Unit Order 2000

• 00-001 Facility Specific Orders

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-001**

Subject: **Facility Specific Orders**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this directive is to establish the mission and purpose of the establishment of a full service Sheriff's station in the City of Cerritos. In addition, this directive shall establish accountability among sworn and civilian personnel assigned to Cerritos Station.

SCOPE OF ORDER:

The establishment of Cerritos Station in the City of Cerritos is a joint venture of the City of Cerritos and the L.A. County Sheriff's Department. The purposes of this station include the delivery of more efficient and effective police services to the community, the enhancement of community based policing, and improved access by the community to city and county government agencies.

ORDER:

Cerritos personnel will be required to report to duty at the station directly and maintain department assigned equipment. Directives will be established to maintain efficiency, fix accountability and provide positive channels of communication among sworn and civilian personnel, city officials and city employees.

These directives shall assist in guiding personnel through certain processes that are specific to the operation of Cerritos Station. These directives shall also assist personnel in performing certain functions that they had performed at prior assignments.

Cerritos Station directives shall be approved by the Cerritos Station Captain or his designate. Recommendations by any personnel for modifying or establishing a directive are highly encouraged. Any suggestions for change may be submitted to the Cerritos Station Captain.

All directives shall be considered a direct order. Sheriff's Department Policies and Procedures, and Field Operations Regions directives shall precede the order of station directives.

The contents of all directives shall be made available to all personnel whose duties require that they perform their responsibilities using the station as a resource facility.

A conspicuously located binder containing all directives shall be available to all personnel assigned to the station. New and revised directives shall be briefed to all personnel by a supervisor. Significantly important directives shall be periodically included in briefing/training sessions which are conducted by a supervisor.

Copies of revisions to any directive shall replace all indexed copies of previously published directives. Revisions shall not be informally changed with handwritten entries. Outdated directives shall be destroyed and shall not remain in Cerritos Station files.

The Operations Sergeant shall be assigned the duty to maintain a permanent file of current directives. The Operations Sergeant shall ensure that adequate and suitable copies are available to all personnel. The Operations Sergeant shall ensure that the maintenance of station directives comply with any department requirements concerning inspections of manuals and orders.

As part of their responsibilities, the sergeants and the lieutenants shall periodically review the contents of the directives and determine if they are creating or minimizing efficiency and effectiveness in the station operation. They shall direct any suggestions for change to their supervisor or the Cerritos Station Captain.

Special assignment sergeants and supervisors whose duties include the supervision of station personnel, shall be familiar with the contents of the directives so that they can competently train and guide their subordinates in the performance of their duties.

Directives shall be modified or deleted as changes in procedures, functions or responsibilities occur. Not all aspects of the new station can be identified, especially during the development stage of the facility. Therefore, certain directives shall be general in nature.

• 00-002 Station Security



Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-002**

Subject: **Station Security**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order shall establish policies and procedures for maintaining security of the Cerritos Station facility, its armory, safety equipment, department vehicles and jail.

SCOPE OF ORDER:

All personnel shall make reasonable efforts to maintain security of the physical structure of the station, the parking areas and any tools, equipment, weapons, ammunition and vehicles assigned or stored at the station.

ORDER:

Sworn personnel shall supervise any person inside the station facility with whom they are conducting business. They shall personally escort or arrange for an escort of any person who requires access to any sensitive part of the facility. They shall escort visitors to any proper exit when they conclude their visit at the station.

Personnel shall not provide or share any key, building access code, building access card, telephone access code or issued credit card/account number with any person not authorized to possess or use the same. Personnel shall immediately report the loss, theft or misuse of any security code, security card, access code, key or credit card/account number to a supervisor.

Cerritos Station personnel shall be assigned the appropriate keys, access cards or codes to gain access to

the station armory, telephone system or fuel vending facility. The Operations Sergeant shall be assigned the duty of maintaining keys, cards and code security for the facility.

All exterior doors shall remain closed. At no time are any doors which allow access to the facility, the armory or any designated locked rooms or cabinets to be propped open.

Personnel assigned a vehicle shall close all windows and lock all doors of the vehicle at the end of their shift. Personnel shall not assume that their assigned vehicle will be deployed immediately at the end of their shift.

ARMORY, WEAPONS & IDENTIFICATION

All shotguns, rifles and less lethal, shall be secured in the Cerritos station armory. Ammunition and emergency deployment devices with detonators shall be appropriately stored according to Department guidelines in the station outside armory.

A sergeant shall be assigned the duty to maintain armory equipment and ensure that periodical inspection requirements are met.

No shotgun or rifles shall be left in a vehicle that is not in use. Radio batteries shall be stored and recharged in the dispatch area.

The storage of batteries, less lethal weapons or lethal weapons in lockers, desks or cabinets, not part of the armory, is specifically prohibited. Personal or department handguns used in the performance of departmental duties may be stored in a designated and secured locker when personnel are not on duty.

Battery chargers shall be maintained in operable condition in the dispatch area. The watch deputy shall be responsible for recharging the batteries. The shift Watch Commander will inventory the armory and its contents during every shift to ensure that all equipment is accounted for. The result of this inventory shall be noted on the Watch Commander’s Shift Log.

Personnel shall complete appropriate repair order slips concerning broken or damaged safety equipment.

Any weapon which has possible evidentiary value or is possible contraband shall be stored according to department property guidelines and is to remain under the control and supervision of an authorized person.

Any weapon having the capability of discharging or holding a projectile or bullet shall be cleared of any possible projectile, bullet or cartridge prior to entering the facility. Such weapon shall be cleared of any ammunition and rendered safe in a designated location selected for the clearance of such weapons. A sand filled barrel shall be fixed and maintained in the parking garage area.

• 00-003 Radio Car Deployment Maintenance Fueling

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-003**

Subject: **Radio Car Deployment Maintenance Fueling**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish the policies and procedures for the deployment, maintenance, and fueling of county vehicles deployed by Cerritos Station.

SCOPE OF ORDER:

All Department policies and procedures are applicable concerning the proper care and control of all assigned vehicles.

ORDER:

All vehicles assigned to Cerritos Station will be maintained and stored in the secured parking level of the station when not deployed. All shotguns, less lethal weapons, and portable radio equipment shall be removed from the vehicle at the end of a deputy's assigned shift and stored in the appropriate secured area.

Vehicles in need of repair shall be promptly reported and documented on a repair slip and delivered to Lakewood Station. The Cerritos Utility Law Enforcement Technician will facilitate the moving of these vehicles to Lakewood Station mechanic. Vehicles that are disabled and in need of a tow truck shall utilize county approved services.

The scheduled servicing and any repair of county vehicles shall be the responsibility of the Los Angeles County Sheriff's Department Fleet Management Bureau and coordinated through the Watch Deputy. The Cerritos Station Utility Law Enforcement Technician is responsible for the maintenance and service logs of

each vehicle, and will

advise the Watch Deputy when a vehicle is in need of regular service.

Prior to being sent to another facility for service, all vehicles shall be inspected prior to leaving the station. All Cerritos Station equipment shall be removed from the vehicle and properly secured. This includes all weapons, ammunition, cameras, radio batteries, spike strips, and personal gear.

Personnel with an assigned vehicle in need of repair or a tow shall be responsible

for ensuring that the vehicle is delivered to Lakewood Station or an approved facility.

Personnel shall communicate directly with the station Watch Deputy to facilitate this

process. Personnel shall also notify their supervisor to advise him or her

concerning the impact on field strength and availability.

In order to maximize vehicle maintenance efforts, a vehicle inspection program shall be developed. On a weekly basis, the Station Services Assistant shall ensure that the fluid levels of each assigned vehicle are checked. Reservoirs associated with the vehicle's crankcase, transmission, and windshield cleaner shall be checked for fluid levels. Oil, and other fluids shall be obtained from the Lakewood Station mechanic and stored at Cerritos Station.

As part of the vehicle mileage inventory conducted on all county vehicles, the mileage of all county vehicles assigned to the station shall be recorded. Mileage will be called into Fleet Management Bureau weekly.

An inspection log of those vehicles checked and serviced shall be completed by the service assistant and stored in the vehicle maintenance files at the station.

Vehicles identified for maintenance shall be delivered to Lakewood Sheriff's Station on Thursdays. The PM and EM Watch Deputy on Wednesday nights shall make every effort to have these vehicles sent to Lakewood Station prior to 0700 hours on Thursday.

Every vehicle trunk shall contain: a supply of road flares; blanket; aids kit; fire extinguisher, spare tire and jack. The exterior of the vehicle shall be clean with 4 hubcaps.

Personnel shall not demand, request, or require any City of Cerritos employee, volunteer or work crew member assigned to Cerritos to service or maintain any county vehicle.

Personnel shall refuel their vehicle prior to the termination of their tour of duty. Personnel are also responsible for checking fluid levels at the time of refueling.

Personnel are also responsible to ensure that their assigned vehicles are cleared of debris, litter, and contraband at the completion of their shift.

Personnel shall fuel their assigned vehicles at the Cerritos City yard. A car wash facility has been established

and will be used for the cleaning of all vehicles assigned to the station. Whenever possible, station civilian volunteers shall be utilized to ferry the vehicles to, and from the car wash facility.

A special accounting process has been implemented to account for fuel for county vehicles. The Operations Sergeant will issue personnel a gas card with an identifying PIN number. The Motors assigned to Cerritos Station will be issued a Voyager from Sheriff's Head Quarters and will retain the fuel receipts. The receipts will be turned in weekly to the Operations Sergeant who will act as a liaison with the city of Cerritos representative.

At least once a month, the Operations Sergeant will act as a liaison with the city of Cerritos representatives in collecting this data and receipts. The sergeant will identify fuel amounts delivered to county vehicles and deliver this to the Operations Lieutenant for approval. Once approved, this data will be delivered to the County Office of Administration Services so that the city of Cerritos will be reimbursed for fuel cost.

The Cerritos Station Watch Deputy is charged with the responsibility and is the most

familiar concerning the availability and assignment of patrol cars. Personnel shall confer

with the Watch Deputy regarding any problems with vehicle availability, deployment or

repairs.

• 00-004 Hybrid Car Deployment

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-004**

Subject: **Hybrid Car Deployment**			
Effective Date:	06/13/2000	Last Date Revised:	

Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish the policies and procedures governing the deployment of the "hybrid" radio cars assigned to Cerritos Station.

SCOPE OF ORDER:

The term "hybrid" radio car refers to a Sheriff's field unit that displays the standard black & white paint scheme with all reflective insignias, but **is not** equipped with an overhead emergency light bar. The emergency red light on a "hybrid" field unit is displayed through the vehicle's front windshield and front grill. Other emergency warning lights are mounted on the vehicle's rear seat deck and incorporated within the vehicle's existing lighting systems. Hybrid field units are special purpose vehicles and **are not to be placed in-service as a regular dispatchable field unit.**

ORDER:

The city of Cerritos has purchased three new "hybrid" radio cars for exclusive use by the Cerritos Special Assignment Officers. The "hybrid" radio cars **are not** intended to augment the regular field fleet and **will not** be placed in service as a regular dispatchable field unit. **The "hybrid" vehicles shall only be deployed for directed patrol activities, special events, or other city functions as authorized by the Watch Commander.** Personnel must have the approval of the on duty Cerritos Watch Commander prior to utilizing a "hybrid" vehicle.

Drivers operating a "hybrid" radio car shall adhere to the Department's Pursuit policy, which is delineated in M.P.P. section 5-09/210.02. It is imperative for personnel operating a "hybrid" unit in a Code 3 mode to acknowledge that some motorist's visibility is lost due to the configuration of the emergency lighting. For this reason initiating a pursuit is generally prohibited. While some incidents may be justifiable, personnel should carefully weigh all options before entering, or initiating a pursuit. Supervisors should exercise prudent judgement in allowing "hybrid" units to become involved in pursuit actions (Deputies in hybrid units must broadcast the six (6) points to all pursuits).

This type of radio car shall follow the same pursuit guidelines for Department motorcycles and unmarked units (M.P.P. section 5-09/210.02). Should deputy personnel initiate, they **must** relinquish the pursuit to the first Sheriff's black & white radio car to arrive on scene that is equipped with a roof mounted emergency light bar. "Hybrid" units may participate as a secondary unit only after receiving approval from a supervisor.

• 00-005 Reports

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-005**

Subject: **Reports**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order shall establish policies and procedures for approving reports completed by personnel assigned to Cerritos Station, and to provide guidelines for the processing and storage of reports.

SCOPE OF ORDER:

The approval of reports by a supervisor shall be accomplished at the station by the Watch Sergeant, by the field Sergeant or Special Assignment Sergeant.

ORDER:

All department guidelines for the proper filing, distribution and storage of approved reports shall be followed. Original Sheriff's Department reports shall be forwarded to Records Bureau. Copies of the original Sheriff's Department reports, documents or forms which bear an URN or citation number shall be scanned into SECDA (Sheriff Electronic Criminal Document Archives) at Cerritos Station. The Cerritos Station secretaries will process the reports, make the appropriate number of copies and or booking packages and enter the necessary information into the various Sheriff's Department data bases. Word processed and typewritten reports bearing the original signature of the writer shall constitute an original report.

Personnel shall expeditiously cause all reports to be submitted for approval, filing and processing unless prior approval has been granted by a supervisor to defer the report. Current orders (Station order 00-025) that apply to the deferral of reports shall apply.

A deferred report log will be maintained in the Watch Sergeant's office.

When completed, original copies of arrest reports and reports that are part of a criminal case filing package will be forwarded to the appropriate unit assigned to the case. Case filing time constraints are specific. Personnel shall provide patrol secretaries with a reasonable amount of time to process and assemble case filing packages by completing their reports in a timely manner. Supervisors shall also be held accountable to expeditiously review and approve reports to make them available to secretaries for processing.

The shift sergeant shall be assigned the duty to coordinate and supervise the provisions of this order to ensure that there is a smooth and efficient flow of documents. The Supervising Secretary shall ensure that an adequate supply of the current report forms are maintained at the Station.

All sergeants shall ensure that personnel under their supervision submit reports

in a timely manner for approval, processing and conformity to the provisions of this

order.

• 00-006 Briefing Deployment and Training

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-006**

Subject: **Briefing Deployment and Training**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order shall establish policies and procedures for conducting and attending shift briefings by sworn personnel assigned to Cerritos Station. The order shall establish accountability among supervisors to conduct meaningful briefings and training sessions and ensure the timely deployment of radio cars assigned to Cerritos Station.

SCOPE OF ORDER:

All oncoming radio car personnel and special assignment deputies shall be briefed by a supervisor. The contents of the briefing book, training issues and information brought forth by any employee, supervisor or city representative may be incorporated in station briefings. Briefings shall encourage a free exchange of information.

ORDER:

Supervisors may deem it appropriate to extend briefing sessions to include training or other appropriate activities. The supervisor who is conducting the briefing shall ensure that the watch deputy is apprised of the status of personnel and an estimated time that personnel will be available to respond to calls for service. The supervisor shall ensure that involved personnel are logged on to receive calls in their Mobile Digital Computer while attending extended briefings or training.

The station dispatcher shall notify the briefing room via telephone of the status of calls that are held in the MDC buffer, priority calls and emergency calls. Emergency calls will be expeditiously handled. The briefing supervisor shall be responsible for ensuring that calls for service are not unreasonably delayed.

When the situation warrants, briefings may be consolidated or conducted in the field. Situations that may warrant a change in the briefing schedule may include an extremely busy shift, unavailability of a supervisor or an insufficient number of personnel. Occasionally, the briefing sergeant will conduct a roll call and conduct a more informative briefing in the field or use MDC resources.

Personnel shall report to briefing in their appropriate uniform attire and be prepared to perform their duties at the beginning of their respective shift.

Personnel shall be aware that city officials, civic leaders and their constituents are proud of having a station in their city. Occasionally, a city official or civic leader may be in the station for a tour or to conduct business. These individuals may be invited and attend all or part of a briefing as an observer and to share opinions and/or issues. The briefing supervisor shall make any necessary introductions of guests, and restrict the dissemination of any confidential information until the visit is concluded.

During their normal scheduled shifts, the Field Sergeant shall conduct briefings. During the scheduled or unanticipated absence of a sergeant, the Watch Deputy shall be called upon to conduct the scheduled shift briefings.

Briefing procedures will be periodically evaluated by the unit commander or his designee to create the most efficient system for briefing personnel.

Personnel shall prepare their vehicle for service and log onto their MDC prior to attending briefing. When logging onto their MDC, personnel will include the identification number of their radio, shotgun, less lethal and any special equipment. These are officer safety and emergency response issues. When a briefing has been re-scheduled or canceled, personnel shall promptly go on duty. Failure to be logged onto the MDC or be available for service constitutes a violation of this order.

• 00-007 Scheduling and Overtime Procedures

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-007**

Subject: **Scheduling and Overtime Procedures**			
Effective Date:	06/25/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish policies and procedures concerning the scheduling of sworn and civilian personnel assigned to Cerritos Station, the issuance of overtime, and the notifications concerning time off requests.

SCOPE OF ORDER:

All overtime shall be pre-approved by the Watch Commander or the Scheduling Staff.

ORDER:

The Watch Commander shall review for accuracy and sign “shift holdover” and “patrol” overtime slips in order to facilitate the timekeeping process. Approval of all “court” and “special event” overtime will be the responsibility of the Scheduling Staff. The Scheduling Staff shall also be responsible for managing overtime and ensuring that overtime regulations are adhered to.

The monthly schedule for all personnel shall be prepared by the Scheduling Staff. The Scheduling Staff will be assisted by the Special Assignment Sergeant, who will coordinate the schedule for the Special Assignment Deputies, the Detective Sergeant, who will coordinate the schedule for the detectives, and the Station Supervising Clerk, who will coordinate the schedule for the secretarial staff. Requests for time off and vacations shall be processed through the Scheduling Staff.

Special Assignment Deputies shall adequately document their hours to account for their time. The Special Assignment Sergeant shall ensure that the properly completed time records are delivered to the Cerritos Station timekeeper.

The Scheduling Staff may assemble and post pre-scheduled overtime sign-up lists based on anticipated vacancies and special event contracts. When new lists are posted, the Scheduling Deputy or Watch Deputy shall notify field personnel via the Mobile Digital Computer and station personnel via the station paging system, that a new overtime list has been posted.

The following procedures shall be strictly adhered to regarding the assignment of overtime:

- The Scheduling Staff shall post the overtime on a rotating shift basis to allow for equitable division of overtime.
- That shift shall have 72 hours to sign-up for overtime. During this time, sign-ups from all other shifts shall be prohibited.
- Once the initial 72 hours has expired, all other station personnel may sign-up for overtime and the original shift shall be prohibited, unless an employee from the original shift was on vacation or RDO’s.
- Upon the completion of the **two** (2) 72 hour time periods, the overtime shall be open to all personnel on a first come basis.
- All personnel shall be restricted to **two** (2) overtime spots per 72 hours, including the open sign up period.
- Only **one** (1) of the two overtime spots may be selected from the “Towne Center/Target Center/Los Cerritos Mall” list per 72 hour period.
- Call-in sign-ups are acceptable.

Vacancies shall be filled from the sign-up rosters. The Watch Deputy will be responsible for attempting to fill those overtime positions that are not filled via the sign-up rosters. Deputies and civilian personnel are responsible for fulfilling their obligation to work the spot they have signed-up for. If the deputy or civilian employee wishes to trade or give his/her overtime spot to another individual, that deputy or civilian employee shall first obtain permission from the Watch Commander or Scheduling Staff, who will make the change on the sign-up roster/Scheduling Management System.

Last minute vacancies shall be filled by the Watch Deputy. A Mobile Digital Computer message will be initiated offering the overtime to field personnel. Phone calls to assigned personnel not currently on duty, will be made if the spot cannot be filled. Any assigned deputy or civilian desiring to be notified in the event of a vacancy shall place their name in a date book maintained by the Watch Deputy or stand-by list on the

Scheduling Management System. Name and shift desired shall be placed on the calendar date the employee is available for overtime.

Every effort shall be made to fill the vacancies with Cerritos Station personnel, utilizing this book, prior to offering the positions to employees from outside units.

All employees from outside units who wish to work overtime at Cerritos Station must first submit a letter of recommendation/approval from their Unit Commander. Once approved by the Cerritos Station Unit Commander, the outside employee may place their name in the RED “Stand-By” book maintained at the Watch Deputy’s desk or by utilizing the Scheduling Management System. If an overtime spot cannot be filled by station personnel 72 hours prior to the overtime that spot may be offered to the outside personnel, who have signed the “Stand-By” book.

The Field Sergeant, Special Assignment Sergeant, and Team Leaders shall be responsible for overseeing the overtime deputies deployed at the Los Cerritos Center Mall, Towne Center, Target Center, and all additional private entity overtime positions. It shall be their responsibility to ensure that overtime deputies arrive on time and are prepared for their tour of duty. In addition, these supervisors shall ensure that all overtime deputies are properly positioned at their assigned posts. The on-duty Watch Commander shall have the ultimate responsibility and authority over all overtime positions on his/her shift.

The daily in-services shall be prepared in advance by the Scheduling Staff and shall be placed in a folder at the Watch Deputy’s desk. These documents shall only serve as guides since manpower resources frequently change. Watch Deputies shall be responsible for checking the Scheduling Management System database and making any corrections prior to publishing the in-service for the next shift.

If the Watch Deputy finds that the number of personnel listed on the in-service does not meet minimum staffing requirements, he shall immediately bring that fact to the attention of the Watch Commander. The Watch Commander shall make the appropriate arrangements to meet minimum staffing after considering all available information. This may include reassignment of other personnel, hiring overtime, and/or “Drafting” personnel from the previous shift.

A “Time Copy” of the in-service shall denote actual deployment for each shift, and will be the responsibility of the Watch Deputy and the Watch Commander. It shall be stamped with a red stamp indicating that it is the “TIME COPY” and will be placed in the time keeper’s mail slot. Copies shall be distributed as follows:

One copy shall be placed in the operations mail slot

One copy shall be placed on a clipboard located in the Watch Commander’s office

One copy shall be placed on a clipboard located in the Watch Sergeant’s office

One copy shall be placed in each of the locker rooms

One copy shall be placed in the briefing book with enough copies for each deputy on duty to have one

One copy shall be placed in an envelope attached with the vehicle inspection slips for each shift

• 00-008 Civil Claim Response

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-008**

Subject: Civil Claim Response			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order shall establish policies and procedures for identifying and responding to incidents that can possibly result in a civil claim. Every year, Cerritos Station is subject to a number of civil claims. These claims generally are the result of routine law enforcement activities, traffic collisions or employee negligence, and can cost the County large sums of money.

Civil claims are forwarded directly to the County of Los Angeles and then forwarded back to the Station for investigation. Lack of a timely investigation can result in the loss of critical evidence, witness information or clear employee recollection of the facts.

SCOPE OF ORDER:

Effective immediately, field supervisors will respond as soon as possible to the scene of any incident wherein a civil claim is requested, or a claim is anticipated in the future. The supervisor will conduct a preliminary investigation into the incident and prepare a complete memorandum to the captain regarding the claim.

ORDER:

Responsibilities of Desk Personnel:

When desk personnel receive a call from a citizen within the city of Cerritos wherein questions are asked about the civil claims process, or a civil claim is requested, a field supervisor shall be dispatched to the claimant's location. If the claimant is in the station lobby, the watch commander shall be notified.

Responsibilities of Field Personnel:

Field personnel involved in a situation where a civil claim is requested, or may be in the future, shall immediately notify a field supervisor and request they respond to the scene. Any witnesses or evidence will be maintained by field personnel until the supervisor arrives.

Responsibilities of Field / Watch Sergeant:

Once notified that a possible civil claim is requested, the field sergeant will respond as soon as possible to the scene. The supervisor will contact the claimant, provide him/her with a claim form if requested, and obtain a statement regarding their claim. The supervisor will conduct a preliminary investigation into the incident, including any witness and employee statements. The supervisor will also take photographs or video tape of any property identified as damaged, if appropriate. A detailed memorandum addressed to the unit commander will be prepared and submitted to Operations.

The Watch Commander will be responsible for contacting claimants in the station lobby. The Watch Commander will handle the investigation into the incident, soliciting the help of the field supervisor, if needed. This shall be documented in the Watch Commanders' daily log.

When received at the station, civil claims will continue to be fully investigated by a lieutenant. The preliminary investigation and associated documentation completed by the field supervisor will become a part of the actual investigation into the claim, and may be submitted along with the final investigative memorandum as an addendum.

• 00-009 Sick Call In Procedure

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-009**

Subject: **Sick Call In Procedure**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order shall establish policies and procedures regarding sick call-ins for personnel assigned to Cerritos Station.

SCOPE OF ORDER:

Deputy and civilian personnel assigned to Cerritos Station who need to call in to advise they will be unable to work their shift due to illness or any other reason must notify the Cerritos Station Watch Commander.

ORDER:

In the event that the Watch Commander is unavailable, the call-in shall be taken by the Watch Deputy. The Watch Deputy shall then advise the Watch Commander as soon as possible. The Watch Commander will then authorize the filling of the vacancy with overtime, canceling the position or schedule adjustment. Specific manpower commitments have been established and shall be adhered to in making the decision to fill the void left by a call-in. If needed, the Watch Commander is authorized to “draft” deputy personnel to ensure that minimum staffing is maintained.

The Absence Request form (telephonic notification) will be forwarded to the timekeeper.

The Los Angeles County Sheriff’s Department Policies regarding unscheduled time off request/notifications will remain the same. Personnel shall notify the Watch Commander as soon as it becomes apparent that they will not be able to report to duty.

• 00-010 Press Board

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-010**

Subject: **Press Board**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish the procedure for the review and dissemination of information for placement on the Cerritos Station Press Board. This order coincides with the policy set forth by the Department.

SCOPE OF ORDER:

Designated Watch Deputies shall be responsible for reviewing reports and maintaining the press board. The press board shall be placed at the front counter of Cerritos Station.

ORDER:

The Watch Sergeant / Field Sergeant approving reports will determine those not suitable for placement on the press board based on the below listed guidelines. All reports deemed not suitable for press release will be identified by printing or stamping the words “Not For Press Board” in theupper left corner of the report. All sergeants approving reports in the field will print the words “Not For Press Board” in the same location. The day shift Watch Deputy will be responsible for reviewing the press board at the beginning of their shift to ensure compliance with this order.

The following reports shall not be placed on the press board:

- Reports naming detained or arrested juveniles

- In-custody reports which provide the addresses and phone numbers of arrestees and crime victims
- Reports naming victims of sex crimes, or when victim's safety is a concern
- Confidential reports (i.e., extortion, kidnaping, etc.)
- Reports naming lewd conduct suspects
- Homicide supplemental reports
- Reports that contain information which could jeopardize an on-going investigation (direct inquires to assigned detective or Watch Commander)
- Reports assigned to a Detective Division unit other than Cerritos Station
- Reports that involve gangs shall not include the name of the gang and if there is a potential for retaliation by a rival gang, names and addresses will not be released
- Victim or witness information shall not be released to any arrested person or defendant in the alleged offense
- 5150 WIC Reports
- Bank Robbery Reports
- Crime Analysis Supplemental Form (SH-R-49B)
- Bomb/Explosion Reports

Per section 6254 (f)(1) of the Government Code, the arrestee information we areobligated to release to the public consists of the arrestee's:

- Full name
- Occupation
- Date of birth
- Physical description, including sex, hair and eye color, height and weight
- Date, time, and location of arrest
- Date and time of booking and where the arrestee is currently being held
- All charges the arrestee is being held on including warrants, parole, or probation holds
- Bail amount
- Time and manner of release
- The factual circumstances surrounding the arrest

• 00-011 Desk Emergency Operations Procedures



Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-011**

Subject: **Desk Emergency Operations Procedures**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/16/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish general guidelines to be followed by Cerritos personnel in the event of an emergency that occur near the entrance to the station, in the lobby, in the desk area, or city hall.

SCOPE OF ORDER:

With the multitude of possible emergency scenarios that could occur in the desk area, it is not possible to provide specific direction for each one. This document is designed to provide general instruction for desk personnel and innovation and/or adaption may be necessary depending upon the actual incident and circumstances at hand.

ORDER:

[REDACTED TEXT]

• 00-012 Evidence Procedures

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-012**

Subject: **Evidence Procedures**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/11/2021

PURPOSE:

The purpose of this order is to set forth the procedure for booking evidence at Cerritos Station.

SCOPE OF ORDER:

Property and Evidence Procedures as outlined in Chapter 4 of the Manual of Policy and Procedures shall be followed.

ORDER:

The safe ledger shall be maintained and kept in the Watch Commander's office. Removal of such ledger from the Watch Commander's office will only be made by assigned evidence personnel.

In order to ensure that evidence is properly handled, personnel entering evidence at Cerritos Station shall first advise the Watch Commander/Sergeant prior to depositing the evidence into an evidence locker. The Watch Commander/Sergeant shall inspect the evidence and review the tag/envelope for completeness and correct information, and compare it to the entry made in PRELIMS (Property Evidence Laboratory Informatior Management System). The evidence label or envelope shall be initialed by the employee and the Watch Sergeant prior to being placed into the evidence locker. The evidence PRELIMS entry printout shall then be countersigned by the Watch Commander/Sergeant.

[REDACTED TEXT]

The Detective Sergeant shall be designated to manage and supervise the property and evidence system, and to coordinate its functions with Central Property, Scientific Services Bureau, other department units, and outside agencies.

The Detective Sergeant shall ensure that a thorough audit of the Property and Evidence facility, including the Safe and ledgers, be performed at least once a month to ensure that evidence is properly packaged, labeled, stored, and properly disposed. A thorough quarterly audit will also be conducted of all property and evidence.

In addition to providing a better system of evidence accounting, adherence to these procedures helps to

insulate our personnel from mistakes arising from improper evidence handling. Please ensure that these procedures are followed without deviation.

• 00-013 Rifles

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-013**

Subject: **Rifles**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The Manual of Policy and Procedures dictates the deployment, authorization, and use of the Colt AR-15 rifle. **Department Policy is not modified by this order and remains in effect**. Refer to M.P.P. Sections 5-09/170. The purpose of this Station order is only to ensure the proper storage and maintenance of station AR-15 rifles.

ORDER:

Daily Checks

Field Sergeants and all deputies assigned to an AR-15 rifle, shall check the AR-15 rifle at the beginning of each shift to determine the following:

- [REDACTED TEXT]

Recurring Maintenance

Weekly, the Armory Sergeant or his designee will bring the AR-15's into the armory for regular maintenance consisting of field stripping, inspection and lubrication.

Monthly, the Armory Sergeant or his designee will inspect the rifle's ammunition and replace it as needed.

• 00-014 Court Overtime Procedures

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-014**

Subject: **Court Overtime Procedures**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to affix specific responsibility and policy at Cerritos Station for court appearances, the management of court overtime, subpoena control, and the duties of the court liaison officer and sergeant.

SCOPE OF ORDER:

All station personnel shall ensure they are managing their court overtime, acknowledging their subpoenas, and handling evidence appropriately.

ORDER:

RESPONSIBILITIES:

EM Watch Commander:

Will review the court list for the following day and make, or cause to be made, personal contact with anyone who has failed to acknowledge the receipt of a subpoena.

All Patrol Sergeants:

Sergeants shall review the content of all arrest reports to ensure that patrol deputies conduct their investigations and write reports to minimize the number of deputies that will be needed to testify in court.

Detectives:

Investigators shall coordinate case preparation with the District Attorney's Office to ensure that only personnel essential to the case are subpoenaed.

Court Liaison Sergeant:

The Court Liaison Sergeant shall ensure that the subpoena system and resulting court overtime generated is effectively administered. He/she will review the necessity of subpoenaed deputies to keep witnesses to a minimum and identify and correct any subpoena related problems. He/she shall have the responsibility to supervise the court deputies and court liaison deputy, monitor courtroom testimony and provide feedback to deputies on their testimony. He/she shall maintain a liaison with the District Attorney's Office, judges, and defense attorneys.

Court Liaison Officer:

The Court Liaison Officer will administer the subpoena system. This employee will receive and process all incoming subpoenas. He/she will place the subpoenas in the deputies' mailbox with an acknowledgment slip, coordinate the "on call" procedure between the courts and deputies. He/she will bring any problems or anticipated problems to the attention of the Court Liaison Sergeant.

Subpoenas received five days in advance of appearance will be accepted. Subpoenas providing less than five days notice will be accepted only when the employee will be available for timely service. If a subpoena which has been accepted cannot be served, the Court Liaison Officer will return it to the court with an explanation.

The Court Liaison Officer, on a daily basis, will leave a copy of the next day's court list with the Watch Deputy and post a copy in the Briefing Room for review by interested personnel.

If notified that a deputy did not appear in court or if he/she is unable to contact someone who is on-call, the Court Liaison Officer will notify the Court Liaison Sergeant.

Subpoenaed Personnel:

All personnel shall acknowledge the receipt of every subpoena. Employees shall initial and date the acknowledgment slip and place it in the appropriate tray of the court liaison officer.

[REDACTED TEXT]

Upon arrival at court, personnel will time stamp the back of the subpoena. Their overtime slip will indicate the starting time and will not be before the starting time on the subpoena. They will likewise time stamp out at the end of their appearance. Employees shall make sure that the time stamp is legible on their subpoena.

Except in *unusual* cases, the initials of a Deputy District Attorney next to a starting or ending time is **NOT** acceptable in lieu of a time stamp. All personnel shall report to court in proper attire and on time. Upon arrival, personnel must make contact with the Deputy District Attorney handling their case. If the handling Deputy District Attorney is not known, personnel must check in with the court clerk of the assigned court.

OVERTIME PROCEDURES:

Personnel will receive only **ONE HOUR** of travel time per day, regardless of the number of courts in which they are required to appear. If personnel are required to report to court directly from duty, or report to duty directly from court, they will receive 1/2 HOUR OF TRAVEL TIME.

Personnel will receive no less than TWO HOURS of overtime per court appearance unless the court appearance overlaps their normal duty hours. This time *includes* travel time and evidence pick-up if the actual time in court is less than thirty minutes.

All overtime slips will reflect the time spent in court, as indicated by the time stamped on the back of the subpoena, in the “hours worked” section of the overtime slip. Travel time will be indicated separately in the comments area and computed in the total hours for pay. The comments area will also reflect the time deducted for lunch (one hour) and 1/2 hour for evidence pick-up, if applicable. The comments area will also list the name of the court, the division, defendant’s name, and the charge. The court case number shall be listed in the “Court/URN Number” area of the overtime slip.

Personnel shall staple the time stamped subpoena to the overtime slip when submitting for overtime.

Personnel shall submit court overtime slips within (3) days of working the overtime. Deputies may leave the overtime slip with the Court Liaison Officer, where applicable, who will forward it to the Cerritos Station Timekeeper the following business day.

Court overtime conditions not covered in this order should be discussed with the Court Liaison Sergeant.

ON-CALL PROCEDURES:

To be eligible for paid on-call time, personnel must:

- Be personally available to receive telephone calls (answering machines are not acceptable, however, pagers are acceptable)
- Maintain a response time of one hour or lessRemain at their residence or provide the Court Liaison Employee a telephone number where they may be contacted during the hours they are on-call.

a) Bellflower Court 1030-1230 hours

b) Compton Court 0830-1200 hours

c) Norwalk Superior Court 1030-1230 hours (some cases until 1430)

**** On call hours subject to change****

The Court Liaison Officer will contact the District Attorney's Office by 1130 hours to determine the status of on-call cases and then advise any personnel who will remain on call of their status.

Personnel advised in court that their case is being trailed and are placed on-call by the court for any reason must notify the Court Liaison Officer immediately, providing him/her with the required on-call information.

Personnel shall prepare on-call overtime slips utilizing **red ink** in duplicate, indicating the starting time, court case number, court and defendant. The overtime slip shall then be placed in the court overtime tray located in the station armory for approval by the Court Liaison Sergeant.

It is often obvious to the subpoenaed individual that they are not needed to testify. Therefore, all personnel are encouraged to contact the Deputy District Attorney handling the case, requesting that he/she be removed from "be in court" to "on-call" status. If on-call status is approved, the Court Liaison Officer must be notified of the change in status and provided the name of the Deputy District Attorney authorizing the change.

[REDACTED TEXT]

• 00-015 Shotguns and Stunbags

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-015**

Subject: **Shotguns and Stunbags**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish policies and procedures for checking out shotgun/stunbag guns from the station inside armory.

SCOPE OF ORDER:

All deputies shall equip their vehicles with a shotgun and a stunbag gun prior to going into service.

ORDER:

The shotgun shall be secured in the front seat rack, and the stunbag gun shall be secured in the trunk of the radio car. The shotgun shall be loaded with four rounds of department approved shotgun shells. All rounds shall be placed into the feed tube. No shells shall be chambered in the shotgun unless deployed. The stunbag gun shall also be loaded in the same manner.

The weapon numbers shall be indicated on the deputy's Deputy Daily Work Sheet when he/she logs on.

All deputies shall sign out for their assigned shotgun and stunbag shotgun on the special weapons log located in the inside armory.

The Watch Commander shall inventory all special weapons and ensure they are accounted for during his or her shift.

At the end of shift, deputies shall remove the weapons from their vehicle, unload them and return them to the armory. No shotguns or stunbag guns shall be left in the vehicle.

• 00-016 Arrestee Log

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-016**

Subject: **Arrestee Log**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish a Public Records Act, which allows members of the public to obtain certain limited information regarding an agency's arrestees (FOD 97-03). This order has been revised to include only Sheriff's Department arrestees on the log who do not fall under the exceptions as noted below. Arrestees by other agencies booked at Cerritos Station shall not be included on the log.

SCOPE OF ORDER:

This order is to ensure an arrestees information is available for the public to view in a timely manner pursuant to the Public Records Act and in compliance with the Field Operations Directive 97-03.

ORDER:

To ensure accurate and timely entries into the "Arrestee Public Records Log," the following procedures shall be adhered to: When a Sheriff's Department arrestee is booked at Cerritos Station, the jailer shall make an entry in the log, which will include the arrestee's name, age, and booking charges. The arrestee's address and telephone number will not be listed on this log.

Persons arrested for domestic violence, homicide, rape, child abuse, narcotics and juvenile detainees shall be excluded from the log. In addition, if disclosure of an arrest may endanger an on-going investigation, that arrest shall be omitted from the log.

If there is a question regarding if an arrest should be included on the log, the watch commander shall be consulted.

The jailer shall be responsible for initiating a new log each day. Completed logs shall be placed on the "Arrestee Public Information Board", maintained at the front desk.

• 00-017 Response to Supervisor Knabe Residence

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-017**

Subject: **Response to Supervisor Knabe Residence**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish response guidelines in the event that alarms are activated at the residence of Don Knabe, the 4th District Supervisor for the County of Los Angeles. Since not all situations can be anticipated, this order is issued as a guideline to formulate responses to the location.

SCOPE OF ORDER:

This order is to ensure station personnel know the address and guidelines for a response to 4th District Supervisor, Don Knabe's residence.

ORDER:

Supervisor Knabe resides in the City of Cerritos at 13082 Briarwood Street. The residence is located in the southeast section of the city, east of Shoemaker Avenue, south of South Street. The rear yard of the residence abuts Los Coyotes Creek. There are no building structures at the rear of the location.

An alarm has been installed that is directly connected to the Sheriff's Communication Center (SCC) and the

Los Angeles County Office of Public Safety Dispatch (OPS). Immediate notifications will be made to Cerritos Station when this alarm is activated. All activations require a priority response. Specific designators, such as "459k" for a burglary alarm and "211k" for a robbery alarm, will be entered as part of the call when dispatched to alert responding units as to the significance of the response. In addition to the appropriate number of field units, a field supervisor shall be dispatched on all alarm activations.

LOCATION INFORMATION / TACTICAL CONSIDERATIONS

The location is a 2-story single family structure with an attached garage. The front door faces north. There is a sliding glass door facing south into the back yard. The structure is situated on the south side of Briarwood Street and is directly in line with Vickie Avenue, which intersects Briarwood Street.

Entrances to the housing tract include Espinheira Drive and Brazil Street from Shoemaker Avenue, Vickie Avenue and Pires Avenue from South Street and Bigelow Street from Carmenita Road.

There is no street access to the location from the west. Vickie Avenue intersects Briarwood Street directly in front of the location. Approach to the east side of the location can be made by entering the tract southbound on Pires Avenue to westbound Briarwood Street. The south side of the location can be contained by entering the access road of Los Coyotes Creek at either 195th Street and Shoemaker Avenue or from Carmenita Road just south of South Street.

If needed, a command post can be established in the east parking lot of Cerritos Regional Park. This lot provides an excellent staging area for overseeing responses to the location. The park is located at 19800 Bloomfield Avenue, less than 1/2 mile west of the residence. The parking lot north of the tennis courts, has ample room for staging any tactical equipment. Restroom facilities are also available at this site.

FALSE ALARMS

If a member of the Knabe family falsely activates the alarm, or discovers an erroneous alarm, they will telephone the station desk and confirm this by giving their proper account number. This account number is posted at the station dispatch desk area and in the watch commander's office. Additionally, Sheriff's Communication Center or Operations Personnel will call the watch commander regarding all activations and cancellations.

The watch commander shall submit a memorandum to the station commander for all alarm activations advising him/her of the disposition of the response. All other Department notification procedures shall also be complied with depending on the situation or event.

• 00-018 Timely Submission of Reports

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-018**

Subject: **Timely Submission of Reports**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to identify the proper procedures for the timely submission and approval of written reports. The order will delineate the responsibilities of employees and supervisors regarding the matter.

SCOPE OF ORDER:

This order is for reports that are rejected by a supervisor. Frequently when this occurs, timely information is not available regarding the incident. This order will provide guidelines for the proper handling of reports that are not approved by a supervisor.

ORDER:

DEPUTY RESPONSIBILITIES

All personnel must be accountable for managing their time efficiently when handling matters assigned to them. This includes the timely submission of reports. Personnel shall turn in all written reports to a supervisor as soon as reasonably possible for approval. Field units shall make every effort to utilize a field supervisor to have their reports approved (field supervisors include dedicated city sergeants). It is mandatory that personnel ensure that all reports are approved prior to the end of their assigned shift. If an employee discovers that a report has not been read or approved by a supervisor, the employee shall make the necessary notifications to the sergeant or corrections and resubmit the report **prior to the end of their shift**. No employee shall leave without ensuring all submitted reports have been approved by a supervisor.

In order to facilitate this process, employees shall submit reports in a timely manner and shall not hold reports until the end of their shift for approval.

SERGEANT'S RESPONSIBILITIES

Sergeant's who find errors in a report shall note the corrections necessary and place the report in the "correction" tray in the Watch Sergeant's Office. Sergeants will contact concerned personnel in the station via the paging system and employees in the field via Mobile Digital Computer, as soon as a report is rejected to notify them that corrections are required. Sergeants shall ensure that all reports placed in the correction tray during their shift are corrected and resubmitted prior to the end of their shift. In the event there are reports outstanding, the off going shift sergeant shall brief the oncoming shift sergeant. This sergeant shall make immediate contact with the deputy and resolve the matter. Sergeants receiving reports near the end of shift will check the time the incident was reported to ensure that the report was submitted in a timely manner. It shall be all sergeants responsibility to identify personnel that are having difficulty in managing their time, so as to submit reports timely, and develop a course of action for that employee that will enhance their time management skills. When approving the actual report, the reviewing sergeant **shall note the date of approval as well as the time.** Sergeants shall read all reports in a timely manner.

In the process of maintaining the integrity of the contents of reports, it is imperative that sergeants make the appropriate case assignment, review statistical codes and be attentive to "case screening" factors. To that end, in the event the sergeant approves a report and it is processed but contains errors, we have established a tracking program. Approved reports containing errors, or deficiencies, shall be returned to the **approving supervisor for correction.** To facilitate the training of our personnel, the approving sergeant will return the report to the concerned deputy. The deputy will complete a supplemental report addressing needed corrections, or the supervisor may complete the required supplemental report. Additionally, if it proves necessary, the program will be expanded to require approving sergeants to complete supplemental reports to correct *assignment* or s*tatus* errors. This program will be on a strict time line, not to exceed five working days, to allow time for required Justice Data Interface Controller (J.D.I.C) and Regional Allocation of Police Services (RAPS) updating.

LIEUTENANT'S RESPONSIBILITIES

It shall be the lieutenant's responsibility to periodically review compliance with this order. This shall be accomplished by inspecting the correction tray, monitoring the deferred report board for accurate and complete entries and monitoring overtime requests for the timely completion of late reports / arrests.

Lieutenants shall also assist supervisors in identifying personnel that need mentoring in time management. Likewise, lieutenants shall also identify sergeants that require additional training and develop a plan to enhance their knowledge with completing this task.

• 00-019 Deferred Reports

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-019**

Subject: **Deferred Reports**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish policies and procedures for deferring reports by all personnel assigned to Cerritos Station. All station personnel shall also abide by the deferred report policies as outlined in Field Operations Directive 95-9.

SCOPE OF ORDER:

All patrol personnel are, generally, expected to complete crime and arrest reports, including their daily worksheet, during their shift.

ORDER:

The field sergeant shall be responsible for monitoring late calls for possible reassignment to a later unit, or oncoming personnel. It should be considered that a completed report is needed for detectives to properly and quickly investigate a crime.

When an employee realizes that he or she will be unable to complete any report(s) during the assigned shift, he or she shall notify the field sergeant who shall approve or disapprove the deferral. Any approved deferred reports shall be completed and turned in by the employee, by the completion of the work shift on the following day. If the employee is not scheduled to work the following day, the watch commander shall evaluate the necessity of having such a report completed in a timely fashion and consider authorizing overtime.

[REDACTED TEXT]

Employees shall complete a deferred report by the end of shift, the next day. If the employee is not scheduled to work the next day, reconsideration for deferral may be necessary.