should be placed near the Northwest portal, to be used as the EOC check-in table. Refer to photo 5.

**NOTE- ALL PERSONNEL ENTERING THE EOC MUST SIGN IN/OUT AT THE TABLE.**

**Step 2** - Remove the grey storage tubs from the EOC closet. Each tub contains file boxes, respective to the color-coated labels. Place the designated box in its section according to the assigned location on the label. Refer to photos 6-7.

**Step 3**-Pull out the phone cart. This cart has all of the phones needed for the EOC. The multi-line phones plug into the 'harmonica,' the 12 line connector. Refer to photo 8. The harmonica connects to the grey cable located on the South wall of the EOC. Refer to photo 9. Insert the connector with the harmonica until it clicks. Tighten down the connector with the Velcro tab. The Cisco phones connect to the blue data CAT 5 cables. Refer to photo 12. There are 2 blue data CAT 5 receptacles located on both the South and the North walls of the EOC. Each phone is labeled with its respective assignment. Refer to photo 10. Each phone is also numbered, which correlates to the number of the cord linking to the harmonica. Each section has two multi-line phones, which allows the answering of most phones in the EOC, with the exception of the Cisco phones. Refer to photo 11.

**Step 4-** The EOC storage room has maps, easels, reference manuals, emergency operations procedures, and supplies.

**Step 5-** Place EOC directional signage (EOC or EOC ) on hallway walls to direct visitors to EOC. This signage is located in the Start-up/ Check-in box in EOC Set-up Box #1.

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• **Station Order 17-033: Key Phone Numbers and Assigned Frequencies**

Key Phone Numbers

&

Assigned Frequencies

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• **Station Order 17-034: Communication System / Microwave Failure Response**

The purpose of this station order is to delineate the response plan for our Station in the event of a catastrophic telecommunication failure.

In the event of a catastrophic telecommunications failure, Station personnel would seek to mitigate the effects of the emergency by implementing the following procedures:

**WATCH COMMANDER RESPONSIBILITIES**

- Activate the station's Sub-Emergency Operations Center if needed.
- Assign station personnel to temporarily fill positions of the Sub-Emergency

- Operations Center until properly relieved.
- Notify Sheriff's Communication Center and Sheriff's Headquarters Bureau regarding failure of telephone lines.
- Notify the Unit Commander of the telephone line failure and the activation of the station's Sub-EOC.
- Deploy the station's mobile command post if necessary.
- Utilize the services of station volunteer DCS radio operators as needed.

### **WATCH SERGEANT RESPONSIBILITIES**

- Assign portable radios to command post if needed.
  - Coordinate with the department's DOC regarding telephone line failure.
- Coordinate with the LA County Fire Department in setting up a Joint Command Post at the Station.
- Watch Deputy will assist with this task.
  - Contact Walnut local cable company to announce to the local communities how to contact emergency personnel during telephone failure.

### **WATCH DEPUTY RESPONSIBILITIES**

- Have 911 lines properly transferred to Industry station.
- Send two Law Enforcement Technicians (LETs) to Industry station to work as dispatchers and to answer phone lines transferred to them by SCC.
- Send two LET's to SCC to work primarily as Walnut/Diamond Bar dispatchers for calls for service only.
- Coordinate with LA County Fire Department in setting up a Joint Command Post at the Station.
  
- Request Mutual Aid from local law enforcement agencies in unaffected areas.

## FIELD PERSONNEL RESPONSIBILITIES

- Field units will notify **high value** businesses (banks, jewelry stores etc.) in their area of the possibility of delayed response by units.
- One field unit will be assigned to the station to assist as needed regarding communications.

## ALL PERSONNEL

- All on-duty personnel will be held over and assigned to a twelve and twelve schedule during the emergency, pending review of actual personnel needs.
- Station personnel off-duty may be called at home to come into the station as soon as possible or be informed that their shift has been changed to twelve and twelve and their new reporting time has been adjusted.

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### • **Station Order 17-035: Computer Failures**

In the event of a computer system failure, In-services will be printing and maintained in a binder located on the Watch Sergeant's desk. These In-services shall be printed one month ahead.

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### • **Station Order 17-036: Loss of Water Procedure**

#### **Station Water Supply Overview**

Walnut Station's water service is provided by the Walnut Valley Water Company.

Walnut Valley Water Company operates its own water wells and has extensive water storage facilities. These resources are available to the station if normal water service is disrupted during a disaster event.

#### **Back-up Water Supply**

The station EOC has an emergency supply of bottled water (40 gallons), which is stored in boxes inside room B-16.

If additional bottled drinking water is needed during a disaster, it should be requested from Internal Services Division (ISD) in the form of an emergency request (refer to the logistics notebook in the station EOC for procedures and phone numbers). ISD will either send the water or issue an emergency purchase order to obtain the water from local suppliers.

In the event water service is disrupted, Walnut Station is on the list of facilities that have top priority with respect to service restoration. In the interim, the station can obtain water from Walnut Valley Water Company, 271 South Brea Canyon Road, Walnut. The water company has fitted these facilities with manifolds designed to distribute potable water to city residents and businesses. In addition to the large amount of water stored in tanks, the facilities have the capability of replenishing the supply by operating pumps by electric generators on site. The station has xxx 5-gallon "igloo" type portable water containers available for immediate use (disinfect before use). Larger or additional containers or tanks to transport and dispense water should be obtained from ISD.

In addition, the city of Rowland Heights has a water company called Rowland Water District. The water company has fitted these facilities with manifolds designed to distribute potable water to city residents and businesses. In addition to the large amount of water stored in tanks, the facilities have the capability of replenishing the supply by operation pumps by electric generators on site.

Walnut Valley Water Company

271 South Brea Canyon Road

Walnut, CA 91789

(909) 595-1268

Rowland Water District

3021 Fullerton Road

Rowland Heights, CA 91748

(562) 697-1726

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• **Station Order 17-037: Loss of Sanitation Procedure**

## **Solid Waste**

Use station dumpsters – initial disposal site to maximize the capacity of the dumpsters, refrain from placing trash that does not immediately need to be contained (Paper, etc.).

Procure additional dumpsters and arrange disposal from local vendors. Obtain a County emergency Purchase Order (EPO) through Internal Services Department.

An alternative temporary source would be the cities or local merchants.

Temporary Holding Area – designate and cordon off a portion of the station grounds from waste collection. This should be an area accessible to trash disposal vehicles. Contain trash in plastic bags or other appropriate container

## **Sewage**

Obtain portable toilets from local vendors. Obtain a County Emergency Purchase Order (EPO) through Internal Services Department. An alternative temporary source would be the cities or local merchants. If necessary, contain sewage in plastic bags and place in a temporary holding area for later disposal.

## **Prisoner Evacuation**

Relocation to San Dimas or Industry Station should be considered if restoration of sewage service is not expected soon.

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## **• Station Order 17-038: Work Action Contingency Plan**

The following plan will serve as a guide in the event of a work action by deputy personnel which would require emergency staffing of working positions at Walnut/Diamond Bar Station. This plan has been developed in order to ensure delivery of police services to areas normally served by our stations. The plan is based on the premise of a worst case scenario wherein all deputy personnel fail to report to work. It is reasonable to assume

that some deputies will report, thus giving the Incident Commander latitude in developing an adequate field force and staffing interior post positions.

Watch Commanders should be critical in their evaluation of staffing needs. The public safety shall be the measure for any deployment. It can be anticipated that any work action will occur prior to the oncoming shifts reporting time and therefore some deputies not already on overtime could be ordered to work.

Also contact with other stations in our Region should be made to ascertain if they are in a similar situation. If these units are not involved in a work action, available resources should be requested to staff our needs (the Special Enforcement Bureau should also be contacted as an additional resource).

In a worst case scenario, a total of 19 supervisors are available, 5 lieutenants and 14 sergeants. In addition, 15 L.E.T.'S and 3 C.S.O.'s are available.

## **Field Operations**

Tempered by the level of the work action a mobilization could require all personnel be placed on a 12 and 12 schedule with all R.D.O.s' canceled. The attached schedules reflect proposed deployment configurations, which include (17) supervisors assigned to Day Shift (4 interior and 13 exterior positions) and (16) supervisors assigned to the PM shift (4 interior and 12 exterior positions). C.S.O.'s would remain in their normal city or area assignments on 12 hours shifts as would L.E.T.'s assigned to desk positions. The Incident Commander should make an assessment as to whether there is a need to place the aforementioned classifications on a 12 and 12 schedule or whether they could remain on the usual 8 hr. shifts Days and P.M.'s.

Calls to which we shall respond will be prioritized as follows:

- Any life-threatening call/threat to public safety, including, "person sick/injured calls.
- Felonies in progress.
- Depending on the circumstances, consideration will be given to dispatching a unit to felonies which have just occurred, with suspects still in the area.
- Traffic accidents with injuries.
- Domestic violence incident.
- Drunk driving violations.
- Issuance of citations in lieu of field arrest.

Consideration will be given to curtailing the following activities:

- Traffic enforcement
- Warrant service
- Investigation of non-injury traffic accidents
- Investigation of misdemeanor offenses

### **Desk Operations**

Insofar as practical / applicable, the following activities will be encouraged:

- Taking reports via telephone. (This included petty theft and vandalism reports.)

Consideration should be given to the creation of a 'Report Log,' to be maintained in the desk area. If necessary callers will be asked to either call back, or have their request recorded in the Report Log for assignment to the first available unit.

Individuals requesting services requiring reports only of the type listed below can also be encouraged to respond to Walnut Station to file these documents.

- Runaways / Non Critical Missing Persons Reports (no suspicious circumstances).
- Assault / Battery (no medical treatment required/suspect has left the area).
- Misdemeanor crimes (suspect not at the location).

## **Jail Operations**

Due to the fact jailer positions are normally staffed by Custody Assistants no additional staffing requirements are anticipated for these positions at this time.

## **Clerical Functions**

The station's supervising secretary should be assigned to an overlap shift in order to impact clerical functions on both the DAY and PM Shifts. The clerical supervisor shall adjust schedules for civilian personnel on an as needed basis; otherwise they shall remain on their assigned shifts and hours.

Certain clerical functions / tasks are mandatory and take priority:

- Bookings
  
- Preparation of booking package that must include;
  - A criminal history
  - Personal history
  - Driving history
  
- Arrest disposition report
  
- Court packages
  
- Detained petitions for juveniles

- Entry of stolen, recovered or stored vehicles
  
- Notification to registered owners of vehicle status
  
- Teletype broadcasts on major crimes or crimes with workable information

As in any mobilization, the Incident Commander will be required to be innovative and maximize available resources to accomplish our departmental mission. The guiding principle will be the safety of Department personnel.

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## • **Station Order 17-039: Desk Emergency Procedures and Station Evacuation**

### **DIRECTIVE**

The purpose of this order is to establish guidelines and procedures in the event that a terrorist or deranged person enters the station lobby area and threaten to detonate an explosive device or produce a weapon and take hostages (visitors and/or employees). It will also address suspicious packages/bomb threats. The goal will be to safely evacuate the station.

### **GENERAL GUIDELINES**

It is imperative that *anyone* who sees this occurring and has the opportunity to safely retreat into the station interior should immediately notify the Watch Commander and Watch Sergeant. That person will then get the rear gate key from the Watch Sergeant's center desk drawer and:

- Begin notifying those in the secretariat, traffic office, and community relations office as you evacuate the building with those personnel via detective bureau.

- During evacuation, via detective bureau, have someone check the offices of OSS, Training/Scheduling, and those offices along the back hallway (Narco, etc.) as well as both restrooms.
- Check the court liaison office, the evidence room and interview rooms along the hallway and make notification to them.
- All persons shall evacuate by use of the rear east door by DB into the station parking lot and proceed to the gate in front of the RV Command Post, next to the wash bay and stay there re: roll call. Unlock the gate.

### **WATCH COMMANDER RESPONSIBILITIES**

- Confirm the Watch Sergeant is aware of the situation.
- Confirm safe is locked. Take W/C block of keys with you.
- Notify Captain/Operations staff during working hours- have them lock their office doors and evacuate via Ops. Lt.'s office through secretariat.
- Get a portable radio and immediately respond to the command post at Walnut Senior Center (21215 La Puente Road) or wherever it was set up.
- Advise Field Sergeant via Dispatch 6 to respond Code 3 to command post.
- Notify Station Commander if after hours or not in station.
- Make required Department notifications.

### **WATCH SERGEANT RESPONSIBILITIES:**

- Confirm the Watch Commander is aware of the situation.
- Take Armory key, Evidence keys and W/Sgt. block of keys with you.
- Notify Jailer.
- Confirm that station personnel are evacuating via detective bureau.
- Oversee the evacuation of desk personnel and assist with securing the front part of the station.
- Notify any COPS personnel in the station or the rear trailer of the incident.
- Appoint someone to notify and assist evacuating personnel from downstairs.
- Confirm all personnel have evacuated the building. Do roll call of all station personnel.

### **FIELD SERGEANT RESPONSIBILITIES:**

- Roll Code 3 and set up command post at Walnut Senior Center (21215 La Puente Road, building east of city hall) or other location. (Note- Mt.SAC has poor radio/MDT reception).
- Get a tactical frequency.
- Set up containment of station area- have Walnut units begin evacuations of the following next to station ***preferably in this order*** :

**-Tutor Time School**

**-Panera Bread**

**-Applebee's Restaurant**

**-McDonald's**

**-Panda Express**

- Notify CHP and confirm they are aware of the incident. If they are not:
- Request they block/divert traffic for a ½ mile in all directions around station
- Have liaison respond to command post
- Notify Crisis Negotiations Team and Special Enforcement Bureau as well as Arson/Explosives (if needed) and have them respond to command post.
- Request response units from neighboring stations and have them respond to the command post.

## **WATCH DEPUTY/DISPATCHER/DESK RESPONSIBILITIES**

- If the station should come under attack or if personnel working the lobby / desk area are fired upon, personnel shall return fire, if appropriate, following all applicable department policies. Personnel shall be particularly cognizant of civilian visitors and employees and shall take whatever measures necessary to ensure their safety. All Watch Deputies will be armed, as well as any deputy assigned to the desk.
- Close metal fire door to lobby and secure it.
- Notify SCC via hotline of situation. Summon necessary resources (field personnel, fire

department, Arson/Explosives etc.) Note: if suspicious package in lobby, make notifications AFTER evacuating desk area...

- As necessary, evacuate the desk area. The evacuation may be partial or complete depending upon the circumstances.
- Transfer 9-1-1 lines to Industry station after notifying them.
- Have someone secure hallway doors via W/Sgt. office by Operations.
- Begin evacuating station via jail hallway door to the station parking lot and proceed to the gate next to the wash bay and stay there re: roll call.
- Desk Deputy (ies) to assist jailer with evacuation of inmates. Inmates should be taken to the horse corral/picnic area.
- **Change security video monitors to blank screen then turn them off.**

## JAILER RESPONSIBILITIES

- Take all jail keys with you.
- Page all trusties to report to the wash bay immediately.
- Initiate evacuation of jail.

## DOWNSTAIRS EVACUATION

Clear all restrooms, locker rooms / **sleep rooms**, assembly room, kitchen, building maintenance rooms, electrical rooms (check for county maintenance workers, background investigators, etc.). Evacuate station with those personnel via the stairs leading to parking lot. Proceed to the gate in front of the RV/Command Post next to the wash bay and stay there re: roll call.

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## • Station Order 17-040: Critical Files, Keys and Equipment for Evacuation

The following station files, keys, and equipment are considered critical to this station's operation, and they should be removed from the facility should an evacuation be required. The listed items are the very minimum and the most critical that should be removed if time is of the essence. No priority has been assigned to these items because, depending on the evacuation scenario, you may or may not be able to get them.

## JAIL

- **Jailer Gate Book** - The Gate Book is located on the jailer's desk.
- **In-custody files** - In-custody files are kept in the trays on the counter in front of the jailer's desk.

## WATCH SERGEANT'S OFFICE

- **Watch Sergeant Key Block** - The Watch Sergeant key block is located in the top drawer on the right-hand side of the Watch Sergeant's desk.
- **Armory Key Block** - The Armory key block is on the north wall of the office, on a hook above the portable radios.
- **Evidence Key Block** - The Evidence key block is located in the top drawer on the right-hand side of the Watch Sergeant's desk.
- **Unprocessed Reports** - Unprocessed reports are in the metal trays located on top of the Watch Sergeant's desk.
- **Evidence Ledger** - The Evidence ledger is located on top of the file cabinet adjacent to the north doorway.

## WATCH COMMANDER'S OFFICE

- **Watch Commander Key Block** - The Watch Commander key block is kept in the center drawer of the Watch Commander's desk.
- **Evidence Ledger (Safe)** - The Evidence Ledger is kept on the file cabinets along the northeast wall.
- **Safe** - Ensure that the safe is locked prior to evacuation.

## SECRETARIAT

- **Timekeeper's records** - The Timekeeper's desk is located in the northeast corner of the Secretariat. The records are located in the metal tray on top of the desk.
- **Unprocessed reports** - Any unprocessed reports will be located on

the desk of the shift secretary currently on-duty or in the Watch Sergeant's office.

## COMPUTER SYSTEMS ADMINISTRATOR'S OFFICE

- **SERVER BLADES** - There are two server blades (1-WAL-01 and 1-WAL-02) that are located in a metal stand to the right of the door. There is one power button on each server, labeled #3 and #4 respectively, that will shut down the servers. After the power has been turned off, pull each server blade out of the stand

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### • Station Order 17-041: Jail Evacuation Plans (Earthquake, Fire, Gas Leak)

In the event of an earthquake, fire, gas leak etc., where the jail may need to be evacuated, the jailer shall immediately notify the Watch Deputy, who will notify the Watch Sergeant and Watch Commander. The actual order to evacuate will be given by the Watch Commander or ranking supervisor on duty.

Keys to all jail doors are in the possession of the on-duty jailer. There is a second set of jail keys on the Watch Sergeant's key block. This key block is located in the Watch Sergeant's desk.

### MAJOR FIRE IN THE JAIL

In the event of a major fire in the station jail, the **Jailer** shall:

- Notify the Watch Commander, Watch Sergeant and Watch Deputy.
- Request the Los Angeles County Fire Department.
- Immediately direct the necessary equipment to the fire area.
- Ascertain whether or not evacuation of prisoners is necessary.
- Have the station workers respond to a safe area and conduct a count.
- If a station van is available, shuttle station workers and prisoners, with their property, to San Dimas or Industry Station.
- If the station van is not available, the jailer will assemble prisoners

and station workers and detain them in patrol vehicles in the back parking lot until transportation from either Industry or San Dimas Station arrives.

- Gather critical paperwork and property.
- Send all prisoner and station worker paper and property with bodies.
- Once prisoners and station workers have been secured, check the entire station with the Watch Sergeant for injured persons who could not evacuate.

In the event of a major fire in the station jail, the **Watch Deputy** shall:

- Ascertain the extent of the fire and determine if additional equipment will be necessary. Help determine if prisoners are to be evacuated, or can be moved to their cells.
- Call Los Angeles County Fire Department.
- Advise Watch Commander.
- Advise Watch Sergeant.
- Advise S.C.C.
- Advise S.H.B.
- Advise T.S.T. to stand by for possible prisoner transportation.
- Maintain log and assignments.
- Complete fire field report.
- Reset fire alarm.

In the event of a major fire in the station jail, the **Dispatcher** shall:

- Have all field units respond immediately to the station, Code 3.
- Make the following announcement via the Public Address (PA) system:

“Attention all station personnel – there is a fire in/or on the station, evacuate immediately through the nearest exit.” **Repeat at least twice.**
- If the PA is inoperative, walk around and verbally make notification.

- Assist the Watch Deputy as needed.
- Assign field units to the following tasks:
  - One deputy to maintain security in the station's back parking lot.
  - Two deputies assigned as crowd control.
  - Two deputies assigned as perimeter security.

In the event of a major fire in the station jail, the **Watch Sergeant** shall:

- Assist jailer with his/her responsibilities, security of prisoners and station workers, including their property.
- Once prisoners and station workers have been transported to San Dimas and/or Industry Station, assist jailer in checking station for any injured persons unable to evacuate.
- Direct Los Angeles County Fire Department response.
- Assist the Command Post as needed.

In the event of a major fire in the station jail, the **Watch Commander** shall:

- Determine if an order of evacuation for the entire station is needed.
- Confirm the keys to all jail doors are in possession of the on-duty jailer.
- Notify the Unit Commander.
- Notify Duty Commander.
- Assist desk personnel with phone calls and keeping dispatch center clear of unnecessary personnel congestion.
- Watch Commander and Watch Deputy will utilize a patrol vehicle to establish a command post in the back parking lot as soon as evacuation is completed. Once the command post has been established and the building evacuated, have complaint desk personnel evacuate.
- Coordinate assistance with San Dimas and Industry Station for the transportation of prisoners and station workers.

In the event of a major fire in the station jail, **Additional station personnel** shall:

- Personnel in the station will exit via the front east door or rear east door and assemble in parking lot.
- Detective Bureau will exit via east rear door and assemble in parking lot.

In the event of a major fire in the station jail, the **Detective Bureau Sergeant** shall:

- Assemble all personnel and take names and head count to ensure that no one is trapped in station.
- Assign personnel to assist as Command Post requests and news media coordination.

#### **MINOR FIRE IN JAIL AREA**

In the event of a minor fire in the station jail, the **Jailer** shall:

- Advise Watch Deputy.
- Acquire assistance from either the Watch Sergeant or another Deputy, and attempt to extinguish the fire by use of fire extinguishers and/or fire hose.
- Write fire field report.

In the event of a minor fire in the station jail, the Watch Deputy shall:

- Call Los Angeles County Fire Department.
- Advise Watch Commander.
- Maintain log for report.

#### **EARTHQUAKE/GAS LEAK IN JAIL AREA**

The procedures for an earthquake and/or a gas leak in the jail area are essentially the same as the procedures for a major fire.

**For additional information, refer to the attached fire evacuation plan.**

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• **Station Order 17-042: Pre-Determined Incident Command Post Sites**

The following is a list of pre-determined incident Command Post sites:

**City of Walnut –**

- Mt. San Antonio College  
1100 N. Grand Avenue  
Thomas Guide Page 639 G4
  
- Walnut High School  
400 Pierre Road  
Thomas Guide Page 639 E7

It should be noted that American Red Cross has designated Walnut High School as a primary Emergency Shelter site. In the event the site is activated, the incident Command Post will be relocated to Suzanne Middle School, 525 Suzanne Road, Walnut. This site is directly north of the High School.

**City of Diamond Bar –**

- Diamond Bar High School  
21400 Pathfinder Road  
Thomas Guide Page 679 H5

It should be noted that American Red Cross has designated Diamond Bar High School as a primary Emergency Shelter site. In the event the site is activated, the Incident Command Post will be relocated to Ronald Reagan Par, 2201 Peaceful Hills Road, Diamond Bar, Thomas Guide Page 679 G5. This site is approximately 1 mile west of the High School.

- Diamond Ranch High School  
100 Diamond Ranch Road  
Thomas Guide Page 640 F7
- Diamond Bar City Hall  
21825 Copley Drive  
Thomas Guide Page 679 J3

**Rowland Heights –**

- Rowland High School  
2000 Otterbein Avenue  
Thomas Guide Page 679 C6

It should be noted that American Red Cross has designated Rowland High School as a primary Emergency Shelter site. In the event the site is activated, the Incident Command Post will be relocated to Royal Vista Golf Course, listed below. This site is approximately 1.5 miles east of the High School.

- Royal Vista Golf Course  
20055 Colima Road  
Thomas Guide Page E4
  
- Pathfinder Park  
18150 Pathfinder Road  
Thomas Guide Page 708 J1

**PRE-DETERMINED STAGING AREAS**

**City of Walnut –**

- Mt. San Antonio College  
1100 N. Grand Avenue  
Thomas Guide Page 639 G4
  
- Walnut High School  
400 Pierre Road  
Thomas Guide Page 639 E7

See notes above regarding the American Red Cross.

- Walnut Ranch Park  
20101 Amar Road

Thomas Guide Page 639 E5

- Creekside Park  
780 Creekside Drive  
Thomas Guide Page 639 D6

**City of Diamond Bar –**

- Diamond Bar High School  
21400 Pathfinder Road  
Thomas Guide Page 679 H5

See notes above regarding the American Red Cross.

- Diamond Ranch High School  
100 Diamond Ranch Road  
Thomas Guide Page 640 F7

- Diamond Bar City Hall  
21825 Copley Drive  
Thomas Guide Page 679 J3

**Rowland Heights –**

- Rowland High School  
2000 Otterbein Avenue  
Thomas Guide Page 679 C6

See notes above regarding the American Red Cross.

- Royal Vista Golf Course  
20055 Colima Road  
Thomas Guide Page E4

- Pathfinder Park  
18150 Pathfinder Road  
Thomas Guide Page 708 J1

**RELOCATION/ EVACUATION CENTERS:**

Only the Los Angeles County Sheriff's Department has the authority to order evacuation/ relocation of residents (Penal Code. Section 4095)

Any evacuations of public schools in session will be conducted by the School District personnel. The schools are legally constrained from relinquishing authority over children to any other agency.

Our contact cities and their contract agencies will provide assistance to the Sheriff department and/ or the School District in any capacity possible, but may be of particular value in traffic control, public information and operation of relocation centers.

The relocation center chosen should be the closet safe adequate facility. City Park facilities, rather than schools, should be used whenever possible, to avoid disruption of the public educational programs.

The Walnut/Diamond Bar station area is served by one chapter of the American Red Cross, the san Gabriel Pomona Valley Chapter.

The Red Cross has identified Walnut High School, Diamond Bar High School, and Southpointe Middle School as PRIMARY emergency shelter sites that they would open first because they are the most secure and centralized to all accesses. Agreements are in place with the Rowland Unified School District for Alvarado Intermediate School and John Rowland High School as PRIMARY emergency shelter sites. All other schools are considered SECONDARY sites.

#### AMERICAN RED CROSS CONTACT INFORMATION

San Gabriel Pomona Valley Chapter

430 Madeline Drive

Pasadena, CA 91105

Phone: 626-799-0841

Fax: 626-799-4802

After hours: 888-737-4306

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### • **Station Order 17-043: Disaster Response Procedure Terrorist Bomb Attack**

- Contain and evacuate the location of occurrence (Building, area, etc.).
- Do not allow anyone to enter the bomb blast area, or touch any blast debris, (This is evidence.)
- Maintain a large enough perimeter to avoid exposure to any toxic substance(s) that may have been released as a result of the blast.
- Remember "SIN": Safely, Isolate and Notifications.
- Be careful of secondary devices, designed to eliminate emergency

- response personnel.
- Attempt to identify/locate/isolate any informants, witnesses, suspects, etc.
  - Request that LA County Fire immediately respond to a safe area adjacent to the blast location. Paramedics will treat the injured, and if needed, will request additional Fire resources. (They will also notify County Health Hazardous Materials personnel in the event that a clean-up of toxic material is deemed necessary.)
  - Notifications- SCC- EOB- SHB- Arson Explosive Detail, TEW.
  - Assign responding personnel to fixed /mobile/ posts to contain the area
  - Tactical Frequencies
  - If it is safe to do so, utilize available resources and conduct a quick search of the blast zone and adjacent areas for any secondary devices.
  - Establish a Command Post a sufficient distance from the incident location to provide a safe environment from those in command to operate. Factors to consider in choosing a location should include sufficient parking for a large number of vehicles, restrooms, telephones, food areas to hold briefings, etc.
  - Major Incident Log- records all notifications – activities and personnel. All pertinent information that can be utilized in completing an after action incident report and critique.
  - Ensure that a comprehensive report is written documenting the incident and the actions taken by those involved. Follow directions of the ranking person on scene, and the recommendations of the Arson/Explosives Detectives and any other special investigators who have responded (i.e., EOB/TEW, Homicide, Haz Mat, etc.)
  - Conduct a comprehensive debriefing/critique to review constructive criticism and discuss improvements that can be implemented should a similar incident occur in the future.

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• **Station Order 17-044: Station Keys Diagrams BLANK**

BLANK

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• **Station Order 17-045: Station Door numbers Diagram BLANK**

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- **Station Order 17-046: Station Emergency Evacuation Plan**

BLANK

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- **Station Order 17-047: Fire equipment, Gas and Water Shut Off/ Locations**

### **FIRE HOSES**

There are two fire hoses located on the ground floor of the station. The first fire hose is located in the hallway that runs north from the Watch Sergeant's office to the Computer Systems Administrator's office, near the elevator. The second fire hose is located in the hallway between the Detective Bureau and the Narco unit office.

### **FIRE EXTINGUISHERS**

There are several fire extinguishers located throughout the station on the ground floor and the basement. These extinguishers are a dry chemical-type, suitable for all types of fires. The following is a list of locations:

#### **GROUND FLOOR**

- Next to the fire hose in the hallway near the elevator.
- Next to the fire hose in the hallway near the Detective Bureau.
- In the Desk Area.
- In the Live scan room in the jail.
- In the jailer's office.

#### **BASEMENT**

- Next to the elevator.
- In the hallway across from the Kitchen.

### **SELF-CONTAINED BREATHING APPARATUS**

There are four self-contained breathing apparatuses located on the ground floor. One set is located directly across from the jailer's desk area, and another set is located in the live scan room. The remaining sets are located in the hallway leading to the station worker dorm.

### **FIRE TURN-OUT GEAR**

There are four sets of fire turn-out gear located directly across from the jailer's desk area. Each set consists of a jacket, pants, gloves, and a helmet.

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### **• Station Order 17-048: Main Electrical Shut Off Procedures**

The instructions below and attached diagrams must be followed to successfully and safely turn off the main electrical switch and breakers.

In the northeast corner of the basement is Room "B-06 Electrical", which you will locate by going through the Assemble Room (see attached diagrams). As you enter the first room, you will see a large electrical box facing you on the north wall. It consists of three panels.

To turn off all the outside electricity into the facility:

- Turn off all of the small breakers #1 through #6 that are located on the right hand panel.
- You will find a large breaker switch at the bottom of the middle panel. It is marked "service disconnect", turn it off. The facility generator will now come on automatically and provide emergency power.

***ATTENTION: DO NOT TURN ANY OF THE SWITCHES YOU PREVIOUSLY TURNED OFF, BACK ON! YOU MUST CALL MECHANICAL DEPARTMENT TO HAVE THE SYSTEM TURNED BACK ON.***

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### **• Station Order 17-049: Air Circulation System Shut- Down Procedures**

The instructions below and attached diagrams must be followed to successfully and safely turn off the internal circulating system in case of an emergency (i.e., a toxic leak or spill, fire, or any reason the system should be shut down for health or safety reasons).

In the east end of the basement hallway, by the stairway that leads directly outside, is room "B-02 Mechanical". Just as you enter the room there is a large electrical board on the left wall (see diagram #1). It is divided into three sets of multiple panels with one or two levers on each panel.

**Caution...**only the switches that are listed should be turned off and all others left alone due to the possibility of EXPLOSION!

In the middle set of panels, second from the top, is the "Air Handling Unit AH-2" which has a red light, an on/off switch, and a reset button in a horizontal row. Turn the on/off switch to the off position. Do not touch the on/off lever to the right of the light/switch/reset button (see diagram #1).

To the right of this set of panels you will find three smaller beige electrical boxes (see diagram #2). On each one there is a black and red on/off handle. Turn each handle to the off position. NOTE: The fourth box to the right of the three also has a black and red on/off handle, however it does not need to be turned off.

**ATTENTION: DO NOT TURN ANY OF THE SWITCHES YOU PREVIOUSLY TURNED OFF, BACK ON! YOU MUST CALL MECHANICAL DEPARTMENT TO HAVE THE SYSTEM TURNED BACK ON.**

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## • Station Order 17-050: Station Emergency Electric Power

### Coverage of System

Emergency electric power for the Walnut Station Facility is supplied by an emergency power unit.

### Description of Walnut Emergency Power Plant

The emergency power plant at the Walnut Station facility consists of a 500 KW electric generating unit powered by a Diesel engine that meets AQMD standards.

The power plant contains a 2,000-gallon diesel fuel tank to supply the engine (the below ground tank contains

diesel fuel, but is not connected to the power plant.)

The fuel is being transferred to the power plant tank as needed by gravity. The power plant is capable of continuously producing 8000 Amperes of current @480 Volts, which is twice the amount of the entire facility's normal rate of power consumption.

The power plant is equipped with a transfer switching system which automatically activates the unit during a loss-of-power event. There will be an approximate twenty (20) second power interruption before the power plant fully restores power. The power plant is automatically shut-off when electrical service is restored to the normal supply lines. There are no manual controls that station personnel can use to activate the generating unit in the event of a failure to automatically start. If a failure to start event occurs, the Facility Services Bureau must be notified to respond.

The control panel to the power plant is located downstairs, behind the doors located at the southeast corner of the briefing room. The control panel contains an emergency shut-off, which is clearly marked. If the power plant has to be shut down via the emergency button for any reason, Facility Services Bureau must be notified to respond.

### **Additional Auxiliary Power Supplies**

Uninterruptible Power Supplies (UPS) are installed on the station's radio system, microwave system, 9-1-1 PSAP telephone lines and station computer system servers. Consequently, these systems should continue to operate during and after a loss-of-power event. However, the UPS protecting the computer system server has a power supply capacity of approximately two (2) hours.

Since the servers are not connected to the emergency electric power system, they can be expected to become inoperative after two (2) hours. If the power interruption is expected to last longer than two hours, the station Data Systems Manager or Data Systems Bureau should be notified.

The station's Mobile Command Post contains a portable gasoline powered electric generator unit and can provide emergency power by extension cord for flood lights, etc. Under no circumstances is another "Command Post" vehicle allowed to obtain power from our generator or damage will occur. Additional portable generators can be requested through E.O.B. if needed.

• **Station Order 17-051: Response Protocols to Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Incidents**

The following attachment from LASD Terrorism Early Warning Group (TEW) serves as out station's CBRNE incident protocols. The attachment contains an overview, and the following annexes:

- Annex A- Desk Personnel Responsibilities
- Annex B- Determining if a package/envelop may be suspicious (for Desk Personnel and Handling Units)
- Annex C- Information needed for the first report (for handling units)
- Annex D- Response protocols for possible CBRNE incidents flowcharts (for Desk Personnel, Watch Sergeants/Commanders)
- Annex E- Response guideline chart (for Watch Sergeants/Commanders)
- Annex F- Preventative measure for handling mail (for all personnel)
- Annex G- Recommended disposal procedures (for all personnel)
- Annex H- Health and safety (medical exposure) advisory (for the public- post incident)

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• **Station Order 17-052: Handling Suspicious Package/Letter**

**BIOLOGICAL HAZARD**

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• **Station Order 17-053: Hazardous Material Spill in the Station**

In the event of a hazardous material spill in the station, the Watch Commander shall be notified. The actual order to evacuate will be given by the Watch Commander or ranking supervisor on duty.

In the event of a hazardous material spill in the station, the following steps shall immediately be taken:

- Shut down the facility Heating/Ventilation Air Conditioning (HVAC) system.
- Basement room B-02 contains the controls for the HVAC system. Shut off

the designated switches (refer to Diagrams 1 and 2). For additional

specific instructions, refer to the Facility Air Circulating System Shut-down

Procedure memorandum.

**ATTENTION: DO NOT TURN ANY OF THE SWITCHES YOU PREVIOUSLY TURNED OFF, BACK ON! YOU MUST CALL THE MECHANICAL DEPARTMENT TO HAVE THE SYSTEM TURNED BACK ON.**

- Transfer all business and 911 calls to Industry Sheriff's Station.
  - Go to the assembly room downstairs and enter room B-14. Flip the designated switches that are located on the south wall. For additional specific instructions, refer to the Communication System Failure memorandum.
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**• Station Order 17-054: Primary and Secondary Critical Facilities- City of Diamond Bar**

**Primary Critical Facilities**

<b>NO.</b>	<b>LOCATION</b>	<b>RD/TG</b>	<b>CONTACT</b>
1	Diamond Bar City Hall 21865 E. Copley Dr. Diamond Bar, CA 91765	RD 2920 TG 640 D6	909-839-7000
2	Diamond Bar Community Center 1600 Grand Ave Diamond Bar, CA 91765	RD 2923 TG 680 D3	909-839-7065

**Secondary Critical Facilities**

Walnut/ Diamond Bar Sheriff Station Unit Orders

NO.	LOCATION	RD/TG	CONTACT
1	<b>Sylvan Glenn Reservoir &amp; Pump Station</b> 900 Looking Glass Drive	RD 2920 TG 640 D6	Walnut Valley Water District 909-595-1268
2	<b>So. Calif. Edison Substation</b> N/W corner of DB Blvd/Grand Ave	RD 2922 TG 680 B3	Confidential 1-800-426-0621
3	<b>Armitos Reservoir &amp; Pump Station</b> 645 Armitos Place	RD 2923 TG 640 D7	Walnut Valley Water District 909-595-1268
4	<b>Diamond Bar Pump Station</b> 249 S. Diamond Bar Blvd	RD 2923 TG 640 B7	Walnut Valley Water District 909-595-1268
5	<b>Eastgate Reservoir</b> 24497 Eastgate Drive	RD 2923 TG 680 E2	Walnut Valley Water District 909-595-1268
6	<b>Caltrans DB Maintenance Yard</b> 21420 Golden Springs Drive	RD 2924 TG 679 J2	909-598-1152 909-598-1163

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7	<b>Eldertree Reservoir</b> 1587 Eldertree Drive	RD 2924 TG 679 G4	Walnut Valley Water District 909-595-1268
8	<b>Fernhollow PM 10 Pump Station</b> 1817 Fernhollow Drive	RD 2924 TG 679 H4	Walnut Valley Water District 909-595-1268
9	<b>Ambushers Reservoir</b> 21500 Ambushers Street	RD 2925 TG 679 H7	Walnut Valley Water District 909-595-1268
10	<b>Pathfinder Reservoir and Pump Station</b> 20950 Pathfinder Road	RD 2929 TG 679 G5	Walnut Valley Water District 909-595-1268

57 Freeway: (Orange Freeway) from the Orange County Line, north to the 10 Freeway (San Bernardino Freeway)

**• Station Order 17-055: Primary and Secondary Critical Facilities - City of Walnut**

**Primary Critical Facilities**

NO.	LOCATION	RD/TG	CONTACT
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1	<b>Mt. San Antonio College</b> <b>1100 N. Grand Ave.</b> <b>Walnut, CA 91789</b>	<b>R/D 2912</b> <b>T/G 639 G3</b>	<b>909-594-5611</b>
2	<b>Walnut City Hall</b> <b>21201 La Puente Road</b> <b>Walnut, CA 91789</b>	<b>R/D2915-3</b> <b>T/G 639 H6</b>	<b>909-595-7543</b>

**SECONDARY CRITICAL FACILITIES**

NO.	LOCATION	RD/TG	CONTACT
1	<b>Arbor Ridge Reservoir &amp; Pump Station</b> 19731 Arbor Ridge Road	RD 2910 TG 639 E4	Walnut Valley Water District 909-595-1268
2	<b>Chestnut Hill Reservoir &amp; Pump Station</b> 1626 Chestnut Hill Drive	RD 2911 TG 639 E4	Walnut Valley Water District 909-595-1268
3	<b>Heidelberg Pump Station</b> 20345 Heidelberg Avenue	RD 2911 TG 639 F4	Walnut Valley Water District 909-595-1268

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4	<b>Parker Canyon Reservoir &amp; Pump Station</b> 1500 N. Parker Canyon Road	RD 2911 TG 639 E4	Walnut Valley Water District 909-595-1268
5	<b>Pioneer Reservoir</b> 1561 Pioneer Way	RD 2911 TG 639 E4	Walnut Valley Water District 909-595-1268
6	<b>JP Bourdet Pump Station</b> Grand Avenue/Valley Blvd	RD 2915 TG 639 H6	Walnut Valley Water District 909-595-1268
7	<b>EM Bierderman Reservoir Hydroelectric Facility</b> 1066 Ironshoe Court	RD 2916 TG 639 J4	Walnut Valley Water District 909-595-1268
8	<b>PM 15 (Pump Station)</b> 1066 Ironshoe Court	RD 2916 TG 639 J4	Walnut Valley Water District 909-595-1268
9	<b>Snowcreek Pump Station</b> 22000 La Puente Road	RD 2916 TG 639 J5	Walnut Valley Water District 909-595-1268
10	<b>Joint Line Reservoir 1 &amp; 2</b> 21899 Buckskin Drive	RD 2916 TG 639 H4	Rowland Water District 562-697-1726

• **Station Order 17-056: Primary and Secondary Critical Facilities- Rowland Heights**

**PRIMARY CRITICAL FACILITIES**

NO.	LOCATION	RD/TG	CONTACT
1	<b>Cal Poly University</b> 3801 W. Temple Ave Pomona, CA 91768 <b>Cal-State Pomona University Police</b>	<b>R/D 2943</b> <b>T/G 640 A-2</b>	<b>Walnut Valley Water District</b> <b>909-595-1268</b>

**SECONDARY CRITICAL FACILITIES**

NO.	LOCATION	RD/TG	CONTACT
1	<b>Hillrise Reservoir</b> 2799 Hillrise Drive	RD 2933 TG 679 F7	Walnut Valley Water District 909-595-1268
2	<b>Mac Heard Reservoir and Pump Station</b> 18940 Granby Place	RD 2933 TG 679 B7	Rowland Water District 562-697-1726

Walnut/ Diamond Bar Sheriff Station Unit Orders

3	<b>Reservoir 3 and 13</b> 3070 Blandford Drive	RD 2933 TG 679 B7	Rowland Water District 562-697-1726
4	<b>Reservoir 15</b> 2774 Carlton Place	RD 2933 TG 679 C7	Rowland Water District 562-697-1726
5	<b>Brea Canyon Cutoff Reservoir</b> 22005 Brea Canyon Cutoff	RD 2935 TG 679 E5	Walnut Valley Water District 909-595-1268
6	<b>Oakleaf Canyon Reservoir</b> 24005 Brea Canyon Cutoff	RD 2935 TG 679 F6	Walnut Valley Water District 909-595-1268
7	<b>Pepperdale Pump Station</b> 2300 Pepperdale Road	RD 2935 TG 679 E6	Walnut Valley Water District 909-595-1268
8	<b>Walnut Leaf Pump Station</b> 1700 Walnut Leaf Drive	RD 2937 TG 679 F4	Walnut Valley Water District 909-595-1268
9	<b>Reservoir 10 and Pump Station</b> 4000 Harbor Blvd	RD 2938 TG 708 H1	Rowland Water District 562-697-1726

10	<b>Reservoir 12 and Pump Station</b> 3400 Ashbourne Place	RD 2938 TG 708 J2	Rowland Water District 562-697-1726
11	<b>Reservoir 14</b> 18724 Vantage Point Drive	RD 2938 TG 709 B2	Rowland Water District 562-697-1726
12	<b>Zone 6 Pump Station</b> 18724 Vantage Point Drive	RD 2938 TG 709 A2	Rowland Water District 562-697-1726

60 Freeway: (Pomona Freeway) from Fullerton Rd. east to Phillips Road, City of Pomona

Union 76 Oil Fields: Brea Canyon Road/ Tonner Canyon Road (Orange County Line)

**• Station Order 17-057: Disaster Routes**

Disaster Routes are highways that have been identified by the Department of Public Works, Caltrans, and the Metropolitan Transportation Engineering Board. These roadways have been designated primary routes for ingress of resources and the egress of evacuees during disaster events.

EOP 2-1 (Earthquake Response Procedures) Annex I contains a list of all roadways in the County designated as Disaster Routes. The following list contained in this document is a sub-list, which contains only those Disaster Routes passing through Walnut/Diamond Bar Station’s service area, and our contact city, Pomona. The complete Annex I is attached for reference.

Immediately after an earthquake or other catastrophic disaster event, one of the priority tasks for field units is to check the condition of Disaster Routes and report the status of the routes to the Desk. In order to facilitate

this task, the Disaster Routes in Walnut/Diamond Bar Station's service area have been entered into the Critical Facilities List, accessible by MDT and MDCS. To facilitate field checks by station reporting districts (RD's), a Disaster Route in the MDCS list is divided into segments corresponding to each RD.

The intent of this list is to serve as a quick reference of the disaster routes pertaining to Walnut/Diamond Bar Station to facilitate planning and emergency operations.

**WALNUT/DIAMOND BAR SHERIFF'S STATION**

**DISASTER ROUTES**

**NORTH/SOUTH ROUTES**

**Brea Canyon Road/Grand Avenue**

From the Orange County Line to 10 Freeway, West Covina

**EAST/WEST ROUTES**

**Amar/ Temple Road**

From Nogales Street, Rowland Heights to Valley Blvd, Pomona

**Valley Boulevard**

From Nogales Street, Rowland Heights to Pomona Blvd, Pomona

**Colima Road/Golden Springs Drive**

From Azusa Avenue, Industry to Temple Avenue, Pomona

The following is the complete listing of Disaster Routes, EOP 2-1, Annex I:

DISASTER ROUTE ZONE #1 (East County)

NORTH / SOUTH	EAST / WEST
Greenwood/N. Montebello	Huntington Dr./Alosta/Base Line Rd.
Paramount	Arrow Hwy.
Rosemead	Ramona Blvd./E. Badillo
Norwalk Blvd.	St./W. Covina Parkway
Magnolia Ave./Peck Rd.	Cameron Ave.
Workman Mill Rd./Puente Ave.	Amar Rd.
Painter	Valley Blvd.
La Mirada Blvd./Colima Rd.	Halliburton Rd.
Francisquito	Colima Rd. & Golden Springs Dr.
Sunset	Whittier Blvd.
Hacienda Blvd./Vincent Ave.	Lambert

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Azusa Ave.	Mulberry
Brea Canyon Rd./Grand Ave.	Telegraph Rd.
Garey Ave.	Leffingwell Rd.
	Mills Ave./Claremont Blvd./Padua Ave.

All freeway on and off ramps that intersect with the above streets/highways.

DISASTER ROUTE ZONE #2 (North Central County)

NORTH / SOUTH

EAST / WEST

Vineland	Foothill Blvd.
Barnam Blvd. & Hollywood Way	Woodbury Rd. & New York Dr.
Angeles Crest Hwy.	E. Orange Grove Blvd.
Lincoln	Sierra Madre Blvd.
Fair Oaks	Colorado Blvd./Huntington Dr.
N. Marengo	E. California Blvd. & St.
Eastern/Los Robles	Pennsylvania Ave./Honolulu Ave./Verdugo
Garfield	Los Feliz Blvd. & Rd.
N. Lake	York Blvd./Pasadena
Allen	Mission/Monterey
Altadena Dr.	Hollywood Blvd. (also zone 3)
Rosemead Blvd.	Duarte Rd. (also zone 1)

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Baldwin	Main/LasTunas/Live Oak
Santa Anita	Arrow Hwy.
Peck Rd./Myrtle Ave.	N. Broadway
	Main St./Valley Blvd.
	Garvey Ave.

All freeway on and off ramps that intersect with the above streets/highways.

DISASTER ROUTE ZONE #3 (West County)

NORTH / SOUTH

EAST / WEST

Encinal Cyn. Rd.

Sesnon Blvd.

Dume & Kimberly Cyn. Rd., Kanan Rd.

Roxford St.

Malibu Cyn./Las Virgenes Cyn. Rd.

Polk St.

Topanga Cyn. Rd.

Foothill Blvd. (also zone 2)

Sepulveda Rd.

San Fernando Rd.

Valley Circle Blvd./Mulholland Dr.

San Fernando Mission Blvd.

Platt Ave./Woodlake Ave.

Devonshire St./Van Nuys Blvd.

Fallbrook Ave.

Nordoff St./Osborne St.

Canoga Ave.

Roscoe Blvd./Tuxford/La Tuna Cyn.

(also zone 2)

Desoto Ave.

Sherman Way

Winnetka Ave.

Victory Blvd.

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Tampa Ave.

Burbank Blvd.

Reseda Blvd.

Ventura Blvd.

DISASTER ROUTE ZONE #3 Continued (West County)

NORTH / SOUTH

EAST / WEST

Zelzah Ave.

Magnolia Blvd.

Balboa Blvd.

Moorpark St./Alameda Ave.

Woodly Ave.

Riverside Dr.

Sepulveda Blvd.

Western Ave.

Beverly Glen/Van Nuys Blvd.

Forest Lawn Dr.

Woodman Ave.

Glenoaks Blvd

Laurel Cyn. Blvd.

Arleta Ave.

Santa Monica Blvd.

San Vicente Blvd.

Beverly Blvd.

Wilshire Blvd.

Olympic Blvd.

Centinella Ave.

Pico Blvd.

Sunset Blvd./Macy St.

Venice Blvd.

Beverly Blvd./First

Washington Blvd.

Santa Barbara Ave.

Pacific Coast Hwy.

Jefferson Blvd. (also zone 4)

Ocean Ave./Nelson Way/Pacific Ave.

Exposition Blvd.

Abbot Kinney Blvd.

Santa Barbara Ave.

Vista Del Mar

Slauson Ave.

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Pershing Dr.	Florence Ave.
Lincoln Blvd.	Manchester/Firestone Blvd.
Sepulveda Blvd.	Century Blvd./M.L.K. Blvd.
Palos Verdes Dr. West	Imperial Hwy.
Aviation Blvd./La Cienega	El Segundo Blvd.
Hawthorne Blvd./La Brea	Rosecrans Ave.
Prairie Ave./La Cienega Blvd.	Manhattan Beach Blvd.
Crest Rd./Crenshaw Blvd.	Alondra Blvd.
Palos Verdes Dr. East/Crest Rd.	Redondo Beach Blvd.
Western Ave. (also zone 2)	Artesia Blvd.
Gaffey St./Normandie Ave.	Pier Ave./Aviation Blvd.
Vermont Ave./Hoover	Herondo St./Anita St./190th St.
Eagle Rock Blvd.	190th/Victoria
Figueroa/Verdugo/La Crescenta	Diamond St./Del Amo Blvd.
Canada/Central/Brand/S. Glendale	Torrance Blvd.
Earle St.	Carson St./Lincoln Ave.
Wilmington Blvd./Main St./Broadway	223rd/Wardlow
Avalon Blvd./San Pedro St.	Sepulveda/Willow
Central Ave.	Lomita Blvd.
Henry Ford Ave.	Pacific Coast Hwy.
Wilmington Blvd. (also zone 2 & 4)	Anaheim St.
Alameda St./N. Spring/Broadway	Summerland/Vincent
Santa Fe Ave.	Thomas Bridge/Seaside
Pacific Blvd./Long Beach Blvd.	Ocean Blvd./2nd St./Westminster

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Soto St.

New Dock St.

Susana Rd.

9th St.

Palos Verdes Dr. South/25th St.

S. Paseo Del Mar/Shepard

All freeway on and off ramps that intersect with the above streets/highways.

DISASTER ROUTE ZONE #4 (Southeast County)

NORTH / SOUTH

EAST / WEST

Pacific Ave.

SAME AS ZONE #3 EAST/WEST ROUTE

(See two previous pages)

Long Beach Blvd.

Atlantic Ave.

Alamitos/M.L.K. & California

Orange

Walnut

Cherry/Garfield/Eastern

Mednick/Monterey Pass Rd.

Paramount Blvd.

Redondo Ave.

Lakewood/Rosemead (also zone 1 & 2)

Los Coyotes Diagonal

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Clark

Bellflower Blvd. (Lakewood)

Woodruff

Studebaker

Pioneer

Los Alamitos

Norwalk

Bloomfield

Carmenita

Valley View

La Mirada Blvd.

All freeway on and off ramps that intersect with the above streets/highways.

DISASTER ROUTE ZONE #5 (North County)

NORTH / SOUTH

EAST / WEST

McBean Parkway

S. 138th/Ave. D

San Francisquito Cyn. Rd.

Ave. E

Bouquet Cyn. Rd.

Lancaster Rd.

Sierra Hwy.

Ave. G, H, I, J

San Cyn. Rd.

Elizabeth Lake Rd./Johnson Rd.

Johnson Rd./110th St. West

Ave. L, M, O, P

Walnut/ Diamond Bar Sheriff Station Unit Orders

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Soledad Cyn Rd.	Palmdale Blvd.
90th/50th/30th/10th St. West	Ave. R, S, T
Division St.	Pearblossom Hwy./Palmdale Rd.
20th/30th St. East	Sierra Hwy.
Angeles Forest Hwy.	Fort Tejon Rd.
Mt. Emma Rd.	Antelope Hwy.
47th/50th/87th/90th St. East	Big Pines Hwy.
Juniper Hills Rd.	Angeles Crest Hwy.
Longview Rd.	
140th St. East	
Bob's Gap Rd./160th St. East	
170th/190th/200th St. East	
Largo Vista Rd.	
240th St. East	

All freeway on and off ramps that intersect with the above streets/highways.

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• **Station Order 17-058: Critical Facilities/Deputy Daily Worksheet and Damage Assessment**

A primary responsibility of Law Enforcement immediately following any earthquake is to gather information. Resources cannot be rationally deployed to existing situations to minimize damage and/or loss of life, without accurate and timely information.

Each of the below listed **PRIMARY** Critical Facilities **MUST** be checked first for condition and damage assessment.

You would receive a call that would sound as follows: "Unit 291, 927C, Critical Facility #1, unit 291." You would then look on the Critical Facilities list, find the location of the facility and respond to that location. You would make an assessment of the facility and then look on the below listed damage description, along with the corresponding code, and follow up with an MDT message that would read as follows: "Unit 291, Critical Facility #1, TL." You will see that "TL" on your abbreviated code means 'Toxic Leak.'

After all Primary Critical Facilities have been checked and reported, each area unit will make an immediate **AREA (RD) WIDE ASSESSMENT.**

Some recommended areas of concern would be:

- Flood Control Systems
- Sewage Control Systems
- Large Fires
- Hazardous Materials Problems
- Dams
- Schools
- Railroad Crossings
- Any other sites which you feel are important

It will be **your** responsibility to maintain these Critical Facility Lists in your patrol vehicle and patrol box for use in an emergency and **shall** carry them with you while in the field.

You must also follow the instructions regarding the Deputy's Daily Worksheet, see listed below.

## CRITICAL FACILITIES

## DEPUTY DAILY WORKSHEET INSTRUCTIONS

Following a major disaster, one of the largest problems that must be dealt with by Government Agencies, is justifying the operational cost recovery from Federal and State Relief Agencies. In order to facilitate this process, several additional entries will be required on your MDT.

The following procedures will be instituted immediately upon the activation of the Critical Facilities Plan, or during any job related function required by a major operation or disaster:

1. Upon receiving your first call regarding the Critical Facilities List, a major operation or disaster, enter the statistical code **781** in the clearance field.
  
2. Before beginning the Damage Survey of a major operation or disaster, you must record the below listed items in the narrative section of your MDT:
  - A. Make and Type of your vehicle, i.e. Ford sedan, etc.
  - B. Last three digits of your vehicle's odometer (ignore tenths).
  - C. Your rank, i.e. Deputy Generalist, B-1, Sgt., Lt, etc.
  - D. Your vehicle's ending mileage.

Note - All of the above need only be listed in your first entry of the incident with the exception of (D) ending mileage.

**DAMAGE ASSESSMENT ABBREVIATED CODES**

**DAMAGE DESCRIPTION**

**DAMAGE CODE**

NO DAMAGE

ND

Walnut/ Diamond Bar Sheriff Station Unit Orders

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MINOR DAMAGE MD

SEVERE DAMAGE SD

FIRE DAMAGE FD

CASUALTIES OBSERVED CO

**DAMAGE ASSESSMENT ABBREVIATED CODES, CONT.**

TOXIC LEAK TL

DAM LEAK DL

DAM FAILURE DF

FLOODING FL

CRACKS IN ROADWAY CR

ROAD CLOSURE RC

OVERPASS COLLAPSE OC

LANDSLIDE LS

TRAIN DERAILMENT TD

POWERLINE DOWN PD

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• **Station Order 17-064: Contract Critical Facilities and Disaster Routes**

The purpose of this order is to establish a uniform guideline for Critical Facilities checks in regards to Homeland Security issues.

It should be the responsibility of the Watch Commander to ensure compliance with this order.

The key consideration in checking the station's area for problems is to initially assess a **limited** number of predesignated locations know as critical facilities. A critical facility is one of the following.

**PRIMARY CRITICAL FACILITIES:**

High Occupancy Structures:

Any facility which, depending upon the time of day, may contain a large number of people, e.g., shopping malls, high rise buildings, universities/ colleges, sporting arenas, multi-story public schools and hospitals.

**Disaster Routes:**

Are highways which have been identified by the Department of Public Works, Caltrans, and the Metropolitan

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Transportation Engineering Board. These routes have been designated to serve as primary routes for ingress of resources and the egress of evacuees. The assessment of these routes is designed to reveal those pathways which are either unaffected by the event and can therefore be utilized immediately or, if all have been impacted and areas are isolated, then those routes which can be cleared with the MINIMUM of effort. (Also refer to Section 2-1/070.15 of this EOP>

**SECONDARY CRITICAL FACILITY:**

**Governmental Building/ Facilities:**

City Halls, Department of Public Social Services facilities, Courts, etc.

Any other location of concern to your station or the community which no other discipline checks, and/or a critical building/structure in which management have no method in place for providing information to Station or County EOC.

NOTE: Public Schools elementary through high school have been instructed to report to the School District Headquarters. The Headquarters will report to the local Sheriff Station or City EOC in who=s jurisdiction the District Headquarters is located (this does not supersede the law requiring districts to report to the County Office of Education). If a District Headquarters is in the unincorporated area, they will report to the local Sheriff Station. (If in a contact or contract city, they will report to City EOC and the city EOC shall forward the information to the appropriate Sheriff Station). Sheriff Stations are ultimately responsible for collecting this information and for making proper evaluation of this District's needs.

Sheriff stations shall be prepared to respond to the need of the District, which may include making requests through the DOC/CEOC.

Critical Facilities shall be listed by reporting district (RD) and a copy of the list shall be maintained in each radio car. Once the order to check all Critical Facilities has been given, they shall be checked by the area car (s) assigned to the specific reporting district(s).

In the case of more than one field unit assigned to a reporting district, the field units shall communicate and mutually coordinate an appropriate division of the reporting district. The deputy shall log the Critical Facility checked and a description of the facility/locations damage.

Critical facility's information shall be reported to the DOC. At the conclusion of the Critical Facilities check, the field units shall conduct a General Area Survey, as described in Section 2-1/070.20 of the Department's EOP.

When the Department is placed on a heightened state of awareness and stations are required to check Critical Facilities on each shift, the following procedures will be followed to ensure accountability.

The Watch commander shall be responsible for overseeing the operation and to ensure that at least 7 critical facilities are checked per shift. These shall be prioritized based on their importance to homeland security and relative likelihood of attack. An entry shall be made in the watch commander's log noting that the checks were made, the numerical designator of the facility as noted on the Critical Facilities List, and the time of completion. All incidents at these facilities (i.e., suspicious activity, damage, threats received, etc.) shall also be documented in the Watch Commander's Log. In addition, the watch commander shall make any required city notifications.

The watch deputy shall ensure that all critical facilities are checked prior to the end of the shift. The watch deputy shall monitor the critical facility checks, ensuring that the checks are made in a timely manner. The watch deputy shall maintain a check off list, keeping it updated with the status of each facility as it is checked and submit the completed list to the watch commander.

Any incidents or suspicious activity shall be reported to the Watch commander. The watch deputy shall also keep all facilities updated in the Computer Aided Dispatch System (CAD). The watch deputy will be able to review all critical facility checks by conducting an incident search. The search is compiled by placing the clearance code "850" in the clearance code field.

The dispatcher shall assign one field deputy from each city to make patrol checks of their cities respective critical facilities. The dispatcher shall ensure that the field deputies are not assigned any calls for service, with the exception of Emergent calls, until the checks are completed.

The assigned field deputy shall make patrol checks of all critical facilities in their respective city without delay. All attempts should be made to complete the primary checks prior to the secondary checks. Field deputies shall create an observation, "obs," on the Mobile Digital Terminal for each facility checked. The address of the location, the facility name and the code "924" shall be entered into the "obs" format. All facility checks shall be cleared using an "850" statistical clearance code. The clearance narrative shall include the facility number (i.e.,

primary #3, secondary #5) and the status code (i.e., ND– no damage). Any suspicious activity or package, threats received, damage noted, etc. shall be reported to the watch deputy immediately. Non-emergent calls, details and observations should not be routinely made prior to the completion of the checks. Emergent calls may be handled by assigned deputies if the need arises.

The Critical Facilities Lis will be stored in the trunk of every patrol vehicle inside a metal container. Additionally, the Critical Facilities List will be available on the Computer Aided Dispatch system via the MDT. To obtain the critical facilities in a given reporting district, type “CRIT” and RD (i.e. CRIT 2913) and the RD (i.e. CRIT 2913) and push the “send” key. All critical facilities for that RD will be displayed.

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### • **Station Order 18-001: Protected Wildlife on Station Grounds**

Each year during the month of March, wild swallows begin arriving at the Walnut/Diamond Bar Sheriff's station. The migratory swallows are insect eaters. A flock of swallows requires 6,000 flies a day to survive. Mud, cliff and barn swallows eat bluebottles, houseflies, bees, hoverflies, mayflies, and moth caterpillars. Migrating swallows can fly around 200 miles a day and can fly at speeds of anywhere between 17 and 35 miles per hour.

These amazing birds come back yearly to the same nests that are built in numerous locations on the stations walls. The birds have made Walnut/Diamond Bar Station their home for many years.

Female swallows will lay between three and six eggs at a time. Swallow egg-laying usually occurs between the months of March through June. Swallow babies can fly from the nest 17 to 25 days after hatching. By the end of September, all mud swallow nests will usually be empty as the swallows have headed south.

All swallows and their nests are fully protected under the “Migratory Bird Treaty Act of 1918” by state and federal regulations. It is illegal for any person to intentionally kill, injure, take, possess, transport, sell, or purchase them or their parts. It is illegal to intentionally destroy nests with eggs or the young of a swallow. If an adult swallow is occupying a half-built nest, or a fully built nest without eggs, then the law protects it.

Therefore, all station personnel are directed to not disturb these nests, eggs, or birds. The U.S. Fish and Wildlife Service, California Fish and Wildlife, and Los Angeles County Animal Control should be contacted for guidance for removals of inactive nests or removal of injured wildlife.

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### • **Station Order 19-001: Victim Assistance Pamphlet**

**PURPOSE OF ORDER:**

To establish station procedures for the issuance of a victim's assistance pamphlet to victims of domestic violence within our station jurisdiction..

**SCOPE OF ORDER:**

This order applies to all personnel involved in patrol operations who respond to or investigate any domestic violence incidents within the Walnut/Diamond Bar Station jurisdiction.

The handling deputy at a domestic violence incident currently provides the victim with a Family Abuse Intervention Resource (FAIR) brochure, and the Victim Information Notification Everyday (VINE) brochure. The deputy also documents in the incident report that the FAIR and VINE brochures were given to the victim.

Effective January 01, 2020, an additional brochure shall be provided to the victim at any domestic violence incident. The brochure is titled "Victim's Assistance" and is specific to the area patrolled by Walnut/Diamond Bar station.

The "Victim's Assistance" brochure contains the phone numbers to local hotlines and treatment facilities that are dedicated to helping families and persons in crisis. The brochure is similar in function to the F.A.I.R. pamphlet, however, the information is much more localized to our station area and also includes local church groups willing to provide assistance.

**Field Deputies' Responsibilities:**

When handling a domestic violence incident, the deputy shall:

- Provide the Victim's Assistance pamphlet to the victim;

- Explain the pamphlet to the victim;
- If an incident report is written, document in the incident report that a Victim's Assistance pamphlet was given to the victim.

**Field Sergeant/Watch Sergeant's Responsibilities:**

- The approving sergeant shall ensure the deputy's report documents the issuance of the Victim's Assistance pamphlet

**Station Detectives' Responsibilities:**

When investigating a domestic violence incident, the detective shall:

- Ensure the victim received a Victim's Assistance Pamphlet;
- Inquire whether resources in the pamphlet were utilized;
- Document the results in the detective case file notes.

**Detective Bureau Supervisor Responsibilities:**

When completing the case file review, the detective bureau supervisor shall:

Ensure the detective case notes reference both the Victim's Assistance pamphlet and whether resources

were utilized by the victim.

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