

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

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 29

**SHIFT INVENTORY**

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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Crescenta Valley Station

(Revised on 05/30/2008)

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Date Approved

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