Malibu/Lost Hills Station Unit Orders

• Volume 1 - Administrative

• • 1-01/010.00 - Unit Orders

PURPOSE:

Unit orders have been promulgated to provide station personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper functions of the Lost Hills Station. Any conflict that may arise between these orders and departmental orders, directives, procedures etc., shall be resolved by adherence to the higher departmental orders.

Each unit order will indicate a station order number and a subject title. The purpose of the order will be stated along with the policy or procedure.

UNIT ORDER

Unit orders will be maintained by the sergeant responsible for Manuals and Orders. They will be located in the station's computerized share files and published on the Departments Policy Archival and Retrieval System (PARS). In addition, each new station order will be distributed as follows: captain, patrol lieutenants, detective lieutenant, patrol sergeants, briefing board, and station narcotics unit.

All Station personnel have the obligation to familiarize themselves with, and periodically review, these orders.

• Volume 2 - Station Operations

• • 2-01/020.00 - Vehicle Parking

PURPOSE

The Station parking lot was designed to provide an adequate number of marked parking spaces to accommodate station personnel during normal operational situations. This order describes the difficulty encountered when all spaces are filled or the following procedures are not adhered to.

PROBLEMS

When vehicles are parked in areas not designated or intended for parking the following problems are present:

- Driveway space is reduced which increases the probability of accidents.
- Fire lanes are less than adequate and, if needed, fire department response would be hampered.

- Access to mechanical areas may be blocked causing inconvenience, reduced efficiency and frustration to those who work in those areas.

SOLUTIONS

To alleviate the above problems, the following regulations are in effect:

- Vehicles which are in need of mechanical or communication equipment repairs and which have had necessary repair requests prepared will be parked in front of the garage in the spaces marked "B.O."
- County Vehicles requiring washing and those which are receiving maintenance will be moved from the shop areas to parking spaces as soon as possible after they are finished.
- Black and white patrol vehicles shall be parked in the stalls marked B/W. There are sufficient stalls for patrol vehicles.
- Vehicles which are impounded and brought to the station to hold for prints, crime lab work or to await the preparation of a search warrant should be parked in the "B.O." parking spaces with a "Hold for Sheriff" sticker prominently placed on the front and rear windows.
- All privately owned vehicles must be parked in marked places. Employees shall not park their private vehicles in designated stalls for county vehicles, or parking station personnel.
- Privately owned vehicles may be temporarily placed inside the designated garage stalls for previously approved trusty services. They should be removed immediately after completion of work. Vehicles may not be parked in front of the garage stalls.
- Employees are not permitted to park vehicles, including motorcycles, in the garage area overnight.
- Drivers of vehicles from other County departments and other agencies will be advised of these restrictions when violations occur. Vehicles may by parked in any marked space or in the area reserved for excess vehicles.
- Station personnel shall not park their patrol units in the booking stalls unless they are booking a prisoner. Personnel shall never park their units along the red curb adjacent to the jailer's entry of the station.

• • 2-01/080.00 - Equipment Control

PURPOSE

This order is established to ensure proper maintenance, control and availability of AR-15s, Tasers, shotguns, stun-bag shotguns, and any specialized weapons stored in the armory.

The Watch Sergeant shall be responsible for maintaining control and security of the armory. A Weapons Inventory Sign-Out sheet has been established to record the issuance of each of the above items per shift. The Watch Sergeant or his designee, shall be responsible for determining that all items have been properly

signed out or are present in the armory.

AR-15

Each AR-15 is stored in a black canvas zippered bag. Attached to the bag handle is the serial number of the enclosed rifle.

SHOTGUNS

Each shotgun has been assigned a Malibu/Lost Hills station number. The number is located on the shotgun stock. Shotguns will be kept in the corresponding numbered slot in the station armory.

TASERS

Each Taser is stored in a black plastic case. Each Taser has been assigned a Malibu/Lost Hills Station number. The number is located on the case and the Taser.

STUN-BAG SHOTGUNS

Each stun-bag shotgun is stored in a black/yellow canvas case. Each stun-bag shotgun has been assigned a Malibu/Lost Hills Station number. The number is attached to the stock of the stun-bag shotgun and the case.

PROCEDURE

On coming deputies will contact the Watch Sergeant, or his designee, to obtain an AR-15, shotgun, Taser, or stun-bag shotgun prior to going on shift from those available in the armory. The serial numbers of the items issued shall be entered in the deputy's MDC log and on the Weapons Sign-Out sheet. The Watch Sergeant shall sign the Weapons Inventory Sign-Out sheet in the appropriate location indicating his/her approval that all weapons are accounted for during their shift. The Watch Deputy shall conduct a mid-shift armory inventory and report the findings to the Watch Sergeant.

With the exception of an emergency (998, tactical situation, containment, etc.), no exchange of weapons will occur in the parking lot between shifts. If a weapon is to be passed from one shift to the next, the deputies and weapon will be presented to the Watch Sergeant and the transaction properly recorded on the Weapons Inventory Sign-Out sheet.

When going off duty, deputies will advise the Watch Sergeant of the items being returned to the station armory.

• • 2-02/040.00 - Delay Notification on Routine Calls

PURPOSE

This order specifies the procedures to follow when a unit is not immediately available to respond to a routine

call for service.

FIELD UNIT RESPONSIBILITY

When a field unit finds it will require an excessive amount of time to respond to a routine call, it shall notify the desk that it will be delayed. The reason for the delay and the E.T.A. to the call will be given to the desk.

DESK RESPONSIBILITY

Desk personnel shall, if no other unit is available to handle the call within a reasonable time limit, contact the citizen via telephone, advise the citizen of the situation, and provide them with an E.T.A. to the location.

Information regarding a delay may be discussed with the informant during the original call when the Watch Deputy is already aware that there will, in fact, be a delay.

DEFINITIONS

The routine calls referred to in this Station Order include calls such as reports, minor disturbances or abandoned vehicles.

Excessive response time would be a time in excess of sixty minutes.

• • 2-03/020.00 - Inmate Worker Visits

PURPOSE

To insure the proper supervision of inmate worker visits the following procedures shall be followed:

SCHEDULE AND LIMITS

Visiting days and hours are Saturdays, Sundays, and Holidays from 1100 hours to 1700 hours.

Visits are limited to an one hour duration unless terminated or extended by a supervisor. Visits that are not at least fifteen minutes in duration will not count as a visit. (An exception to this would be if the inmate worker himself chose to terminate the visit prior to fifteen minutes or, the visit was terminated for disciplinary reasons.)

Any deviation from the above schedule will be restricted to emergencies only and must be approved by the Watch Commander.

NUMBER OF VISITORS OR VISITS

An inmate worker is permitted two visits in any one day with no more than three persons per visit.

Each person requesting an inmate worker visit will report to the lobby counter and sign the inmate worker visiting log before being allowed to visit an inmate worker. Identification should be requested by the jailer (visiting supervisor) to verify that the identity of the visitor is properly recorded.

When inmate workers are granted a visit, they will be advised by the jailer or deputy supervising visiting, of the ending time of their visit. Inmate workers will be responsible for terminating their visit on time. Upon conclusion of the visit, inmate workers will report immediately to the jailer's office.

CONDUCT AND LOCATION OF VISITS

Visits will be conducted in the station assembly room and/or, outside on the lawn and patio area just west of the heliport. All visits will be directly supervised by Sheriff's Department personnel, i.e.: sworn deputy, reserve deputy, or Sheriff's explorer, at the direction of the jailer.

In the event the jailer is the only person available to supervise visiting, visits may still be held on the outside lawn however, inside visits will be conducted in the station lobby. Chairs from the assembly room may be brought into the lobby to accommodate the visitors.

RESTROOM FACILITIES

Visitors will be instructed by the visiting supervisor to utilize the following restrooms:

Lobby visits-the public restroom in the lobby will be utilized for lobby visits.

Outside visits-Visitors will utilize the common (male/female) restroom in the hallway outside the jailers office.

Assembly room visits-Visitors will utilize the common (male/female) restroom located in the hallway just outside the east entry door of the assembly room.

INMATE WORKER VISITORS SHALL NOT BE ALLOWED ANYWHERE ELSE INSIDE OR OU THE STATION.

All inmate worker visits shall be in compliance with section 6-14/050.00 of the Custody Division Manual.

• • 2-01/010.15 - Release Of Prisoners

PURPOSE

This order is to insure proper station security when releasing prisoners from a jailer's custody.

PRISONER RELEASE

All prisoners who are released from Lost Hills Station will be released via the jail door on the west side of the station. Jailers will escort the prisoners out of the station and walk them to the small gate located next to the driveway exit. The prisoners will be released from the jailer's supervision at this time. If the prisoner wishes to use the phone, he/she will be instructed to walk through the front parking lot and into the station lobby.

• Volume 3 - Line/Field Procedures

• • 3-06/040.00 - City of Calabasas Second-Hand Smoke Control Ordinance

PURPOSE

In order to establish guidelines for the enforcement of the City of Calabasas Second-Hand Smoke Control Ordinance, the following guidelines have been established.

BACKGROUND

The Calabasas City Council amended Chapter 12 of Article 8 of the Calabasas Municipal Code "Comprehensive Second-Hand Smoke Control Ordinance." The following is highlights of the amendment.

The code is intended to protect the public health, safety and general welfare by prohibiting smoking in public places under circumstances where other persons will be exposed to second-hand smoke. The ordinance is designed to assure a cleaner environment for the City, its residents, and streams, by striking a reasonable balance between the needs of persons who smoke and the needs of non-smokers, including children.

OVERVIEW

Sec. 8.12.040 Prohibition of Smoking C.M.C. - Public and Other Places Where Smoking is prohibited. Except as otherwise provided by state or federal law, smoking is prohibited everywhere in the City of Calabasas, including but not limited to: public places; places of employment; multi-unit residence common areas; enclosed and unenclosed places of hotels, businesses, restaurants, bars, and other public accommodations.

Smoking is permitted on private residential property, other than those used as a child-care or health-care facility subject to licensing requirements when employees, children or patients are present. In up to twenty percent of the guest rooms of a hotel or motel when 80 percent of the rooms are permanently designated as nonsmoking rooms. Designated unenclosed areas in shopping mall common areas designated as "smokers' outposts." Any outdoor area in which no nonsmoker is present and, due to the time of day or other factors, it is not reasonable to expect another person to arrive (i.e. The Commons at 3:00 a.m.).

A violation of this ordinance shall constitute a misdemeanor punishable pursuant to 1.16.010(a) Calabasas Municipal Code.

During the initial period, enforcement of this ordinance is to be for the most part educational in nature. The public should be given ample opportunity to not only be made aware of the new ordinance, but also to cooperate.

DIRECTIVE

Deputy personnel shall be aware of the procedures of this ordinance. Smoking is prohibited in all public places in the City of Calabasas where other persons can be exposed to second-hand smoke. Note: A deputy (while on duty) cannot be an offended person. (See list of definitions for clarification)

These places include indoor and outdoor businesses, hotels, parks, apartment common areas, restaurants and bars where the general public can be reasonably expected to congregate.

When a resident is smoking on their balcony, which is directly adjacent to a common area, the resident would be in violation of the ordinance if the person walking by was offended by the smoke and pursued legal action.

When a person witnesses or is offended by an individual smoking in violation of the ordinance, the offended individual is to personally ask the violator to comply with the ordinance or ask an employee of the establishment to enforce the ordinance. If the violator fails to comply with either the offended party or employee's request, private security should be contacted, providing the establishment or complex employs security. If the violator fails to comply with security, a Code Enforcement Officer from the City of Calabasas shall be requested to respond.

NOTE: Security and Code Enforcement do not have authority to detain persons.

If the violator remains at the location and refuses to cooperate with the Code Enforcement Officer, the Sheriff's Department may be called. It is the mission of the Sheriff's Department to defuse the situation and assist the Code Enforcement Officer in obtaining information from the violator in order for the City to issue a citation. If the violator cooperates, the Code Enforcement Officer will issue a City of Calabasas citation.

If the violator refuses to comply with the Code Enforcement Officer, the Deputy shall advise the Code Enforcement Officer or victim of private person's arrest procedures. The Code Enforcement Officer or offended party may then effect a private person's arrest, if the offense occurred in their presence. When a deputy handles a private person's arrest at the request of a victim or Code Enforcement Officer, the deputy shall follow established policy and procedures (refer to Field Operations Directive 02-06). The Deputy will cite all violators to Malibu Court. If it becomes necessary to take a violator into custody, that person, after the completion of the booking process, will be issued a citation to Van Nuys Court.

NOTE: *When a person is non-desirous of prosecution the deputy will take no action.*

DEFINITIONS

- Business- means any sole proprietorship, partnership, corporation, association, or other entity formed for profit-making purposes or that has an employee.

  Note: Calabasas County Club is a member's only private golf course and is thereby exempt due to the exclusivity created by private membership which is not open to the general public.

- Common area at a shopping mall: Any indoor or outdoor common area of a shopping mall accessible to and usable by the occupants or customers of more than retail establishment, including but not limited to halls, lobbies, outdoor eating areas, play areas and parking lots.
- Employee: Any person who is employed or retained as an independent contractor by any employer or

any person who volunteers his or her services for an employer, association, nonprofit entity.

- Multi-unit residence common area: Any common area of a multi-unit residence accessible to and usable by the occupants of more than one dwelling, including but not limited to halls, lobbies, laundry rooms, outdoor eating areas, play areas and swimming pools.
- Present: Within a reasonable distance
- Public Place: Any public or private place open to the general public regardless of any fee or age requirement.
- Reasonable Distance: A distance of twenty feet or, with respect to a designated smoking area, such larger area as the city manager reasonably determines in writing to be necessary in a given circumstance to ensure that occupants of an area in which smoking is prohibited are not exposed to secondhand smoke created by smokers outside the area.
- Recreational Area: Any public or private area open to the public for recreational purposes whether or not any fee for admission is charged, including, for example, parks, gardens, sporting facilities, stadiums, and playgrounds.
- Smoking: Possession of (and “smoke” means to possess) a lit pipe, lit cigar, or lit cigarette of any kind, or the lighting of a pipe, cigar, or cigarette of any kind, including, but not limited to, any tobacco product, or any other weed or plant.
- Tobacco Product: Any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, bidis, or any other preparation of tobacco.

• • 3-19/010.00 - 69 Bravo Topanga Coalition for Emergency Preparedness

SCOPE:

The Santa Monica Mountains are home to some of the most spectacular and horrific fires in our nation’s history. Topanga Canyon is home to roughly 10 thousand residents, is set within the Santa Monica Mountains, and is located at the southern border of Malibu/Lost Hills station’s jurisdiction. The rolling hills and ample vegetation serve to provide both privacy for its residents, and fuel for fires which have become a common occurrence in Southern California.

The topography and roadway design make egress challenging during normal conditions, nearly impossible under exigency.

“69BRAVO” is a critical hilltop base suited to support both firefighters and law enforcement efforts, and has become the most critical asset in this region. It serves the communities of Topanga, Fernwood, Calabasas, Malibu, and Agoura Hills by providing a reliable way to deliver life-saving services. It is equipped with two helipads, 10,000 gallons of water, and a command center equipped with a full communication network. “69BRAVO” is outfitted with numerous real-time security cameras and is under constant surveillance.

* GPS Coordinates: 34° 4' 29.013", -118° 37' 39.9072"

* www.69bravo.com

PURPOSE:

In support of the Topanga Emergency Management Task Force (TEMTF), and the Topanga Coalition for Emergency Preparedness (TCEP), Malibu/Lost Hills station will provide a fully functional Los Angeles County Sheriff's Department radio car to support any emergency mission within a 5 mile radius of Topanga.

ORDER:

In coordination with community members, the Topanga Town Council, the TEMTF, TCEP, Supervisor Sheila Kuehl's office, and other various safety partners to include but not limited to Los Angeles County Fire & Los Angeles City Fire, Malibu/Lost Hills station will leave an LASD vehicle at the hilltop base "69BRAVO" to provide immediate response capabilities to any major disaster.

Malibu/Lost Hills station will remain responsible for its general care and scheduled maintenance, and will conduct routine checks of the vehicle on an as-needed basis.

Should any questions or concerns surface regarding the property and equipment, or any related issue located at "69BRAVO", Mr. Simon T is the property's patron, sponsor, benefactor, and caretaker. He can be reached at (858) 456-7890.

• Volume 4 - Contract Cities

• • 4-01/010.00 - Contract Compliance City of Hidden Hills

PURPOSE

To ensure a consistent, uniform level of law enforcement service to the residents of the city of Hidden Hills.

PROCEDURE

At the conclusion of his/her individual shift, each Watch Sergeant shall make a notation in the red Watch Commander's log book detailing the level of service provided to the city of Hidden Hills during his/her shift. In the event standard patrol service was not provided during the shift or the level of service provided did not meet our contractual obligation, the Watch Sergeant shall provide a specific reason explaining the service deficiency.

NOTE: Insufficient units/personnel is an inadequate explanation and shall not be used.

• • 4-01/020.00 - Contract City Monthly Reports

PURPOSE

This order is to define the reporting responsibilities for supplying each contract city administration with information on Departmental activity within its respective city.

REPORT CONTENTS

Each report will contain significant crime incidents, crime statistics and a traffic accident and statistical enforcement summary. The following personnel will be responsible to submit to the Operations Sergeant the material needed to compile the reports:

TRAFFIC SERGEANT

The accident statistics for the month with comparisons for the previous month, cumulative activity by fiscal year and comparative statistics from the same period of the previous year.

Enforcement statistics for the month with comparisons for the previous month, cumulative activity by fiscal year and comparative statistics from the same period of the previous year.

DETECTIVE BUREAU SERGEANT

Responsible to insure that the Crime Analyst prepares a statistical summary of criminal activity for the month, comparative statistics for the same period of the previous year, and significant criminal incidents for the month.

REPORT PREPARATION

The Operations Lieutenant oversees the information received from the indicated persons and prepares the final copy for the Station Commander's review and forwarding to the concerned city manager.

• • 4-01/030.00 - Contract City Daytime Curfew/Truancy Enforcement Program

PURPOSE

To establish a standard for enforcing and tracking the curfew/truancy violations of the various contract cities policed by Malibu/Lost Hills Station.

PROCEDURE

Truancy or daytime curfew ordinances have been passed by most of the cities policed by Malibu/Lost Hills Station. The purpose of these infractions is to provide deputies with a constructive tool to combat localized problems associated with juveniles who should be in school.

Deputies should utilize the daytime curfew ordinance as probable cause to stop only those juveniles who appear to be aimless and have no apparent destinations. This ordinance should not be used to stop vehicles with juvenile operators or passengers.

It is not necessary for students to have school identifications when they are away from campus during the hours of the curfew. Many schools, however, do place lunch or work pass restrictions on their student identification cards which might be helpful in quickly removing suspicion regarding certain students.

Station policy requires that deputies who detain juveniles for daytime curfew fully investigate the legitimacy of the explanations offered by the students for their absence from campus. Justifiable absences would include home schooling, parental permission, medical excuses, etc.

Deputies should confirm a truancy with either the student's school, student's parent, or the student themselves prior to issuing a citation. Station desk personnel should be utilized to attempt confirming via telephone calls. Deputies should strive to accomplish any required investigation within ten minutes.

If a deputy cannot clearly confirm the truancy, no citation should be issued and the student should be allowed to continue on to their destination, if they can safely do so.

Once a citation has been generated for a violation of this section, the citation will initially be given to the Juvenile Intervention Team. The J.I.T. will record the information as prescribed in Field Operations Directive 96-4, have the citations processed for court, and prepare the monthly report for the chief. This report will be submitted no later than the 5th of each month.