

## **20-04 Sheriff's Information Bureau Offices Security**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **EXECUTIVE DIVISION**

#### **SHERIFF'S INFORMATION BUREAU**

**Unit Order:**

20-04

**Effective Date:**

03-10-2020

**Subject:**

Sheriff's Information Bureau Offices Security

**Reference:**

MPP 5-06/000.45 Security of Key Facilities and Vital Buildings

### **PURPOSE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) secures the personnel office.

### **SCOPE OF ORDER**

The SIB captain is the Sheriff's designee responsible for overall security of the Sheriff's Information Bureau.

### **ORDER**

The Security Coordinator shall be responsible for:

1. Coordinating the overall security plans for SIB, including emergency preparedness, evacuation and disaster planning.
2. Assuring that proper notifications are made of any incidents wherein immediate police action or emergency service is required.
3. Ensuring security information is disseminated to all staff as needed.
4. Ensuring compliance with security requirements from County Services Bureau (CSB).
5. Ensuring fire extinguishers and safety equipment are in working order.

The Operations deputy or designee at SIB shall be assigned the responsibility of unit security. The Floor Evacuation Control Officer is accountable to the floor Warden (SIB Operations deputy or designee) or Security Coordinator.

The Floor Evacuation Coordinator shall be responsible for the following:

1. The immediate notification to the Media Unit during an emergency or security breach.
2. Keeping an updated list containing the CSB and Emergency phone number(s).
3. Forming a search, evacuation, contact/arrest team from sworn members of SIB; keeping a current list of team members, and emergency contact information should the need arise.
4. Designating a unit key control officer with the responsibility for the issuance, recovery, and security of all keys. All pertinent information concerning key control shall be logged and kept current.
5. Inspecting entrances, exits and windows of the unit and making recommendations to rectify all security or safety hazards.
6. Training as needed.

The Operations Deputy or designee at SIB shall assign a staff member to act as the Unit Security/Floor Evacuation Control Officer and Coordinator. Together, these officers shall have primary responsibility for the security of their respective area.

The Unit Security/Evacuation Control Officer shall be responsible for the security of the SIB work area, including records, files, exhibits, desks, safes, etc.

## **LAW ENFORCEMENT**

The Los Angeles Police Department shall handle all criminal complaints unless otherwise directed by SIB. DIAL 9-1-1 for all police or medical emergencies. After requesting police/paramedic assistance, immediately notify the CSB at (323) 974-8000 & the DOC at (213) 229-3392.

In the event there is a major County emergency SIB sworn personnel should contact Sheriff's Information Bureau at: (213) 229-1850. If the phone line is down contact the on-duty Sergeant via cellular phone.

If you cannot report to duty at SIB, you are to report to the nearest Sheriff's station to your home.

## **SHERIFF'S INFORMATION BUREAU RESPONSIBILITIES**

A notification checklist of the SIB Security Coordinators and current email group shall be posted in the Media Unit of SIB. In the event of an emergency, SIB will notify the concerned Floor Security/Floor Evacuation Control Officers. In the event of an after-hours emergency, the SIB Captain is to be notified immediately.

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