

## **Norwalk Station - Unit Orders Manual**

- **Administrative**
  - • **Court Liaison Expectations**
  - • **Distributing Tow Requests**
  - • **Handling Telephone Calls For the Captain**
  - • **Public Desk Security**
  - • **Telephone Demeanor**
  - • **Voiding an Uniform Reporting Number**
- **Supervisors**
  - • **Ballistic Vests for Ride-Alongs**
  - • **Deferred Report Procedures**
  - • **Radio Inventory Procedures**
  - • **Report Tracking Procedures**
  - • **Securing of Safety Equipment and Clothing**
  - • **Timely Submission of Report of Damage to County Vehicle Form**
  - • **Timely Submission of Vehicle Pursuit Evaluation Form**
- **Field Personnel**
  - • **Automatic License Plate Recognition System (ALPR) Procedures**
  - • **Deployment of M-26 Tasers**
  - • **Documenting Victim Injuries**
  - • **Logging Community Relations Contacts**
  - • **Norwalk City Public Safety Officer Guidelines**
  - • **Patrol Gear Locker Distribution and Maintenance**

- • **Patrol Personnel in Public Places**
- • **Proposition 47 Arrests and Bookings**
- • **Quality Driving Program**
- • **Recovered and Impounded Vehicle Procedures**
- • **Road Spike Deployment, Training, and Maintenance**
- • **Shotgun and Stunbag Shotgun Deployment**
- • **Suspected Child Abuse Report (SCAR) Procedures**
- • **Undercover Operations**
- • **Urine Test Refusal**
- **Jail Personnel**
  - • **Collection of DNA Samples**
  - • **Livescan Quality Assurance**
  - • **Prisoner Transport Documentation**
  - • **Station Jail Cell Extractions**
- **Miscellaneous**
  - • **Station Parking Lot Management**