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.