

## Crescenta Valley Station Unit Orders

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- **Unit Order #1 - Watch Briefing Procedure**

### Los Angeles County Sheriff's Department

#### CRESCENTA VALLEY STATION

UNIT ORDER # 1

#### WATCH BRIEFING PROCEDURE

It is the policy of the Crescenta Valley Station that Watch Briefing material will be divided into two (2) categories, Indexed and Non-Indexed. Indexed briefings will include all training and procedural bulletins that are of lasting importance. Briefings of only temporary value will be designated as Non-Indexed.

All Non-Indexed briefings will bear the name of the writer as well as the initials of the Watch Sergeant or Watch Commander approving the briefing.

All Indexed briefing material will also require the name of the writer, and shall be submitted to the Operations Lieutenant for the Captain's approval and for assignment of an index number by the Supervising Station Clerk. Once approved, the Supervising Station Clerk will cause the new Indexed briefing to be typed and distributed to the Captain, Operations Lieutenant, all Lieutenants, Operations Sergeant, all patrol Sergeants, Watch Deputy, Detective Bureau and such distributions as noted on the form.

A copy of all briefings will also be placed in the Watch Briefing Book maintained in the Secretary's and Crescenta Valley Station Watch Sergeant's Office Station Briefing Book.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/16/2008)

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- **Unit Order #2 - County Wide Warrant Service**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 2

**COUNTY WIDE WARRANT SERVICE**

It is the policy of the Crescenta Valley Station that patrol shall assist with Due Diligence warrant service. The service of these warrants shall not interfere with the normal operation of the station. To facilitate this order, the following system has been implemented.

The Detective Bureau Sergeant shall be tasked with this collateral and he/she will maintain a file of all warrants provided and/or served. This file shall be maintained and warrants verified by the Detective Bureau Secretary. The file will be kept in the Detective Bureau records office for the ready reference, (refer to MPP 5-07/110.55). Prior to any arrest warrant service, a completed check shall be made of the individual who is named in the warrant by handling deputies. Other checks may be completed as deemed necessary by the field sergeant responsible for the arrest warrant operation. Deputies shall also adhere to Search/Arrest Warrant procedures as outlined in MPP 5-07/060.15, 5-03/170.05, 5-09/465.50 and 5-09/465.

**PROCEDURES FOR SERVICE OF DUE DILIGENCE ARREST WARRANTS**

**Field Sergeants or handling deputies responsible for the arrest warrant operation may conduct other checks as deemed necessary. All responsible personnel shall also adhere to procedures set forth by MPP 5-03/170.05, 5-07/060.15 and 5-09/465.50. Misdemeanor warrants shall not be served between 2200 hours and 0600 hours unless the warrant is endorsed for Night Service, or the arrest is made in a public place.**

Warrants for individuals living outside the area may be served with the prior approval of the appropriate shift Watch Commander. When serving arrest warrants outside the station area, personnel shall follow procedures as set forth in sections 5-07/060.05 and 5-09/480.00 of the Policy and Procedures Manual regarding notification to outside police agencies prior to entering their jurisdiction.

We must remember that the arrest of a suspect is never more important than the safety of department personnel and non-involved citizens. **Whenever the situation escalates beyond the ability for the on-scene personnel, the arrest warrant operation shall be abandoned.**

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/16/2008)

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## • Unit Order #3 - Station Tours

Los Angeles County Sheriff's Department

## **CRESCENTA VALLEY STATION**

### **UNIT ORDER # 3**

### **STATION TOURS**

It is the policy of the Crescenta Valley Station that station tours and visitors are to be encouraged particularly regarding tours by organized groups. Requests for small tours shall be referred to Community Relations. Community Relations personnel shall schedule a tour in the "Ride-A-Long" reservation book, which is kept in the desk area. Community Relations personnel shall not schedule more than one tour per week.

When a formal or large tour is scheduled, the Watch Sergeant shall notify Sheriff's Headquarters Bureau (323-526-5541) and advise them of the requesting organization and date of the tour. Sheriff's Headquarters Bureau personnel will then prepare a Public Appearance Form (SH-AD 177) "Blue Slip" and forward it to the station.

Upon receipt of this form, it shall be placed in the Sergeant's Tour Book. When a volunteer is assigned to conduct the tour, he or she will complete the form and return the original to Sheriff's Headquarter's Bureau. A copy of the "Blue Slip" will be forwarded to the Captain's Secretary for filling.

Prior to beginning a tour, an announcement shall be made over the public address system to alert the station personnel, particularly in the kitchen and assembly rooms, regarding the impending tour.

Absent prior authorization, the size of the tour shall be restricted to no more than 25 persons at one time.

Tours in the jail area shall be restricted to unoccupied areas only.

Tour groups shall not be allowed to physically enter the station armory but may visually observe the area and some of the contents as deemed appropriate.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/08/2013)

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## • Unit Order #4 - Vehicle Fleet Tracking and Usage

Los Angeles County Sheriff's Department

### CRESCENTA VALLEY STATION

#### UNIT ORDER # 4

### VEHICLE FLEET TRACKING AND USAGE

It is the policy of the Crescenta Valley Station that all vehicles assigned to the Unit shall be tracked on a daily basis. To facilitate this order, the following procedures have been put into place:

#### VEHICLE USE

Per Manual Section 3-01/090-.05, "A member shall not use a county vehicle without the knowledge or permission of his supervisor." As this section relates to Crescenta Valley Station, the approving supervisor shall hold the rank of Sergeant or above.

#### ROUTINE PATROL VEHICLE USE

Deputies shall use their assigned vehicle unless a change is authorized by the watch sergeant. Vehicle assignments shall not be changed without prior approval by the watch sergeant or appropriate field sergeant. Prior to use, all shift personnel driving a county vehicle shall completely and accurately fill out the Tour of Duty slip and submit it to either a field sergeant or the watch sergeant for approval.

Any driver discovering what appears to be fresh damage during the routine vehicle check shall immediately

make a verbal report of the damage to the watch sergeant. The watch sergeant shall personally inspect the alleged fresh damage and inspect prior Tour of Duty slips for the involved vehicle. This will ensure that the damage is in fact new and has not been previously reported. If the watch sergeant determines that the damage is new, he/she shall instruct the notifying driver to submit a memorandum detailing the discovery of the damage. The watch sergeant shall also ensure that the damaged area is photographed as soon as possible.

All identified unreported damage shall be documented per Department Policy by the individual Department member who has observed/reported the damage. Generally, it is not required that the reporting member list themselves as the “driver” of the vehicle for this part of the reporting process, since doing so would add an unnecessary and unwarranted entry into the individual’s PPI.

After completing a preliminary inquiry into the new and previously unreported damage, the watch sergeant shall notify the watch commander of the circumstances, along with a recommendation as to whether or not a unit level inquiry is warranted.

**It cannot be stressed strongly enough that any Department member who damages a county vehicle, or who has the vehicle damaged in any manner during their tour of duty, and who subsequently fails to follow Department reporting requirements shall be subject to discipline.**

#### UNIT ORDER #4

#### TOUR OF DUTY SLIPS

All personnel scheduled to use a county vehicle during their shift shall complete a Tour of Duty slip and submit it either to the watch sergeant or appropriate field sergeant **prior** to using the vehicle. All Tour of Duty slips received shall be inspected for accuracy/completeness. The approved forms shall then be filed by vehicle number for reference as may be needed. During the inspection process of the Tour of Duty slips, the watch sergeant shall compare the newly submitted slip with the one submitted from the shift prior for that same vehicle. If any discrepancies are noted between the two slips (i.e. new and previously reported damage), the watch sergeant shall immediately conduct an inquiry into the circumstances. If warranted, the watch sergeant shall notify the watch commander of the situation with a recommendation as to whether or not further inquiry is required.

The watch commander shall monitor this process to ensure compliance. Additionally, the watch commander, the watch sergeant and the field sergeants shall make periodic checks of the vehicles in the fleet (at least once per week). As deemed necessary, any noted damage to a vehicle shall be compared to the most recent Tour of Duty slip.

**NOTE: Under no circumstances shall a Department member use any vehicle assigned to Crescenta Valley Station without first obtaining permission from the watch sergeant *and* completing a Tour of Duty slip for the vehicle they intend to use.**

#### COMPLETION OF VEHICLE USE

Vehicles are expected to be returned to the lower parking lot, clean and with a full fuel tank. All trash will be

removed from the interior. Weapons (shotgun, rifle, stun-bag, taser) will not be left with the vehicle, unless it is a physical handoff to the next assigned deputy. Radio batteries will be returned to the dispatcher. Outside of regular shift assignment, the Watch Sergeant will be advised of the vehicle's return.

### **WATCH SERGEANT RESPONSIBILITY**

In addition to the duties noted above, the watch sergeant shall be responsible for maintaining and updating the Fleet Status Board in a timely manner. The Fleet Status Board tracks the status of all Patrol, Search and Rescue, and other specific vehicles assigned to the Crescenta Valley Station.

Under normal circumstances, when a vehicle is being used in its intended capacity, no action is needed regarding the "status" of that particular vehicle. When a vehicle is checked out or is otherwise unavailable, however, the information is to be noted:

1. The driver's name, purpose and estimated time of return will be written adjacent to the vehicle number. (i.e. Smith/GLN Court/1200)
2. If the vehicle is down for repair, the problem will be noted adjacent to the vehicle number. (i.e. trans / radio / flat / dealer / etc.)
3. Vehicles reserved for a special detail will have the name, date, time noted adjacent to the vehicle number. (i.e. Rose Parade 12/30 1800)

### **UNIT ORDER #4**

The watch sergeant shall assure that personnel are using their assigned vehicle.

### **VEHICLE REPAIR ORDERS**

Vehicle repair orders shall be made available on the lower right corner of the Fleet Status Board. They are to be completed in triplicate with one copy going to the watch sergeant, one to the fleet law enforcement technician (LET) and one to be left on the dashboard of the vehicle. This distribution also applies radio / MDT-MDC repairs (which are reported on-line).

### **NON-PATROL VEHICLE USE**

Arrangements for the use of vehicles assigned to the Detective Bureau, Reserves, or other details with vehicles assigned exclusively for their use shall be made directly through the supervisor of the particular detail in question. No Department member shall use or attempt to use any of the above listed vehicles without first obtaining specific permission to do so.

Permission to use one of the above listed vehicles after normal business hours shall be obtained from the watch sergeant prior to any attempted use. Additionally, the driver of any vehicle listed above who has obtained permission to use a particular vehicle shall complete and submit a Tour of Duty slip for that vehicle before its use. The approved slip shall be forwarded to the detail having responsibility for the vehicle. There will be no exceptions to this order unless specifically approved by the watch commander.

### **FLEET SERGEANT RESPONSIBILITY**

The Fleet Sergeant shall maintain a file of all vehicles assigned to Crescenta Valley Station. The file shall contain any information, including damage reports and photographs of each individual vehicle. These reports and photos will assist any inquiry into whether or not any observed damage is "unreported". If any damage is determined to be previously unreported, the Fleet Sergeant shall immediately initiate an inquiry into the matter which shall include an attempt to determine who is responsible for the damage.

### **FLEET LIEUTENANT RESPONSIBILITY**

The Fleet Lieutenant shall monitor the overall fleet program, ensure that the various assigned responsibilities are being carried out, and ensure that the vehicle fleet is being properly and adequately tracked and supervised. The Fleet Lieutenant will also ensure that any necessary changes to this Unit Order are made and approved by the Unit Commander in a timely manner.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 02/20/2013)

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### **• Unit Order #5 - Rescinded**

Rescinded

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### **• Unit Order #6 - Paid Movie Assignments**

**Los Angeles County Sheriff's Department**



## **CRESCENTA VALLEY STATION**

### UNIT ORDER # 6

### **PAID MOVIE ASSIGNMENTS**

It is the policy of the Crescenta Valley Station that personnel working paid movie assignments adhere to the following procedures:

1. All personnel who wish to be considered for a paid movie assignment shall immediately submit a memorandum to the Scheduling and Training Sergeant. Personnel on training status may submit a memorandum regarding working movie assignments, but they will not be considered until successful completion of their field training program.
2. The Scheduling and Training Sergeant shall maintain an assignment roster of personnel desiring movie assignments. Personnel will be offered these assignments on a rotating basis which includes all three shifts. Should an available assignment conflict with scheduling and/or training requirements, the involved personnel shall be given the next available assignment. Should an individual decline a particular movie assignment, their name will rotate to the bottom of the rotation list for future consideration of movie assignments.
3. When movie assignments are received, the Scheduling and Training Sergeant shall review the request and the availability of personnel. No assignment, or combination of assignments of a scheduled shift shall be of such duration that an assigned deputies safety would be endangered. Extended assignments will be given only to personnel who are on a scheduled regular day off. Assignments shall not be split into shifts except as a last resort. This is due to only one 4-hour minimum being allowed for a split position assignment. The second deputy involved in a split assignment has no minimum number of hours warranty.
4. Personnel shall arrive on time for an assignment. If the film company is not at the designated location, the deputy shall remain at the location and have the station desk contact Sheriff's Headquarters Bureau. Personnel will not leave the predesignated site unless directed to do so by Sheriff's Headquarters Bureau.
5. When submitting for overtime regarding a movie job assignment, the following information must be included:
  - a. The Private Entity Contract number (P.E.C.)
  - b. The vehicle type, number, and mileage driven by the deputy.
  - c. The production company name and shooting site.
  - d. The overtime must be designated as "Voluntary."
6. Completed overtime slips shall be submitted to the Scheduling and Training Sergeant, who shall review the completed slips for accuracy and then submit them for final approval. The Scheduling and Training Sergeant shall forward a memorandum to the Contract Law Enforcement Bureau for billing purposes.
7. Any questions regarding movie job assignments shall be brought to the attention of the Scheduling and Training Sergeant during normal business hours.

8. These guidelines are intended to ensure that all movie job assignments are fairly distributed among all interested personnel. Any variation to this Unit Order must be approved by the Scheduling and Training Lieutenant.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/17/2008)

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## • Unit Order #7 - Telephone Procedures

### Los Angeles County Sheriff's Department

#### CRESCENTA VALLEY STATION

UNIT ORDER # 7

#### TELEPHONE PROCEDURES

It is the policy of the Crescenta Valley Station that personnel shall handle all telephone contacts in an efficient and professional manner. To ensure compliance with this policy, this Unit Order has been implemented. For

many citizens, their only contact with law enforcement will be over the telephone. Establishing and maintaining good public relations and fostering a professional image is the responsibility of all department personnel. The manner in which a caller is handled will have a direct effect on how the individual perceives us and how we do our job.

### Incoming Calls

All incoming calls shall be answered promptly and professionally. Personnel shall be courteous in their demeanor at all times. Personnel shall properly identify themselves and the Unit being called. Ideally, the following three phrases will be used when answering the phone:

1. Crescenta Valley Sheriff's Station;
2. Your Rank and Name; (LET Personnel shall refer to themselves as "Officer")
3. "How may I help you?"

It is well understood that under certain given circumstances, personnel may not be in the position to parrot each word of the greeting in the exact order and terminology. The above referenced greeting is to be considered a guideline for phone-answering demeanor. The most important factor to remember is that personnel interacting with the public over the phone shall always be professional and courteous. There is absolutely no excuse for being rude or abrupt when dealing with the public.

### Emergency Calls

Emergency calls shall take priority over all other calls. Although most emergency calls are now routed via the 911 system, some emergency calls for service are still received via our regular business line. Routine calls shall be placed on hold until each new incoming call is answered to determine whether or not if any are of an emergent nature. Emergency calls received over the regular business lines **SHALL NOT** be transferred.

If another agency has jurisdiction over the area where the emergency is taking place, personnel shall obtain all necessary information and advise the caller that the appropriate agency will be notified.

Emergency calls received via the 911 system may be transferred to the appropriate agency by depressing the appropriate transfer button on the Transfer Console, or by manually transferring the call in the manner described in the "Public Safety Answering Point" user guide.

When an emergency call is received via the 911 system which involves a traffic accident, personnel will notify not only the fire department, but the California Highway Patrol as well.

Both the Fire Department and CHP shall be advised as to whether or not we are dispatching a unit to the scene. Any question regarding agency jurisdiction over an emergency call shall be resolved by dispatching a field unit to the scene.

### Transferring Phone Calls

Professionalism and efficiency are the driving forces that reflect greatly on our service to the community. The

manner in which we conduct ourselves on the telephone has a lasting impression on our organization and, therefore, each of us must consider the following prescribed procedures for all calls to the station. Certainly the volume of activity on the desk will dictate if this procedure can be done with each incoming call, every effort to follow the procedures below shall be weighed against high call volume and/or urgent radio traffic.

When a caller asks to speak to the Watch Commander or Watch Sergeant, you shall remain on the line during the transfer to ascertain if the line is picked up. Desk personnel should then announce the transfer before releasing the call. If the line is not picked up, desk personnel should advise the caller, then if requested, place the call on hold while the Watch Commander or Watch Sergeant is paged. If the caller desires, the call may be forwarded to the voice mail system at any time during this process.

### **Outgoing Calls**

County phones shall be used for County business only. Absent an emergent situation and/or authorization from a supervisor holding the permanent rank of Sergeant or above, personal calls shall not be made on county phone equipment. Personnel making outgoing business calls shall use the SETS or other tie lines whenever possible. Personnel shall plan all calls before placing them in order to avoid unnecessary phone expenses. Once the individual or unit has been contacted, personnel shall properly identify themselves and state the reason for the call.

**NOTE:** The station telephone bills are routinely audited. Any noted abuse of the County phone system may result in a requirement to reimburse the County for the expense incurred, as well subject the caller to disciplinary action.

### **Toll and/or Long Distance Calls**

Normally, personnel holding the rank of Captain or above are authorized to make any toll or long distance call they determine to be necessary. Personnel holding the rank of Lieutenant are authorized to make calls anywhere within the state of California. Deputy and Sergeant personnel are authorized to make calls within the contiguous counties of Orange, San Bernardino, Riverside, Ventura, and Kern. Other Department members are authorized to make toll calls only to other Sheriff's facilities and other government agencies within Los Angeles County.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/17/2008)

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- **Unit Order #8 - Rescinded**

Rescinded

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- **Unit Order #9 - Stop Stick Deployment**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 9

**STOP STICK DEPLOYMENT POLICY**

Crescenta Valley Station no longer has "Spike Strips" in its inventory. These devices have been replaced with the "Stop Stick" device. This unit order has been revised to establish station policy regarding the deployment of these devices.

It is the policy of the Crescenta Valley Station that Stop Sticks shall be deployed in the field for use in cases of a pursuit or other instances when it is imperative to stop a vehicle's progress.

The Stop Sticks shall be readily available in those vehicles that have Stop Sticks permanently mounted in the vehicle's trunk. Deputy personnel shall not remove the Stop Sticks from a vehicle which has the device installed unless the removal is required for deployment or training. All deputies assigned to the field shall be trained in the proper use of the Stop Stick. In cases where a deputy has not been trained and he/she is working one of the deployment units, the Stop Stick shall remain in the unit. The untrained deputy shall not utilize the Stop Stick in a pursuit without a trained deputy assisting.

The Stop Stick device is **significantly different** in design from the previous Road Spike device. The Stop Stick utilizes a tether-based employment system. This presents **unique officer safety issues** not found with

the remote control employment of the Road Spikes.

The design of the tether-based Stop Stick requires that employing personnel be in **closer proximity** to the suspect vehicle than was necessary with the Road Spike. Personnel **shall use protective cover** to protect themselves from the suspect vehicle.

**Note: A patrol vehicle does not provide adequate cover or protection and as such should be avoided. This type of cover or protection is highly discouraged.**

Deputy personnel should note the presence of the Stop Stick on their DDWs and Vehicle Inspection slip at the beginning of their assigned shift. Any damaged or unusable Stop Sticks should be brought to the attention of the watch sergeant.

This Unit Order is intended to compliment Field Operations Directive 98-10, "Spike Strips," until such time when "Spike Strips" are no longer in service and the FOD is revised.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 06/03/2008)

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## • Unit Order #11 - After Hours Detective

Los Angeles County Sheriff's Department

CRESCENTA VALLEY STATION

UNIT ORDER # 11

## **AFTER HOURS DUTY DETECTIVE**

It is the policy of the Crescenta Valley Station that a station detective shall be available for serious or complicated felony cases requiring bail enhancement, search warrants, interview prior to bailout, or any other instance which field personnel believe will be enhanced by input from a station detective. Detective Bureau personnel are available for consultation after hours and on weekends, and may be called, with the approval of the Watch Commander and the Detective Commander, for guidance with complicated cases, assistance on search or Ramey warrants, advise, or juvenile matters. The Detective Commander shall be contacted prior to contacting detective personnel and will determine which designated Detective will respond or just be contacted telephonically.

When notified, the designated detective will evaluate the case, determine whether an interview is necessary and ascertain from the time of arrest and charge, when the case must be filed. If necessary, the designated Detective will respond to the station to handle the case. While detectives are on a flex schedule, overtime (if necessary) shall be pre-approved by either the D.B. Commander or the on duty Watch Commander.

The Detective Commander will be available and can be reached either at home or by cell phone as needed for consultation.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 02/14/2013)

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## **• Unit Order #12 - Towing The Radar Trailer and Other Trailers**

**Los Angeles County Sheriff's Department**

## **CRESCENTA VALLEY STATION**

UNIT ORDER # 12

### **TOWING THE RADAR TRAILER AND OTHER TRAILERS**

It is the policy of the Crescenta Valley Station that all safety rules shall apply when department members are towing trailers. In all instances when trailers are to be towed the appropriate safety pins and safety chains shall be attached to the tow vehicles. The chain should have only enough slack in it to enable the tow vehicle to turn all corners. Under no circumstances shall there be enough slack in the safety chain that the tongue of the trailer would drag on the roadway if it were to bounce off the trailer hitch. All trailers hitches shall be secured to the towing ball with the appropriate safety pin when the trailer hitch is designed to utilize a safety pin.

The Radar Trailer shall have two safety pins in order to ensure safe towing. One safety pin is in the draw bar



which attaches to the tow hitch. The other safety pin is utilized in the trailer hitch/ball portion of the trailer. Both safety pins shall be utilized in the towing. The safety chain must also be secured in such a manner that the towing tongue could not drag on the ground if the towing tongue should become detached from the towing ball.

As always, good driving habits shall be expected from a department member who is towing a department trailer. A vehicle towing a trailer should be driven slowly if road conditions such as heavy traffic, uneven surfaces, and right and left turning maneuvers are experienced.

**NOTE:**

**THE RADAR TRAILER CONTAINS CALIBRATED EQUIPMENT AND IS FRAGILE.**

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/17/2008)

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Date Approved

- **Unit Order #13 - Property and Evidence**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 13

**PROPERTY AND EVIDENCE**

It is the policy of the Crescenta Valley Station that all Department Policy and Procedures with regards to

evidence and property shall be adhered to.

The property custodian shall assume responsibility for the security and accountability of all property and evidence during day shift, Monday through Friday. At all other times, the Watch Sergeant shall be responsible. All deputies shall have the Watch Sergeant check all property or evidence to ensure compliance with proper procedures, prior to storing it in the evidence locker. Keys to the interim evidence locker shall only be maintained by the Property Custodian or the Watch Sergeant. The keys to the outside evidence locker will be maintained ONLY by the Property Custodian. In the Property Custodians's absence, the key shall be kept in the Watch Commander's safe in a sealed envelope.

Three areas will be maintained for evidence:

1. Station Safe
2. Inside Evidence Locker
3. Outside Property Room

Security and control of the various areas will be maintained as follows:

## **STATION SAFE**

The station safe is located in the Watch Commander's Office, and it shall be the responsibility of the Watch Commander to enter or remove property from the safe. Only the Watch Commander can authorize money or valuables, that are not part of a reportable incident, to be kept in the safe.

All property of great value, money, counterfeit money, jewelry, etc. which are brought to the station as a result of a reportable incident, will be booked into the station safe. Prisoners' money (\$400.00 and over) will also be placed in the safe.

When any property is placed into or removed from the station safe, the appropriate entry shall be made in the

Safe Ledger by the person entering or removing that property.

The safe combination is to be changed at regular intervals, especially when key personnel have been reassigned. Maximum time between combination changes shall be three years.

## **PROPERTY/EVIDENCE ROOMS**

**ALL** incoming property or evidence shall be logged in the Master Property Control Ledger. Property/Evidence shall be placed in either the inside or outside property/evidence rooms for storage, depending on the size and/or type (i.e., hazardous material) of the item.

## **BICYCLE RACK**

Keys to the outside bicycle rack will be maintained by the Property Custodian or the Watch Sergeant. Bicycles held as found, recovered, or evidence shall be tagged as such, logged in the Master Property Control Ledger, and will be stored in the outside property room interim area.

## **NARCOTICS**

All appropriate narcotic evidence shall be placed in the "Narcotics Bureau Evidence Envelopes", SH-CR-433. Arresting officers will seal the flap of the envelope by removing both of the white strips, folding the flap over and initialing the flap edge. All existing narcotics evidence procedures shall be followed including the completion of the lab receipt and photo card. All narcotic evidence will then be placed in the "Narco Mailbox" inside the inside evidence locker. Paraphernalia will be placed on the counter in the inside evidence locker for the Property Custodian. The only exception will be "PCP" or other dangerous narcotic chemicals, which shall be packaged per Department directives, and placed in the outside mailbox, which is outside the jail door. All narcotics evidence will be entered into the Master Property Control Ledger in the Watch Sergeant's office indicating the lab receipt number in the narrative of the entry.

## **RELEASE OF PROPERTY**

1. Property or evidence will only be released by the station Property Custodian, the assigned Detective or the Property Custodian's designated relief. Exceptions to this rule shall be made by the Watch Commander only under the most extreme circumstances.
2. Citizens inquiring about the release of property shall be referred to the assigned Detective or Property Custodian.
3. The evidence keys shall not be released to anyone other than the Property Custodian.

These procedures are necessary to ensure adequate tracking, control and accountability. Watch Commanders and Watch Sergeants will be held responsible for seeing that this directive is adhered to.

## **WRITING IN THE EVIDENCE BOOK**

All entries made in the book are to be in ball point ink. If a mistake is made, the entry can be lined out by one single line through the error, and writing in the right-hand side, "entered in error", initialed, and countersigned by the Watch Sergeant. A Sergeant will always sign for entries, even if they are mistakes. A Sergeant is required to check for properly filled out tags, properly packaged evidence and correct entries when signing the evidence log book. All entries shall have complete descriptions, such as color, quantity, serial number, size, and if needed, suspect's name.

## **FOUND PROPERTY**

If a citizen finds property and wants to claim the property if the owner is not located, he or she needs to sign a "Receipt of Property" at the time the report is made. The correct form is a SH-CR-213. This is a full sheet and the finder MUST sign the back of this form in order to claim this property at the end of 90 days. The half sheet property release form will not be accepted.

## **BULK PROPERTY**

Bulk property should always be immediately tagged and placed in the evidence locker with a copy of the booking slip attached.

## **RELEASE OF PROPERTY**

When property is released under any circumstances, there are certain forms that are required to be filled out and signed by the owner. This applies to all property whether held for evidence, bulk, or safekeeping. All property should go through the Property Custodian. Property taken out temporarily (e.g., to court) must be taken out on a Property Interim Removal Form.

## **TRANSPORTATION OF EVIDENCE**

Personnel subpoenaed to court and needing evidence will obtain it from the Property Custodian or the station Narcotics office. A property removal form will be prepared at this time. Upon return to the station, either the evidence will be returned or the appropriate disposition will be logged into the Master Property Control Ledger. If you have evidence that is kept by the court, you must return the Property Interim Removal Slip signed and STAMPED with the Court seal by the Court and give the form to the Property Custodian.

**Note:** Evidence is sent to Central Property after 90 days. Therefore, personnel requiring evidence for court should contact the Property Custodian prior to actually needing the item(s) in order to determine the location of the item(s), and have available on the day of the trial.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/17/2008)

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Date Approved

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- **Unit Order #14 - Employee Locker Rooms**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 14

## **EMPLOYEE LOCKER ROOMS**

It is the policy of the Crescenta Valley Station that in order to provide maximum security and maintain the locker rooms in the best possible condition, the following shall apply:

1. All personal lockers shall be kept locked at all times.
2. The only personal equipment that may be left outside a locker is one pair of shoes or boots and a patrol box or bag.
3. Shoes to be shined will be placed on the shelf specified for the shoe shine trusty.
4. No stickers or decorations shall be placed on the outside of a locker or on the walls.
5. No changes in assignment of lockers will be made without proper authority. A list of locker assignments, master keys, and lock combinations shall be maintained in the Watch Commander's safe.
6. It is the responsibility of line personnel to occupy only one locker in the locker room closest to the area of assignment.

Security is the responsibility of all personnel. Bring all matters of security to the attention of any supervisor so



that the matter can be handled in a timely manner.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/17/2008)

- **Unit Order #15 Storing Vehicles**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 15

**STORING VEHICLES**

## Crescenta Valley Station Unit Orders

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It is the policy of the Crescenta Valley Station that vehicles of arrested persons shall be legally parked and locked at the location of arrest, if there is no other reason to store or impound the vehicle. If an arrested person requests that his or her vehicle be stored, it shall be noted in the report that the vehicle was stored "per driver's request". The vehicle may be stored or impounded for other sections of the Vehicle Code if they are applicable or in cases when there is doubt as to the ownership of the vehicle (possible stolen).

There is an exception to this rule for the vehicles of persons arrested in canyon areas. The canyon areas are considered locations in which the vehicle is likely to be damaged by vandalism or stolen and it is an accepted station practice to store the vehicle if the driver is arrested and there is no responsible person available to accept custody of the vehicle. It is also permissible to store a vehicle that cannot be secured.

This order is intended to limit the use of 22651(h)(1) C.V.C. to store vehicles. It is not intended to curtail storing vehicles under other Vehicle Codes permitting removal of vehicles.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/17/2008)

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- **Unit Order #17 - Contacting Informants**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

**UNIT ORDER # 17**

**CONTACTING INFORMANTS ON CALLS FOR SERVICE POLICY**

It is the policy of the Crescenta Valley Station that field personnel **shall** contact informants on **all** calls for service unless either the call is designated "Do Not Contact the Informant" (911N) or the informant wishes to remain "Anonymous."

Communication with people who report incidents and request service from the Crescenta Valley Station is vital to public safety and service. Such communication improves relations between the communities we serve and the Department. Contacting an informant before units arrive and after the call has been handled may be the critical step needed to obtain the best possible outcome for an incident. The informant is usually in the best position to direct personnel to possible suspects. They can also provide the probable cause needed to support our actions, including detentions and arrests.

Informants generally expect communication from station personnel following an incident. Every effort should be made to notify and communicate with informants when we have responded to their request for service

Conversely, when an informant requests **not** to be contacted, we must make every effort to honor their request to remain anonymous; realizing they may have legitimate and personal reasons for not being identified and afford them the maximum protection of their identity.

### **Desk Personnel's Responsibilities**

Desk personnel taking calls for service shall ask the informant whether or not they would like to be contacted. If the informant does not want to be contacted, personnel shall enter "911N" in the "CODE" section of the "INC" incident input screen. If the informant would like to be contacted, personnel shall enter "911A" or other related contact code into the "CODE" section. The caller's name, address and telephone number shall also be entered into the input screen. If the caller's location is different than the "LOC", the caller's location information shall be entered onto the "ADDR" line.

If the informant does not wish to be contacted, personnel should still try to obtain the informant's information. This information may be of vital importance to the station at a later time. The informant should be reassured that unless it is absolutely necessary, they WILL NOT be contacted by the field units.

### **Field Personnel's Responsibilities**

Field personnel shall attempt to contact the informant on all calls for service, except; when the call is designated "911N" or the informant is listed as "Anonymous."

If field personnel have any questions, they shall request the information from the dispatcher or the watch deputy. They may also ask desk personnel to contact the informant by telephone, especially if they determine that personal contact with the informant may jeopardize the informant's safety.

Field personnel shall log the informant's name, age and the method used to contact the informant in the narrative of the tag or call clearance, i.e. "I/JONES, 02/29/1970, CONTACTED BY PHONE" or "IN PERSON". If the informant is **not** contacted, that fact shall also be noted by either listing the reason or typing "911N" in the clearance narrative, whichever is applicable. If after a brief search and a request for the desk personnel to "call back" the informant and the informant cannot be located, then "Unable to locate the informant" or "UTL INF" shall be entered into the narrative section of the tag clearance.

### **Watch Deputy Responsibilities**

The watch deputy shall ensure that the above information is included in the incident clearance before approving ("O.K.I.") the incident.

### **Watch Sergeant's Responsibilities**

Watch sergeant shall periodically monitor desk personnel and Deputy Daily Worksheets (DDWS) to ensure that they are complying with this order. Any DDWS which fails to include the proper information, shall be reviewed with the responsible deputy(ies) in order to ensure their compliance with this order.

### Field Sergeant's Responsibilities

Field sergeants shall monitor and conduct "field audits" of calls for service to ensure that informants are being contacted by field personnel, when appropriate.

### Watch Commander's Responsibilities

If it should become necessary to contact an informant who has requested to remain anonymous, the watch commander shall be notified and he/she will evaluate the situation. If the watch commander determines that contact is not necessary, he/she shall ensure that all efforts to contact the informant are discontinued.

However, if the watch commander determines that contacting the informant is **absolutely** necessary, he/she shall try to arrange contact with the informant in a manner that will satisfactorily protect the informant's identity.

If attempts to telephonically contact the informant are unsuccessful and no acceptable alternative arrangements can be made, the watch commander may authorize field personnel (along with the field sergeant) to personally contact the informant; even if the contact is made against the informant's wishes. Such contact should only be directed if the watch commander determines it to be absolutely necessary. Under such circumstances, the watch commander shall make an entry in the "Watch Commander's Log" explaining this action along with the informant's information.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/17/2008)

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## • Unit Order #18 - Daily Deputy Worksheets Audits

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 18

**DAILY DEPUTY WORK SHEET AUDITS**

The watch sergeant of each shift will be responsible for reviewing all of the Deputy Daily Worksheets from the previous shift (i.e., Sergeant on duty for p.m. shift, 01-19-13 will review ALL day shift logs for 01-19-13).

During the review of the daily logs, special attention shall be given to the nature of the field activity, frequency of stops, racial profiling, etc., and that contacts are appropriately completely documented, in compliance with the MDT/MDC clearance screen and Field Operations Directive 00-04. The reviewing sergeant shall ensure the proper clearance codes and reporting districts are being used and all the necessary information is entered into the fields on the incident clearance. Patrol times shall indicate the appropriate patrol area for the unit's assignment, 6 for La Canada Flintridge, 7 for La Crescenta / Montrose.

If the reviewing sergeant locates any incomplete logs, discrepancies or other errors, a copy of the log shall be printed and it will be brought to the attention of the concerned deputy(s), for correction. If the deputy(s) is on an RDO, the log shall be set aside and discussed with him/her upon the next scheduled work day. Simple corrections may be made by the sergeant to avoid the error to be entered into Regional Allocation of Police Services (RAPS) record. This will occur within 24 hours of the end of shift and might not be corrected afterwards.

Audits shall be recorded on a spreadsheet located in the Crescenta Valley Station \ Watch Sergeant \ DDWS Audit share files.

It will be the responsibility of each shift Watch Commander to perform random audits of the logs to assure compliance with this Unit Order and Field Operations Directive 00-04. Also, Watch Commander Service Comment Report investigations/follow-ups shall be verified against the employee's log to ensure that the contact was properly entered.

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Todd D. Deeds  
Crescenta Valley Station



(Revised on 05/22/2013) gao

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Date Approved

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- **Unit Order #19 - Court Procedures**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 19

## COURT PROCEDURES

It is the policy of the Crescenta Valley Station that this Unit Order supplement, rather than replace, existing Departmental policies and procedures with respect to subpoenas and court appearances. A broad overview of Departmental 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 Unit Order is found to be in conflict with any Regional or Departmental policy, or MOU, that conflict shall be resolved by observing the latter.

### **Purpose:**

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

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

**Definition:** As referenced in this Unit Order, the term “subpoena” shall include all documentation from the court regarding a pending court trial. Subpoena also includes any “Request for Trial” notification and “Trial by Declaration.”

**Policy:**

**GENERAL RESPONSIBILITIES**

**Court Liaison Lieutenant**

The Court Liaison Lieutenant shall be responsible for the on-going management of the Court Liaison operation and for overseeing the daily performance of the Court Liaison Sergeant and staff. The Lieutenant shall be responsible for ensuring that all unit personnel comply with the provisions of this directive, as well as any and all related Departmental policy.

**Court Liaison Sergeant**

The Court Liaison Sergeant shall be directly responsible for actively supervising the Unit's Court Liaison operation, and for ensuring compliance with this Unit Order and all related policy. The

sergeant shall directly supervise the daily activities of the court liaison staff, and shall be available for liaison purposes Monday through Friday, from 0830 to 1630 hours.

Additionally, it shall be the responsibility of the Court Liaison Sergeant to:

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

â—‹ 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 shall 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.

â—‹ Regularly monitor daily court appearances to:

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

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

â—‹ Approve all court overtime and ensure that the subpoena compensation system is effectively administered. Any discrepancies in the reporting of court overtime shall be identified and then immediate notification of the Court Liaison Lieutenant shall be made.

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

â—‹ Ensure that the following systems are being maintained and properly utilized:

- Contact log
- Log for non-appearance of employee witnesses.
- District Attorney complaint process.
- Subpoena tracking system
- Compiling, printing and posting of the five-day court list.
- Five-day list for verification of service & acknowledgment.

â—‹ Be familiar with all court procedures and initiate or recommend charges when appropriate.

## **Patrol Sergeants**

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

### **Court Liaison Officers**

The station court liaison officer (CLO) shall be responsible for:

- â— Subpoena control;

- â— Receiving and processing all incoming subpoenas and documenting a trail of possession and service,

- â— Ensuring service of subpoenas to station personnel,

- â— Receiving, record and file all subpoena acknowledgments,

- â— Maintaining the subpoena control ledger or automated system,

- â— Posting and distribution of the court appearance list on a daily basis.

- â— Coordination of on-call court cases between the courts and station personnel;

- â— Maintaining the on-call control log,

â—‹ Making frequent checks throughout the day to ascertain the status of all on-call cases,

â—‹ Promptly notifying station personnel when they are no longer on-call.

â— Maintenance of the Court Liaison Log.

A court liaison log shall be established and maintained which will provide a record of the following:

â—‹ 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.

â—‹ Reports or inquiries regarding the non-appearance of personnel in any case wherein a subpoena has been issued.

- The Court Liaison Sergeant shall conduct an inquiry in each such case, and shall document his findings and report to the Court Liaison Lieutenant as appropriate.

â—‹ Any inquiries or reports of problems from the District Attorney's Office.

- All such inquiries and problems shall require follow-up by the Court Liaison Sergeant, who shall communicate the outcome to the District Attorney's Office, when appropriate, and the Court Liaison Lieutenant shall be notified.

â—‹ Assisting in resolving conflicts when personnel are subpoenaed to appear during regularly scheduled vacations.

â— 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.

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

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

## **Station Personnel**

Station personnel shall be responsible for:

â— Checking their mailboxes at the beginning and end of each shift and reading any notifications related to court appearances.

â— Receiving and immediately acknowledging all subpoenas issued to them.

â— Promptly notifying the court liaison officer of any subpoenas received from any source other than the CLO.

â— Notifying the CLO as soon as possible whenever a case is trailed or continued.

â— Punctual compliance with all subpoenas and any subsequent oral instructions from the judicial officer having jurisdiction of the case.

â— Ensuring that any and all necessary evidence is delivered to court for their case.

â— Being thoroughly familiar with their case and testifying in a professional, credible manner.

â— Notifying the training staff and the court liaison sergeant without delay whenever any training conflicts with a scheduled court appearance.

â— 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 shall then advise the Court Liaison Officer and provide the name of the handling Deputy District Attorney who was notified, as well as the case name and number.

â— Notifying the Court Liaison Officer, via memorandum, at least two weeks in advance of any changes **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.

â— 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 CLO 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.

â— Shall 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 an Procedures, relating to court cases, court appearances, and the reporting of court overtime.

**Note:** When making notifications to, or communicating with, the court liaison officer, 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 CLO shall time stamp all incoming subpoenas upon receipt.



When subpoenas are received by the CLO, the CLO shall 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 CLO shall be guided by the provisions of Penal Code Section 1328. If there is insufficient time for service and/or compliance, the CLO **shall return the subpoena to the issuer with the reason for non-service**. If this becomes necessary, the following steps shall be taken:

â— The CLO shall immediately notify the Court Liaison Sergeant, who will make the final determination regarding acceptance or refusal.

â— Immediate notification shall be made to the investigating officer if one is assigned and known.

â— Immediate notification shall be made to the issuer.

â— Written documentation shall be made in the form of a log of any such subpoena received and what steps were taken. Any subpoenas received less than five (5) court-days prior to the hearing date shall also be logged, whether served or not served.

If there is sufficient time for compliance, the CLO shall attach an acknowledgment slip to the subpoena and place it in the mailbox of the person being subpoenaed.

If the employee has transferred, the CLO shall correct the address, if known, and return the subpoena to the issuer. The CLO shall also make every effort to notify the CLO 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 CLO shall notify the Court Deputy or the investigating officer, as appropriate.

Station personnel receiving a subpoena from the Court Liaison Officer, shall immediately sign the attached acknowledgment slip and place it in the CLO's mail tray. Acknowledgment slips not returned within five

business days of the appearance date shall 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 shall be treated as a MUST APPEAR.

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

â— **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.

â— **Notify the Court Liaison Sergeant**, or the Court Liaison Officer, providing the name of the Deputy District Attorney notified, as well as the case name and number.

**Note:** If personnel are unable to comply with either of the above they shall communicate the required information to the Court Liaison officer or the on-duty Watch Commander, who will take the necessary steps to ensure these notifications are made.

Scheduled court appearances shall **always** be given priority over training, RDO's, or other scheduled time off.

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

Therefore, when preparing complaint reports, deputies shall 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 shall also be listed.

Example:      John Smith (vac. 6/9/65) #123456

Sergeants approving reports shall ensure that vacations 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 shall notify the CLO and the appropriate Deputy District Attorney(s) regarding their priority of appearance(s), and they shall be guided by the following:

- â— Federal Court shall have priority over State Court.
- â— Juvenile cases shall have priority over adult cases.
- â— Felony cases shall have priority over misdemeanor cases.
- â— 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 D.A.'s office when a two superior court cases conflict, etc.

When in doubt, the Court Liaison Sergeant, or other supervisor should be consulted. Remember, 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 shall communicate that information to the CLO without delay. The CLO shall 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 shall, 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"). Then, when ready to leave his/her area to go to court, the deputy shall 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 shall 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, or the designated Watch Sergeant 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:

- â— Ensure that the CLO is aware of their on-call status.
- â— Ensure that the CLO has a phone number where the person on-call will be immediately available.
- â— 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 CLO) 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 CLO prior to 1600 hours on the last court day prior to the specified appearance date:

â— Name of Deputy D.A. granting on-call status.

â— Case information

â— ETA to court (must be one hour or less).

â— 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 CLO within thirty 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 CLO can reach them while they are on-call. If the person on-call is deemed to be unavailable on-call overtime will not be paid for that day.

When the CLO is notified of the above information, the CLO 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 CLO. The CLO 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 CLO will notify the concerned personnel at once. Unless notified sooner, personnel shall contact the CLO by 1200 hours on the court date to be advised of case status. The CLO 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 CLO 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 CLO or the District Attorney. If so instructed directly by the District Attorney, this information must be provided to the CLO by 1600 hours, if possible.

**Important:** Requests for on-call compensation may not be approved when case information is not provided to the CLO as required in MPP Section 5-07/270.05 (as listed above).

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

**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 CLO requesting same. However, deputies who avail themselves of this option must still contact the CLO prior to 1600 hours to obtain case disposition information.

## **Trial by Declaration**

Trial by Declaration (TBD) is an option available to a defendant when contesting a traffic citation. TBD's allow a defendant to have their case reviewed by a magistrate without a physical appearance in court. A TBD requires both the defendant and deputy personnel to testify via written correspondence.

When a TBD is requested, the court will send a Trial by Declaration form accompanied by a "Request for Trial" form to the Court Liaison Deputy. The TBD will be logged in as received and distributed to the concerned deputy(s). The deputy will be required to acknowledge receipt of the TBD in the same manner as a criminal subpoena. During normal working hours, deputy personnel will complete the TBD, date and sign it, and return it to the Court Liaison Deputy or Sergeant before the court due date (as noted on the Request for Trial form.) The TBD log will be updated to reflect the deputy completed the document and that the TBD was sent to the concerned court. Upon review by a magistrate, a decision of guilt or innocence regarding the TBD will be made by the magistrate and deputy personnel will be notified by the court of that decision. Since deputy personnel are not required to physically appear in court, no overtime will be granted for completion of a TBD. A TBD is an official court document and case and deputy personnel are reminded to handle the TBD as if they were testifying in an actual courtroom.

## **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 Marshall's Office). Only subpoenas with 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 cancelled 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.

**Note:** *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 effect payment for the time worked, but may delay payment and will be in violation of this directive.*

### **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.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 06/03/2008)

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- **Unit Orders #20 - Civil Subpoena Procedures**



**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 20

**CIVIL SUBPOENA PROCEDURES**

It is the policy of the Crescenta Valley Station that Civil subpoenas are handled somewhat differently than regular criminal subpoenas. For purposes of this Unit Order, Civil subpoenas are defined as a summons to testify or give a deposition in a civil case. These subpoenas are usually generated by a private attorney. The main difference is that most Civil Subpoenas are accompanied by a \$275.00 check which is considered to be a "down payment" towards the cost of the employee testifying on Sheriff's Department time.

The following is a guide on how to handle Civil Subpoenas and clarifies the responsibilities of station personnel regarding these subpoenas.

## Desk Personnel

Since the majority of civil Subpoenas are served at the front counter of the station, desk personnel play an important role in the process. When a process server presents a Civil Subpoena to be served during day shift hours, Monday-Friday, desk personnel should contact the Court Liaison Officer and have him/her come accept service of the subpoena. The Desk personnel's only responsibility will be to fill out a receipt for the \$275.00 fee that accompanies the subpoena and to deposit the \$275.00 into the general fund, (Cash Box usually kept by the Watch Deputy). In all cases where a Civil Subpoena is accepted, either by desk personnel or the Court Liaison Officer, the desk personnel shall deposit the money into the cash box.

When the Court Liaison Officer is not available, then the desk personnel's responsibilities become more involved. There are two big issues that need to be addressed prior to accepting the subpoena.

â— The first issue is that we are not required to accept the subpoena if the person being requested to testify is considered to be "unavailable." For purposes of this Unit Order, "unavailable" is defined as either "I.O.D." status, or the subpoena cannot be served to the requested employee with sufficient notice, **(i.e., five (5) days in advance of the hearing date)**. If the requested employee is unavailable, the subpoena is not required to be accepted, per Penal Code Section 1328(d).

- If the requested employee is on "relieved of duty" status, then the subpoena will be accepted and forwarded to Operations who will be responsible for determining if that employee is available to testify.
- The status of the employee can be checked either through Operations, the Watch Sergeant or Watch Commander.

â— The second issue is that the party who requested the testimony of our employee is required to pay a \$275.00 witness fee which accompanies the subpoena upon service.

- The catch to this is that if the employee being subpoenaed was a witness in the case but did not take any "police action", the Sheriff's Department should not be paid for the testimony of the employee.

**Example:** A Deputy is off duty and witnesses a traffic accident, but he/she does not act in an official capacity, representing themselves as an off-duty Sheriff's Deputy, and does not perform any police action, the employee is merely a witness. In this case, the Sheriff's Department is not involved and should not be paid the \$275.00 fee. Often times, attorneys find out that their witness happens to be a Sheriff's employee and will automatically send the subpoena to the station with the fee.

- Desk personnel should make some reasonable attempt to find out the nature of the action taken by the employee during the incident to determine if the Sheriff's Department is entitled to the fee.

• A simple way of determining if the employee took police action is if there is a Sheriff's Department file number on the subpoena.

• If there is no file number, the process server might know the nature of the incident, but in most cases a telephone call to the party generating the subpoena is needed.

Desk personnel should make every attempt to determine the nature of the incident. If the nature of the incident cannot be verified, and the employee being subpoenaed is not unavailable, desk personnel shall accept service of the subpoena and collect the fee.

- When a civil subpoena service is accepted by desk personnel, the subpoena shall be forwarded to the station Court Liaison Officer for entry Subpoena Tracking System.

- There are a few exceptions to the collecting of the fee.

• If the party generating the subpoena is another law enforcement agency or a county agency, we do not charge them a fee.

**Example:** Department of Children and Family Services will often times request the testimony of a Deputy in a civil child custody hearing because the Deputy may have written a report initially dealing with the removal of the children from the home. In this case, we would not charge the fee because the Deputy is testifying at the request of a county agency.

â€ Attach copy of check and Request For Information report (Attachment A) to subpoena.

## **Court Liaison Officer**

The responsibility of the Court Liaison Officer concerning civil subpoenas is not much different than that of criminal subpoenas. The Court Liaison Officer, when available, is responsible for accepting the service of the subpoena. The Court Liaison officer will then attempt to ascertain the nature of the incident to determine if the fee is necessary and also if the employee requested to testify is available.

If the subpoena service is accepted, the Court Liaison officer will enter the subpoena into the Subpoena Tracking System and track the case in the same nature as the criminal subpoenas. In addition, the Court Liaison Officer will attach the "Los Angeles County Sheriff's Department Report of Witness and Mileage Fees" form (SH-R-376), to the copy of the subpoena that is given to the employee.

The purpose of the form is for the testifying employee to fill out upon completion of his/her testimony. The form is required by Sheriff's Department fiscal services for later billing purposes. The \$275.00 fee is only considered a "down payment" until it is determined the amount of time the employee spent testifying.

If the Court Liaison Officer determines that the fee accepted by desk personnel was not necessary, then the Court Liaison Officer will present this fact to Operations, who will in turn notify Fiscal Services of the need to refund the money. It is not the responsibility of the Court Liaison Officer to handle the money collected or to refund the money. The fee should have already been deposited into the general fund by desk personnel and if a refund is needed, it is handled by Fiscal Services.

## **Operations**

Station Operations will be responsible for notifying Fiscal Services of a fee that was accepted in error and of the need for a refund. Operations staff will also be responsible for determining the status of a “relieved of duty” employee. If that employee is determined to be available to testify, then the subpoena will be forwarded to the Court Liaison Officer for tracking purposes.

## **Scheduling**

It is the responsibility of the testifying employee to arrive on time and be appropriately dressed for testimony. Appropriate dress is considered to be either full Class A Uniform or appropriate business attire. The testifying employee will also be responsible for filling out the attached “Report of Witness and Mileage Fees” form when he/she is finished testifying. Once this form is filled out, it shall be given to the Operations staff for forwarding to Fiscal Services.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 02/12/2013)

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- **Unit Order #21A - Station Jail Operations Attachment "A"**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 21

**STATION JAIL OPERATIONS  
"ATTACHMENT A"**

In an effort to reduce response time to calls for service, limit overtime and deferred reports, the following procedures for booking incoming prisoners has been established by the Unit Commander (**MPP 3-01/030.00**). It is the policy of the Crescenta Valley Station that these procedures shall be adhered to by all station jail and deputy personnel. These procedures do not apply to outside agencies booking at the station jail.

**Deputy personnel** from Crescenta Valley, Altadena, and other Sheriff's Department Units (ie; C.O.P.'s, O.S.S., Parole/Probation Teams and Major Crimes Bureau) shall:

- search prisoner, inventory and book property, book bulk property and evidence, count, seal and book money envelope
- complete the 9 lines of the booking slip, also include arraignment: date, time and court, and vehicle disposition (if applicable)
- complete add charge slip (if applicable)
- complete section 1-6 on the back of the Medical Screening Form (jailer will complete)
- complete Bail Deviation, (if applicable)
- complete PCD, (if applicable)
- complete Arrested Person's Children Form (all applicable sections)
- complete citation, (if applicable)
- obtain arrest approval with PCD from watch sergeant and watch commander
- obtain any necessary warrant information sheets (local and out-of-county) (any that arise after booking the jailer will obtain)
- secure detentions of juveniles - the deputy must fill out a "secure detention log" (obtained in the jail) and complete and record the 30 minute security checks
- non-secure detentions of juveniles - the deputy must fill out a "non-secure detention log" and notify the jailer.
- \$400. 00 or more will be booked into the watch commander's safe and recorded into the ledger by the deputy
- If there are multiple arrests in a cell without wristbands, all deputies must wristband there arrestees prior to leaving the jail

**The Jailer** (Custody Assistant or Deputy) shall:

- complete all of the front page and lower back part of the Medical Screening form
- finalize the booking slip (including finger prints and phone numbers) and all other applicable forms
- obtain booking packet approval as well as all other signatures from watch sergeant and/or watch commander to complete the booking
- Juvenile detentions **are not to be entered** into E-UDAL and **not to be added to the jail count.**
- **print and attach the wristband**
- **bag arrestees shoes**

**Trainees** are expected to learn and conduct the complete booking process; however, once their Field Training Officer determines they have become proficient with the booking process, the above procedures shall apply to the trainee's future arrests.

**Watch Commander** shall approve all "OK to Books" and radio car transports to IRC or CRDF.

**Watch Commander** shall approve all "holds" on bookings with a **signature and employee number** on the booking slip. **Watch Commander** must approve all juvenile detentions.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 09/26/2013)



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- **Unit Order #21B - Inmate Safety Checks (Title 15)**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER #21B

**INMATE SAFETY CHECKS (TITLE 15)**

**PURPOSE**

The purpose of this directive is to establish additional procedures for conducting inmate safety checks at Crescenta Valley 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 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 and 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 cell with 15 minute or less intervals
- **Juvenile Inmates:** 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 cells, and visually inspecting each inmate. If personnel observe any item (e.g.; clothing, linen, towel, papers, etc.) obstructing their view, the item(s) shall be removed immediately, with officer 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 the jail alarm and notify a supervisor, as set forth by Station Unit Order #40 "Jail Emergencies and Supervisory Notification Procedures"**

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 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 recorded on the Electronic Uniform Daily Activity Log (e-UDAL). This entry electronically records the person conducting the safety check, date, time and any pertinent comments regarding the check.

### **Housing of Inmates:**

Upon completion of the "Station Jail Inmate Classification Questionnaire" form, the on-duty jailer(s) must segregate inmates in accordance to the level of their charges (felony vs. misdemeanor), security levels, and other special classification (i.e.; crimes against children, noteworthy arrest, escape or attempt escape inmates). The jailer(s) must screen intoxicated inmates and house them in the sobering cell as required by Department policy. Upon completion of the observational period(s) and when feasible, inmates, who are booked for alcoholic intoxication or under the influence of a control substance, shall be placed in a regular housing cell 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 electronically recorded in the e-UDAL section under "Supervisor Checks."
- 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.

### **Watch Commander Responsibilities:**

- The Watch Commander shall conduct a minimum of two inmate safety checks per shift.

- Safety checks shall be electronically recorded in the e-UDAL section under “Supervisor Checks.”
- 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.

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Todd D. Deeds  
Crescenta Valley Station

Date Approved

**REFERENCES:**

Custody Division Manual, Section 4-11/030.00

Title 15, Article 3, Section 1027

(Revised 07/05/16)

- **Unit Order #21C - Station Jail Operations - Arrestee Property**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER #21C

**STATION JAIL OPERATIONS- Arrestee Property**

**I**

The purpose of this unit order is to define unit level operating procedures for the Crescenta Valley Station Jail Facility.

The procedures contained in this order are supplementary and subordinate to those contained within the Department's Manual of Policy and Procedures (MPP), Custody Division's Manual (CDM) and the Station's Jail Manual.

This order establishes Crescenta Valley Station's standard operating procedures for correct packaging of an arrestee's property. All jail, deputy personnel and outside agencies are required to be familiar with and adhere to the provisions of this attachment.

When packaging an arrestee's property, **Deputies/Officers shall:**

- **Document** each item placed in the property bag, on the booking slip.
- **Currency** shall be placed in a money envelope. The inmates name and booking number shall be printed on a wristband label and affixed to the envelope, sealing it closed. Place your initials on the edge of the label and envelope. Make sure the dollar amount is written on the outside of the envelope and that it matches the dollar amount written on the booking slip. (Currency over \$400 shall be placed in the Watch Commander's Safe with U.S. Currency Tally sheet.)
- **Jewelry** will be placed in a money envelope. The inmates name and booking number shall be printed on a wristband label and affixed to the envelope, sealing it closed. Place your initials on the edge of the label and envelope. Write a description of the jewelry on the outside of the envelope. Do not use words like gold, silver or diamonds. Use words like yellow metal, white metal or clear stones to describe the jewelry. **High value items shall be stored in the Watch Commander's Safe.**
- **Cellular Telephones** shall be powered down before being placed in the property bag. If there is damage to the phone (such as a cracked screen, missing battery, etc.) please note on booking slip.
- **Do not place** perishable items, weapons, or tools that can be used as a stabbing device. Perishables shall be discarded and weapons or tools shall be booked as Bulk Property.

## Crescenta Valley Station Unit Orders

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 09/19/2019)

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Date Approved

- **Unit Order #22 - Rescinded**

Rescinded

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- **Unit Order #23 - Search and Rescue Responses**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER #23

**SEARCH AND RESCUE RESPONSES**

**Purpose:**

The purpose of this order is to establish uniformed call out and response procedures for the Montrose Search and Rescue Team. Whenever the team is called into service, supervision by a Level I-reserve deputy sheriff or full time deputy sheriff is required, due to the fact that all of the members of the search and rescue team are Level 2-reserve deputy sheriffs or volunteers. This Unit Order is a guideline only, as not all situations and circumstances can be anticipated.

**Definitions:**

**Call Out** – Anytime search and rescue team members are requested to respond to an incident. Incidents can include but are not limited to: persons that are lost, injured, vehicle over the side and persons missing under unknown circumstances. (On-call Coordinator and Reserve Operations Leader will respond)

**Searches** – Whenever search and rescue team members respond to a location and deploy to search an area for a person or property related to a call out. (On-call Coordinator and Reserve Operations Leader will respond)



**Rescues** – When search and rescue team members locate and assist a person to safety that is related to a call out. (On-call Coordinator and Reserve Operations Leader will respond)

**Recovery** – When search and rescue team members respond to a known location solely to assist with the recovery of a dead body, property, etc. (Reserve Operations Leader will respond, On-call Coordinator will normally not respond)

**Law Enforcement Support** – Search and rescue teams are available and equipped to support a variety of law enforcement functions that include but are not limited to: critical missing persons, power outages, traffic control, evacuations, fires, floods, article searches, station special events, etc. (Note: The station also has uniformed reserves and volunteers on patrol that should also be called).

**Scene Preservation** – When it has been determined that an area or location such as a structure, open area, or vehicle is required to be preserved as evidence or essential for an ongoing search and/or rescue operation. Normally this will be accomplished by search and rescue personnel during the search; however, scene preservation is the responsibility of patrol personnel, especially if the scene is required to be preserved during an extensive operation where the team would need to rest to sustain their efforts (i.e.: get sleep for the next day).

**Call Out Procedures**- When a situation occurs and the search and rescue team is being considered as an option to assist, the information shall be presented to the on duty watch commander immediately. The watch deputy shall initiate a call out page to the team members. The operations leader will call the watch deputy to confirm they received the page and obtain any information. The on-call coordinator will also contact the watch deputy and watch commander to discuss all details and issues related to the incident.

**On-Call Coordinator** – Full time deputy or sergeant responsible for evaluating the criteria for call out and responding with and supervising the team. They will coordinate with the incident commander and watch commander, as well as prepare a rescue report when applicable after each call-out. The on call coordinator name will be on white board next to cash register at desk.

**Search Operations Leader (OL)** – Rescue team member who holds the rank of reserve sergeant and is responsible for coordinating with search and rescue team members and running the search and/or rescue aspect of an incident.

**On-Call Coordinator:**

- Upon receiving a call out page, call the desk and confirm the page.
- Obtain abbreviated information from the desk regarding the nature of the operation.
- Contact the watch commander and advise them you will be responding and an ETA.
- Supervise the team, request additional resources, etc.
- Update the watch commander and desk on the progress of the rescue.
- If the search is extended, request the desk to notify the D.O.C. Duty Sergeant.

**Search Team Operation's Leader:**

- Upon receiving a callout page for a search and rescue operation, the operation's Leader shall immediately:
- Call the Crescenta Valley Station desk and confirm the page.
- Obtain preliminary information from the desk regarding the nature of the operation.
- Once at the station, contact the desk again for any new information received from the informant (Fire, US Forestry, CHP, Citizen, Etc).

- Advise the desk of how many team members are preparing to leave and an estimated response time from the station.
- Run the call once teams leave the station until completion, cancelled, or relieved.

### **Responding Rescuers / Responding Code 3:**

Search and Rescue teams are authorized to respond Code 3 to any medical rescue request and shall adhere to all Departmental procedures relating to emergency driving.

Since responders will be responding at various times, they will likely dispatch from the station in waves of smaller teams so as to allow some members to get to the incident as fast as possible.

### **Call Out cancellations:**

Call outs shall only be canceled at the direction of an **on scene** rescue unit.

On scene patrol units **shall not** cancel the responding team members unless the victim, patient, or suspect, is: in the ambulance on the roadway or in the helicopter being transported to the nearest medical facility. If medics are with the patient on the hillside, this alone is not justification for cancellation. The responding team members shall continue to respond until the patient is transported and any search and/or recovery is complete.

### **Patrol Deputy Duties:**

Patrol deputies will be assigned and will have the handle on all law enforcement calls within their jurisdiction. Should they desire to utilize the services of a search and rescue team, the call out guidelines of this unit order will apply. Accordingly, all first reports and overall responsibility to include incident commander will be that of the handling patrol unit until that unit is officially relieved of those duties by a patrol supervisor.

If the team is needed solely to recover a dead body or property, a patrol unit will not only be responsible for preparing a first report, making notification, but they will also coordinate with and supervise any search and rescue team members that respond to assist. Search and rescue team members can be required to prepare supplementary reports: however, they should not be assigned the responsibilities of handling in these types of situations, nor should they be required to write first reports.

The on call coordinator shall contact the watch commander and advise them if they are responding or not. Normally under this type of situation the on-call coordinator would not be necessary and the on scene patrol deputy would act as the supervisor of the search and rescue team.

### **External Rescue Requests (Out of County):**

#### **The Search Operations Leader shall:**

Contact the on call coordinator. Advise them of the circumstances, how many are requested, how many will respond, and approximate duration of call.

#### **On Call Coordinator shall:**

Contact the Crescenta Valley Operations Lieutenant and advise them of the request including the intended response of the team, the location of the rescue, the requesting agency or county, and person authorizing the response (Emergency Operations Bureau Sergeant).

Prior to leaving the station supply the desk with a list of personnel responding, and vehicles being taken.

Notify the watch commander so they can note this activity and names of those responding in their log, and to request a gas card if needed.

**WHEN IN DOUBT, CALL THEM OUT**

## Crescenta Valley Station Unit Orders

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By adhering to this Unit Order, it will ensure that rescue personnel are promptly and safely dispatched to all rescues. It will also allow a communication flow regarding the nature of the call-out, the response, resources responding, progression of the operation and a record of the activity.

Todd D. Deeds

Crescenta Valley Station

Date Approved

(Revised 09/19/2018) db  
on

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### • Unit Order #24A - Rifle Familiarization and Range Usage Form

AR-15 DEPLOYMENT FORM						
DATE	TIME	LOCATION	NAME	SHIFT	AR-15 #	SUPERVISOR

[illegible]

Crescenta Valley Station Unit Orders

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- **Unit Order #24 - Rifle Familiarization and Range Order**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 24

**RIFLE FAMILIARIZATION AND RANGE USAGE**

It is the policy of the Crescenta Valley Station that on-duty personnel who are currently certified in the use of the AR-15 and M-4 rifles, may use the Angeles Forest Shooting Range for weapon familiarization every trimester prior to their annual Departmental re-certification at the Pitchess Detention Center, All Purpose Range.

The trimester weapon familiarization would enhance shootings skills, instill personal confidence and promote sound decision making during critical situations. All Department policies and procedures for the AR-15 and M-4 shall be in effect for certified personnel who wish to participate in the training. Refer to **MMP 5-09/170.00** thru **5-09/170.30**

## GUIDELINES

1. All certified personnel who participate in the training must first seek the approval of the watch sergeant and field supervisor. The watch commander will then be notified and include the range training on the daily Watch Commander's Shift Summary Report.
2. The station armorer shall be notified for ammunition procurement.
3. Deputy personnel participating in the training **shall** document the deployment of the AR-15 or M-4 on their Deputy Daily Work Sheet and on the AR-15 Deployment Form located in the station armory.  
\*\*This includes documenting the weapon number (See Attachment A).
4. Deputy personnel participating in the training shall make a notification to the watch deputy.
5. The Field Supervisor **shall** be present during the entire training session.
6. The training session shall not extend beyond 1-hour in duration.
7. At the conclusion of the training, deputy personnel shall immediately clean and inspect the AR-15 prior to securing it in the station armory.

It is incumbent upon all certified AR-15 and M-4 personnel to strictly adhere to all the guidelines as mandated by the Manual of Policies and Procedures.



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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/30/2013)

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Date Approved

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• **Unit Order #25 - Call Signs For Reserve Patrol and Montrose Search and Rescue**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 25

**CALL SIGNS FOR RESERVE PATROL and  
MONTROSE SEARCH and RESCUE**

The Crescenta Valley Station has an extensive Search and Rescue program, as well as a Uniform Reserve Patrol Deputy program. To ensure that the Montrose Search and Rescue operation is clearly identified as a separate operation from the Reserve Patrol function, it is the policy of the Crescenta Valley Station that the following call signs be used with regard to their functions.

All Montrose Search and Rescue call signs shall only be "120" units with an "R" identifier. i.e. 120R, 120R1, 120R2, etc., up to 120R8. The only exception during a search and rescue operation are the call signs for the Station's Reserve Coordinator (sergeant) and the Assistant Reserve Coordinator (deputy); their call signs will be 120PS and 120P, respectively.

All Uniformed Reserves working a patrol assignment shall use the call signs of 122R, 122R1, 123R and 123R1.

This revised unit order supercedes the previous order which designated a "B" identifier for this function.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 06/17/2008)

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Date Approved

- **Unit Order #26 - Briefing Room/Training Room/EOC**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 26

**BRIEFING ROOM/TRAINING ROOM/EOC**

This Unit Order addresses the use and care of the briefing room, training room, and the emergency operations center. The room was designed to meet the needs of station personnel for shift briefings, training and to function as an emergency operations center when needed.

## **USE**

Personnel are encouraged to utilize this room for training, report writing, and meetings. It is **NOT** intended to be used as a lunch or break room. Drinks may consumed in the room during briefings, training and OEC operations; however, in most situations, food should be consumed in the kitchen.

This room is not to be utilized by members of the public as it is in a secure area of the station, without the expressed authorization from Station Operations, or by the watch commander in an emergent situation.

Secure all equipment when leaving the room.

## **CARE**

Personnel shall ensure any spills are cleaned immediately.

Clean up after yourself.

Aside from security reasons, diagrams on the white boards should be cleaned at the end of each meeting because over a period of time, the white boards can become stained and more difficult to clean.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 02/11/2013)

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Date Approved

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- **Unit Order #27 - Sheriff's Clergy Council**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 27

### **SHERIFF'S CLERGY COUNCIL**

It is the policy of the Crescenta Valley Station to support and facilitate the activities of the Sheriff's Clergy Council, an interfaith and interdenominational body of local clergy and lay leaders organized with the concurrence of Sheriff Jim McDonnell. As certified civilian volunteers, the members of the Clergy Council are an integral part of Crescenta Valley Station's Crime Prevention/Community Relations team. Moreover, they are aware that it is a privilege to be a civilian volunteer, and they serve at the discretion of the Sheriff.

Created to augment the services provided by the Sheriff's Department, the Clergy Council is expected to help improve service and increase the level of understanding between the Department and the Community. The Clergy Council is in a unique position to provide the Department and the Community with the following benefits:

- A unified and supportive fellowship among local clergy and peacemakers in volatile situations by virtue of their office and presence,

- Spiritual guidance during crisis situations, emotional support for the victims of violent crimes, and visits to local family members of troubled youth,
- An extra pair of hands to provide continuing care for residents when time constraints prevent deputies from working out a complete resolution.

Clergy Council members shall be afforded every courtesy and shall adhere to the requirements delineated in the Manual of Policy and Procedures, Civilian Volunteer Program Coordinator's Manual and Volunteers on Patrol Manual. Equally as important, station personnel shall take every opportunity to develop and explore meaningful partnerships with the Clergy Council.

### **Guidelines and Responsibilities**

United in religious dedication and committed to improving the quality of life in La Crescenta, La Canada Flintridge, and the surrounding area in every capacity possible, the Clergy Council's overall responsibilities include assisting and supporting Crescenta Valley Station by providing the following services:

- Providing on-call response to crisis situations (rapes, homicides, disturbances, etc.) at the request of deputy personnel,
- Maintaining open lines of communication between the Community and the personnel of Crescenta Valley Station.

### **Membership Requirements**

Membership in the Crescenta Valley Station Sheriff's Clergy Council is predicated upon the following criteria:



- Must be an adult (18 years of age or older),
- Ordained or licensed minister/pastor and/or hold equivalent spiritual stature in his/her respective community,
- It is strongly recommended but not required that the member successfully complete the Crescenta Valley Station's Clergy or Community Academy or the clergy academy of a law enforcement agency recognized by the Los Angeles County Sheriff's Department,
- Completed background investigation,
- Approval of the unit commander.

### **Meetings**

The Crescenta Valley Station's Sheriff's Clergy Council meets monthly.

### **Liaison**

Functional oversight and liaison with the Clergy Council will be the responsibility of the Crime Prevention/Community Relations Sergeant and Deputy. All matters related to the Clergy Council shall be referred to them.

### **On-call Procedures**

Capable of providing spiritual support during a crisis or defusing volatile situations, the members of the Sheriff's Clergy Council are available to visit local families, and provide deputies with an extra set of hands

when time constraints prevent additional involvement. Sometimes the reporting party will need the services of the clergy as much as, or more than, he needs a police report.

If those needs are immediate, it may be beneficial to contact an on-call member of the Clergy Council. At the request of deputy personnel and with the concurrence of the Field Sergeant, the Watch Deputy will contact the available Clergy Council member.

### **Call-outs**

The following is a list of the circumstances where the on-call services of the Clergy Council may prove beneficial:

- Crisis situations (rape, assaults, homicides, disturbance, etc.),
- Crisis intervention (a death in the family, a family or civil disturbance, etc.),

### **UNIT ORDER #27**

- Spiritual counseling (death, divorce, loneliness, anxiety, etc.),
- Any clergy-related tasks that may help diffuse difficult situations.

### **Considerations**

Notwithstanding their availability, on-call Clergy Council members shall abide with the following:

## Crescenta Valley Station Unit Orders

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- Clergy Council members must follow directions given by the deputies at all times,.
- Clergy Council members cannot accompany a deputy into a private residence without verbal approval from the resident,
- Clergy Council members should be prepared to respond to Crescenta Valley Station, local hospitals, or the private residence of the reporting party,
- Clergy Council members shall not become involved in or interfere with any investigation by handling evidence, conducting discussions with the victim or suspects, or handling police equipment.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 09/19/2018) db

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Date Approved

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### • Unit Order #28 - Rescinded

Rescinded

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- **Unit Order #29 - Shift Inventory**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 29

**SHIFT INVENTORY**

## Crescenta Valley Station Unit Orders

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It is the policy of the Crescenta Valley Station to ensure the consistent accounting of portable radios, batteries, and armory equipment assigned to Crescenta Valley Station.

The Watch Deputy will inventory all portable radios, batteries, and armory equipment listed on the Watch Deputy's "Armory and Radio Inventory Log." The inventory will be conducted once per shift. Upon completion of the inventory, the Watch Deputy will provide this information to the Watch Commander for inclusion in the Watch Commander's Shift Summary.

Any item listed on the "Armory and Radio Inventory Log" which can not be located will be brought to the attention of the Watch Commander, who will list the missing equipment in the Watch Commander's Shift Summary. Equipment missing in excess of 72 hours will be brought to the attention of the Operations Office with the final decision on how to proceed resting with the Operations Staff.

The Operations Office will be responsible for providing the "Armory and Radio Inventory Log" to the Watch Deputy. Items which are out for repair, will be noted on the sheet along with the date they were sent.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/30/2008)

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Date Approved

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• **Unit Order #30 - Inmate Worker Remuneration Attachment "A"**

UNIT ORDER #30 - ATTACHMENT "A"

The following prices for services have been established by Inmate Services as of June 22, 2007.

ITEM	COST
SHOE OR BOOT SHINE	\$2.00
BOOT SPIT SHINE	\$2.50
VEHICLE WASH	
MOTORCYCLE	\$2.50
CAR	\$3.00
TRUCK	\$3.50
VAN	\$4.00
TRUCK W/CAMPER	\$5.00
MOTOR HOME	\$5.50
BOAT	\$5.00
WASH AND WAX	
CAR	\$6.50

Crescenta Valley Station Unit Orders

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VAN	\$7.50
TRUCK W/CAMPER	\$9.00
BOAT OR MOTOR HOME	\$15.50
ARMOR ALL	
INTERIOR	\$1.00
INTERIOR AND SEATS	\$1.50
VINYL ROOF	\$1.50

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• **Unit Order #30 - Inmate Worker Remuneration**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 30

## **INMATE WORKER REMUNERATION**

It is the policy of the Crescenta Valley Station to establish specific guidelines regarding the payment to station trustees for authorized services such as shoe shines and car washes. The following procedures are to be followed:

- The Jailer will maintain the cash box at his/her work station, will receive funds for service(s), and will disperse the funds to the respective trustee(s),
- All payments to inmate workers for services shall be made using the Crescenta Valley Sheriff's Station Inmate Worker Services Slip,
- Correctional Services Division-Inmate Services shall determine and set standardized prices for authorized services,
- Department personnel are to pay the jailer to remunerate inmate workers upon the completed rendering of services (see Attachment "A"),
- Payment for services by other than the above prescribed manner may be considered a violation of the Department Manual of Policy and Procedures, section 3-01/050.85 Fraternization, and section 3-01/030.75 Bribes, Rewards, Loans, Gifts, and Favors,



## Crescenta Valley Station Unit Orders

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- The suspension of car washes shall be determined by the Unit Commander upon the consideration of the number of assigned trustees to the station, violation(s) of the unit order, or suspend the individual rights to those who are non-compliant with this order,
- Personnel who desire to have their vehicles waxed and/or have their vehicle interiors polished with "Armor All" shall supply the materials.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/30/2008)

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Date Approved

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### • Unit Order #31 - Deferred Report Procedure

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 31

**DEFERRED REPORT PROCEDURE**

It is the policy of the Crescenta Valley Station that all written reports should be completed by the end of the handling employee's shift. However, if the report cannot be completed by the end of the shift, the employee shall notify the watch sergeant as soon as possible. The watch sergeant will determine if the report will be written after the employee's shift, deferred, or reassigned.

## Deferred Report Criteria

All report deferrals must be approved by the watch sergeant. The following criteria will apply to any deferred reports. A report may be deferred when:

- There is no workable information
- Misdemeanor field releases
- Misdemeanor non-desirous
- Felony, no workable information
- Traffic collisions with no injuries
- Traffic collisions with minor injuries and no follow-up
- It does not involve a hate crime (hate incidents may be deferred with the concurrence of the watch sergeant)
- It does not involve a child abuse
- Late arrest/in-custody reports may be deferred when a PCD has been completed and detectives are aware of incident and concur with deferral of the report
- Deputy's shall complete a deferred report by the end of shift, the next day. If the deputy is not scheduled to work the next day, reconsideration for deferral may be necessary.

## Procedures for Deferring Reports

The following procedures will be followed when it becomes necessary to defer a report:

- The watch sergeant must concur with the deferral
- The handling deputy will fill out the “Deferred Report Log” which is located in the “Deferred Report Binder”  
  
and present it to the watch sergeant for signature
- The handling deputy will fill out the face page and make three photocopies of it
- A line will be drawn from corner to corner across each copy and “Deferred Report” will be written on top of the line. The watch sergeant approving the deferral will sign his/her name under the line.
- The photocopies will be distributed as follows:
  - 1 copy to deferred report binder
  - 1 copy to the detective bureau in-tray
  - 1 copy to the secretariat

### **Procedures for Submitting Completed Deferred Reports**

The following procedures will apply to any deferred report which is submitted for approval:

- The handling deputy will pull the copy of the concerned deferred report from the “Deferred Report Binder” and attach it to the completed report prior to submitting it to the watch sergeant.
- Upon approval, the watch sergeant will sign the approved section in the “Deferred Report Log” and discard the copy of the deferred report face sheet.

### **Watch Sergeant Responsibilities**

Watch sergeants will approve all deferred reports. Every reasonable effort shall be made to defer reports for the purpose of not expending overtime. Should overtime become necessary, personnel must obtain watch commander authorization. When a trainee is to write an after-shift

report, the watch sergeant will determine the necessity for the training officer to remain with the trainee.

Watch sergeants shall be responsible for maintaining the "Deferred Report Log" and binder.

The watch sergeant will review the "Deferred Report Log" on a daily basis at the beginning of their shift.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/30/2008)

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Date Approved

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- **Unit Order #32 - Responding To "Check On The Welfare" Calls**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 32

**RESPONDING TO "CHECK ON THE WELFARE" CALLS**

It is the policy of the Crescenta Valley Station that all calls for service relating to, "check on the welfare" of an individual, will be dispatched as a "priority." The calls will be entered into the C.A.D. System as "927C - Check On The Welfare." This will ensure that the call is "voiced" by SCC, and also limits a field unit's acceptable response time to 20 minutes or less.

The concerned field sergeant will also be assigned to all calls of this nature (attention 120S/70S). Any deviation from this Unit Order must be approved by the on-duty watch sergeant or watch commander.

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Todd D. Deeds  
Crescenta Valley Station

(Revised on 05/16/2008)

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Date Approved

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- **Unit Order #33 - Rescinded**

Rescinded

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- **Unit Order #34 - Assigning A Field Sergeant To High Risk Calls**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 34

**ASSIGNING A FIELD SERGEANT TO HIGH RISK CALLS**

It is the policy of Crescenta Valley Station that a field sergeant shall be assigned to all high risk calls for service and other calls where there is reason to believe that force may be required.

Desk personnel should pay special attention to Computer Aided Dispatch System (CAD) "hazard hits" for any location which refers to violent persons at the location or information of known prior uses of force by deputy personnel. Phrases such as "will fight with deputies", "disturbing party known to be violent", and "918V at loc" are clear indications that responding deputies may be required to use force, and all such incidents require at least the assignment of a field sergeant. Any additional details in a call which makes it appear that force may be required, i.e., threats by a disturbing party to resist law enforcement or past violent behavior, shall likewise require the assignment of the field sergeant.



Assigning a field sergeant to the call in the CAD will allow the sergeant to automatically receive updates.

Any doubt about whether to assign a sergeant to a given call should be resolved in favor of assigning the field sergeant and allowing the supervisor to determine whether he or she will respond.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 03/03/2011)

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- **Unit Order #35 Ecomm Reports**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 35

**STATION RESPONSE TO ECOMM INTELLIGENCE REPORTS**

There have been many advances in law enforcement using social media for intelligence and crime solving. Sheriff's Headquarters Bureau (SHB) has recently created an electronic communications monitoring unit (eComm) to monitor social media networks in an effort to collect information useful to law enforcement. Subsequently, this unit gathers open source intelligence and sends the information to concerning stations, so it

can be analyzed and acted upon. Upon receipt of intelligence through social media, SHB will advise stations of advertised major events, where large groups of people intend on gathering to party or protest. These events can take place on both private and public property. Many of these events consists of a variety of illegal activities that results in the degradation of the safety and good order of our communities. Although citizens have the right to gather for lawful purposes, many of these types of events have been demanding on law enforcement, as they drain resources and pose a threat to personnel. Historically, intelligence obtained through social media has not been taken seriously, and many large illegal events have not been handled as well as they could have been. This Unit Order seeks to establish a uniform procedure to respond to such events.

### **WATCH COMMANDER RESPONSIBILITIES**

When the eComm Unit provides the Watch Commander with open source intelligence, he/she shall ensure that a call for service is generated, a unit is dispatched, and a Field Sergeant is assigned. Depending on the nature and anticipated size of the event, the Watch Commander shall consider appropriate emergency operational procedures for responding to such an event, to include placing additional resources and personnel on alert. The Watch Commander shall also be responsible for making appropriate notifications when applicable.

After the event has concluded, the Watch Commander shall ensure that the location is monitored throughout the shift and passed along to the relief shift, if appropriate. The incident shall also be documented in the watch commander log, along with any pertinent details and a final disposition.

### **DESK RESPONSIBILITY**

If the desk receives information from the eComm unit, the Watch Commander shall be immediately notified. When the Watch Commander approves, intelligence information shall be used to generate a call for service with an incident number (Tag #), rather than just sending out an information only message to field units. The dispatcher shall assign two units and a Field Sergeant to call, where large crowds and/or large parties are anticipated. Desk personnel shall continuously communicate with eComm personnel to ensure the most current intelligence and information is being received and sent to field units. If possible, available station resources shall attempt to monitor the social media site in question, so as to assist in obtaining the best and most timely intelligence.

### **FIELD SERGEANT RESPONSIBILITY**

The Field Sergeant shall make every attempt to respond to calls for service where large crowds have gathered or large parties are occurring. If the event has not occurred and the Field Sergeant is unavailable, he/she shall monitor the progress of the handling unit. The Field Sergeant is responsible to oversee the handling of the intelligence based information and any incident it pertains to. The Field Sergeant shall be guided by Field Operations Directive 07-02, Loud Party Disturbances, when dealing with a large party situation and the Manual of Policy and Procedures, section 5-06/030.00, Crowd and Riot Control, when handling large groups of people. The Field Sergeant is also responsible to ensure that law enforcement action is commensurate with all other applicable Department policy and the law. After the incident has been concluded, the Field Sergeant will ensure that the location is monitored throughout the shift and all information pertaining to the event is reported to the Watch Commander.

### **FIELD PERSONNEL RESPONSIBILITY**

Once an intelligence based call for service is received, the handling unit shall evaluate the information and develop an appropriate plan of action. The plan shall be based on the situation at hand and should take into consideration officer safety, public safety, policy and applicable law. The handling unit shall brief the Field Sergeant of their plan and ensure they approach the situation with adequate personnel and resources.

If the response is for a situation that has yet to occur, the unit shall respond to the call for service and educate the organizer regarding the legality of the planned event and attempt to gain cooperation for the controlling and/or cancelation of the event. If the organizer refuses to cancel the event, warnings about any anticipated illegal activities shall be given.

If the event is underway, the handling unit shall respond with appropriate backup unit(s) and supervisor. Upon arrival, they should contact the event organizer and explain the volatility of the situation and request the event be canceled. On scene personnel shall video tape the contact with the event organizer. Evaluate the situation and take appropriate law enforcement action which can include warnings, citations, and/or arrests. Law enforcement action should take into consideration officer safety, public safety, Department policy, available resources, and applicable policy and law.

Once the situation has been appropriately handled, the handling unit shall complete a detailed clearance of the call and any applicable reports. Afterwards, field units shall continue to monitor the event site by conducting frequent patrol checks of the location. All additional patrol checks shall be documented in a unit's deputy daily worksheet.

## Crescenta Valley Station Unit Orders

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 11/30/2012)

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- **Unit Order #36 - Rescinded**

Rescinded

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- **Unit Order #37 - Rescinded**

Rescinded

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- **Unit Order #38 - Rescinded**

Rescinded

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- **Unit Order #39 - Critical Facility**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 39

**CRITICAL FACILITY MONITORING**

It is the policy of the Crescenta Valley Station that all patrol personnel shall be familiar with the critical facilities in their areas and shall check and log at least one critical facility in their patrol area at least once per shift or more as duties permit.

Due to current events and the new homeland security issues, special attention and focus has been placed on Law Enforcement to be prepared to react to attacks against critical facilities. In order to be better prepared to react to any type of event involving a critical facility, all patrol personnel shall familiarize themselves with all critical facilities in their patrol area. They shall conduct a patrol check of the critical facility that reasonably assures that the facility is secure, i.e. door check, perimeter check, contact with persons, security, or others who are present at the facility.

**Note:** When logging patrol shift checks at a critical facility the clearance code of "850" shall be used. In situations involving calls for service or activities where a crime or other clearance is used the 850 clearance code shall also be used.

It shall be the responsibility of the Watch Sergeant when reviewing the Deputy Daily Work Sheet to confirm at least one patrol check of a critical facility has been logged.

Law Enforcement is continuing to develop information involving surveillance of critical facilities by suspicious persons and the Federal Government continues to identify threats against the security of our nation. Keeping this in mind, we must remain vigilant in our efforts to maintain the public safety of our patrol areas, with special attention to our critical facilities.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

(Revised on 05/22/2008)

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## • Unit Order #40 - Jail Emergencies and Supervisory Notification Procedures

Los Angeles County Sheriff's Department

CRESCENTA VALLEY STATION

### UNIT ORDER # 40

#### JAIL EMERGENCIES AND SUPERVISORY NOTIFICATION PROCEDURES

##### PURPOSE:

The purpose of this order is to establish procedures for the use of the station jail's emergency activation systems during a jail emergency. This order shall also set forth the notification process, specifically supervisory notification procedures, during a jail emergency.

##### SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail.

ORDER:

In the event of jail emergency, it is imperative resources are summoned as soon as possible. Just as important is the need to notify a supervisor of the incident, as the supervisor shall ensure all necessary actions are being taken and shall be present to manage the incident.

Jail emergencies shall include, but are not limited to:

- Use of force
- Inmate Deaths
- Attempt Suicides
- Unconscious or Non-Responsive Inmates
- Inmate Assaults

Five alarm panels (red in color panic buttons) are located throughout the jail as a means to notify other station personnel that their immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification unless other expedient means exist at the time the emergency is discovered.

Once the emergency alert system is activated and with due regard for officer and scene safety, station jail personnel shall immediately make proper verbal notification to the watch sergeant or above.

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Todd D. Deeds

Crescenta Valley Station

02/09/16



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- **Unit Order #41 - Inmate Safety Checks**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 41

**INMATE SAFETY CHECKS**

**PURPOSE:**

One of the primary objectives for personnel assigned to the station jail is to ensure the safety and security of all inmates housed within the jail. Whether in a custody facility or a station jail, there is a proven history that inmate safety checks, if done adequately, help prevent inmate injuries, deaths, and assaults.

The purpose of this order is to set forth policies and procedures governing inmate safety checks for all inmates housed at the Crescenta Valley Station Jail.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the station jail, as well as supervisory personnel conducting inmate safety checks.

**ORDER:**

To comply with state regulations and to act in conformance with existing Custody Division policy regarding inmate safety checks, the following shall be conducted:

**Frequency of the Inmate Safety Check**

All inmates housed in the station jail shall be visually checked at least once per every half hour.

*\*See table below for the exact frequency of inmate safety checks relative to the inmate's specific classification, i.e., general population, intoxicated inmates, suicidal inmates, and juveniles.*

To prevent an inmate's ability to plan around anticipated checks, the safety checks shall be conducted in a staggered fashion, i.e., each check is conducted within the time interval, but not repeatedly and precisely at the same interval.

**Inmate Safety Check Defined: Nature and Quality**

Station jail and supervisory personnel shall conduct periodic, visual checks to look for the following:

- Signs of life such as breathing, talking, or bodily movement; AND
- Signs of distress such as bleeding, injury, difficulty breathing, or other behavior indicating the individual's welfare may be in jeopardy.

Station jail personnel shall look into the cells by opening the outerjail door, entering the inner sally-port area, and visually looking to the room/cells. Personnel shall visually inspect each inmate from a reasonable distance and inspect the general area for any items obstructing their view. If such items exist, jail personnel shall ensure such items are removed in accordance with appropriate officer safety principles and tactics.

**If there is doubt about an inmate's condition, personnel shall attempt to elicit a response from the inmate. If the inmate is non-responsive, then personnel shall immediately adhere to Emergency Alarm Activation and Supervisor Notification Procedures set forth in Crescenta Valley Station Unit Order #40.**

If inmate distress is detected, personnel shall immediately activate the emergency alarm system and then render first aid and, if necessary, cardiopulmonary resuscitation (CPR). Proper officer safety practices shall be observed at all times prior to initiating first aid and/or CPR, i.e., removing other inmates from the cell and securing them in a separate cell.

- **NOTE:** Time is critical during this period and although personnel shall take appropriate actions to ensure scene safety, they must bear in mind their duty to immediately render first aid and preserve life.

Personnel who perform first aid procedures and/or CPR shall continue these practices until relieved by qualified station personnel, qualified medical personnel, or they are physically unable to continue life-saving procedures.

If station jail personnel, during their assigned shift, are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required.

### Inmate Safety Check Documentation

All inmate safety checks shall be recorded by the jailer within the electronic Uniform Daily Activity Log (UDAL). If the system is non-operational (i.e. – down for maintenance, etc.), manual entries shall be made on paper Prisoner Count Sheets. Entries shall include the time, date, and name of the person who conducted each check. These manual sheets shall be kept by the Administrative Jailer for a period of 2 years.

### Watch Sergeant Responsibilities

- The Watch Sergeant on every shift shall conduct two inmate safety checks. The checks shall be documented within the electronic Uniform Daily Activity Log (UDAL) under the "Supervisor Checks" section and shall be included on the Watch Commander's Log for the respective shift.
- The Watch Sergeant Shall ensure required inmate safety checks are being conducted and properly documented by the jailer.
- The Watch Sergeant shall inspect the remaining areas of the jail to ensure safe and secure conditions are being maintained.

### Watch Commander Responsibilities

- The Watch Commander on every shift shall conduct two inmate safety checks. The checks shall be documented within the electronic Uniform Daily Activity Log (UDAL) under the "Supervisor Checks" section **and** shall be included on the Watch Commander's Log for the respective shift. In the event the Watch Commander is covering the shift duties of the Watch Sergeant, four checks are required.
- The Watch Commander shall ensure the video monitoring system is operational each shift. Currently, the video footage from the seven cameras inside the jail is only retrievable through Data Systems Bureau and is not able to be randomly audited by the watch commander. Although closed circuit video footage along with a 30 to 60 day playback feature is planned for the future so that random audits maybe conducted, it is important to note that ensuring the video monitoring system functionality is critical in the event risk management incidents occur.

If station jail personnel notify a supervisor, a sergeant or above, that an inmate safety check cannot be completed, the supervisor must ensure the check is conducted within the appropriate time interval.

### Frequency of Inmate Safety Checks and Inmate Classification

Crescenta Valley Station Unit Orders

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Inmate Classification	Frequency Interval:
General Population Inmates	Once per 30 minutes
Intoxicated Inmates	Once per 30 minutes
Suicidal Inmates	Once per 15 minutes
Juveniles (Secured Detention & Locked Enclosure only)	Once per 30 minutes
Intoxicated Juveniles	Once per 15 minutes

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Todd D. Deeds  
Crescenta Valley Station

Date Approved

02/09/16

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• **Unit Order #42 - Taser and Taser Holster Field Deployment**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 42

**TASER AND TASER HOLSTER FIELD DEPLOYMENT**

It is the policy of the Crescenta Valley Station that **EVERY** Crescenta Valley Station field patrol personnel, watch deputy, field sergeant and station jailers (who are trained to use the Taser) on every shift be deployed and equipped **on their person** with an X-26 or X-26P Taser and Taser holster.

Detective team (during investigative operations) shall be equipped and deployed with an X-26 or X-26P Taser and Taser holster.

This order shall apply to all Crescenta Valley Station personnel and all Department personnel assigned to work patrol and Detective operations at Crescenta Valley Station.

*Note: X-26 or X-26P Taser(s) deployed shall be strictly operated and employed by users who are departmentally approved and certified in their use*

*Approved Taser Holsters: SO Tech Nylon drop down holster and "Taser" hard polymer holster*

Watch Deputies will ensure at the beginning of every shift the Taser and Taser holster assigned to the Crescenta Valley Station desk are operational and functional.

The on duty field sergeant at Crescenta Valley Station is responsible for monitoring and ensuring that all field units and jailers assigned during their shift are equipped with an operable X-26 or X-26P Taser and Taser holster if available.

All personnel are responsible in ensuring notification to their respective supervisor of an inoperable or damaged Taser and/or Taser holster. The supervisor shall in turn notify the armory sergeant and the training and scheduling sergeant of the inoperable/damaged Taser and/or Taser holster.

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Todd D. Deeds  
Crescenta Valley Station

Date Approved

(Revised on 09/19/2018) db

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- **Unit Order #43 - Reserves Driving County Vehicles**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

**UNIT ORDER # 43**

**RESERVES DRIVING COUNTY VEHICLES**

**Purpose:**

The purpose of this order is to establish uniformed guidelines for reserves when they can and cannot drive marked county patrol cars. This Unit Order is a **guideline only**, as not all situations and circumstances can be anticipated.

Level II reserves shall not conduct “general law enforcement” action when alone, unless it is a life and death situation for those involved.

### **Law Enforcement Support**

Level 1 reserves (1D, 1ND) have 24 hours peace officer powers and are allowed to work a one man car on any shift in patrol, special events, or any law enforcement activity without restriction.

Level 2 reserves may drive marked county vehicles alone as follows:

- To and from a designated location (crime scene, containment, evacuation areas, special event, parade, run, power outage, transportation of vehicles to/from certain locations, public relation events, etc).

Level 2 reserves are available and equipped to support a variety of law enforcement functions that include, but are not limited to, critical missing persons, power outages, traffic control, evacuations, fires, floods, station special events, and etc. When it has been determined that an area or location such as a structure, open area, or vehicle is required to be preserved as evidence or essential for an ongoing operation, this can be accomplished by reserve personnel; however, scene preservation is the primary responsibility of patrol personnel.

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Todd D. Deeds  
Crescenta Valley Station



**Date Approved**

(Revised on 09/18/2018) db

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- **Unit Order #44 - After Hours Outside Evidence Entry Procedures**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER #44

## **After Hours Outside Evidence Entry Procedures**

### **I**

#### **PURPOSE OF ORDER:**

The purpose of this unit order is to define unit level operating procedures for the Crescenta Valley Station, Outside Evidence Property Room, should entry be needed after normal business hours. Proper documentation of evidence movement is critical to preserve the chain of custody. Reference MPP 5-04/070.80 for further information.

#### **SCOPE OF ORDER:**

All personnel are required to be familiar with and adhere to the provisions of this Unit Order.

#### **ORDER:**

When the need to enter the Outside Evidence Property room arises, after the Property Custodian has left for the day, Deputy/Detective personnel must adhere to the following:

- Contact the On Duty Watch Commander for permission to enter.

## Crescenta Valley Station Unit Orders

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- Fill out the Outside Evidence Property Room sign-in sheet. Please include The following:
  - Date/Time
  - Name/Employee number
  - Unit of assignment
  - Uniform Report Number
  - Reason for entry
  - Items taken
  - Watch Commander granting permission to enter
- Obtain the Outside Evidence Property Room keys from the Watch Commander. The Watch Commander shall escort the Deputy/Detective to the property room and supervise the removal of evidence.
- Remove Evidence and update new location in PRELIMS.
- Return keys to the Watch Commander.

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Todd D. Deeds  
Crescenta Valley Station

(Created 10/02/2019)

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Date Approved

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- **Unit Order #45 - Victim's Assistance Pamphlet Procedures**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

**EAST PATROL DIVISION**

**Unit Order: 45**

**Effective Date: 02-15-2020**

**Revision Date: 02-04-2020**

**Subject:** VICTIM'S ASSISTANCE PAMPHLET

**Reference:**

**PURPOSE OF ORDER:**

To establish station procedures for the issuance of a Victim's Assistance pamphlet and resource guide to victims of domestic violence within the local jurisdiction.

**POLICY:**

This Unit Order outlines procedures for patrol, detective and supervisory personnel at the station level.

**SCOPE OF ORDER:**

This order shall apply to each unit, shift, and employee assigned to Crescenta Valley Station.

Crescenta Valley Station deputy personnel currently provide a victim of domestic violence 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 F.A.I.R and VINE brochures were provided to the victim.

Effective February 15, 2020, an additional pamphlet shall be provided to the victim at any domestic violence incident. The pamphlet is titled "Victim's Assistance" and is specific to the area patrolled by Crescenta Valley station.

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

**ORDER:**

OPERATIONAL LEVEL

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 the issuance of the Victim's Assistance pamphlet in the report

Field Sergeant/Watch Sergeant's responsibilities:

The approving sergeant shall insure the deputy's report documents the issuance of the Victim's Assistance

pamphlet

Desk personnel

The station watch deputy shall insure the Victim's Assistance pamphlet is available at the station's front counter

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

Attachment: Victim's Assistance pamphlet

## Crescenta Valley Station Unit Orders

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Todd D. Deeds, Captain

Crescenta Valley Station

Date Approved

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