Unit Order 2015

• 15-001 Over the Threshold Calls for Service

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **15-001**

Subject: **Over Threshold Calls For Service**			
Effective Date:	01/14/2015	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to ensure dispatchers and watch deputies are actively managing calls for service and assigning calls to minimize the number of calls that exceed our station goal response times. Maximum thresholds for the Department are discussed in FOD 90-12. However, the station has the ability to set realistic and appropriate goals commensurate with the expectations of the contract city served by this station. As such, thresholds have been reset as shown:

- Emergent – 5 minutes
- Priority – 10 minutes
- Routine – 20 minutes

This order also clarifies the roles and responsibilities of supervisors to oversee the desk operation and conduct daily audits to ensure compliance.

The following procedures are intended to increase accountability and ensure calls are properly dispatched, tracked by dispatchers, and actively monitored by watch deputies. Load balancing, monitoring status of all pending calls and availability of units in the field requires continual “real time” attention by the watch deputy, field sergeant, and watch commander.

SCOPE OF ORDER:

This order references the following Department policies:

- FIELD OPERATIONS DIRECTIVE 90-12, STATION DESK PROCEDURE/RELAYED RESPONSE POLICY
- FIELD OPERATIONS DIRECTIVE 04-03, STATION DESK AND FRONT COUNTER OPERATIONS

This order applies to all personnel assigned to dispatcher, watch deputy, field sergeant, and watch commander positions at Cerritos Station.

ORDER:

Watch Commander

All personnel assigned to the watch commander position shall be responsible for the following:

1. Print a copy of the Exception report from Computer Aided Dispatch (CAD) for the shift 24-hours prior.
2. Review the report for log errors.
3. If there are any log errors that must be corrected during that shift, notify the author of the log or the error either personally or via email.
4. Record their actions in the Exception Report Log, located in the Watch Commanders Office.

All personnel assigned to the watch commander position shall be responsible for ensuring adherence to this order. Any notable concerns discovered, discrepancies or issues unable to be resolved or corrected may be included on the watch commander’s log or via memorandum to the unit commander.

Oversight

The lieutenant with the collateral oversight of desk operations shall regularly monitor for compliance with this order. Any notable concerns should be corrected and/or brought to the unit commander’s attention at the earliest possible opportunity.

• 15-002 Less Lethal in the Dispatch

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **15-002**

Subject: **Less Lethal in the Dispatch**			
Effective Date:	03/03/3014	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish procedures for the availability and tracking of less lethal weapons maintained in the dispatch area.

SCOPE OF ORDER:

To ensure desk personnel have the necessary weapons available in the event of a critical situation at Cerritos Station.

ORDER:

Desk personnel shall be required to have less lethal weapon(s) available in the event of a critical incident within the station lobby.

The dispatch area shall have intermediate weapons permanently assigned to and secured by the on-duty watch deputy.

The watch deputy shall be responsible for ensuring the weapons are available and in working order at the beginning of each shift. The watch deputy shall be responsible for logging both items in their Deputy Daily Worksheet. These weapons shall be listed in the “special equipment” section in the log.

The watch commander shall ensure the inspection is conducted and logged by the watch deputy.

- **15-003 Jail Emergencies and Supervisory Notification Procedures**

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: 15-003

Subject: **Jail Emergencies and Supervisory Notification Procedures**			
Effective Date:	11/20/2015	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish procedures for the use of the station jail's emergency activation systems during a jail emergency. This order shall also set forth the notification process, specifically supervisory notification procedures, during a jail emergency.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail.

ORDER:

In the event of a jail emergency, it is imperative resources are summoned as soon as possible. Just as important is the need to notify a supervisor of the incident, as the supervisor shall ensure all necessary actions are being taken and shall be present to manage the incident.

Jail emergencies shall include, but are not limited to:

- Use of force

- Inmate Deaths
- Attempt Suicides
- Unconscious or Non-Responsive Inmates
- Inmate Assaults

[REDACTED TEXT]

• 15-004 Inmate Safety Check

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: 15-004

Subject: **Inmate Security Check**			
Effective Date:	11/20/2015	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to set forth policies and procedures governing inmate safety checks for all inmates housed at Cerritos Station Jail.

One of the primary objectives of personnel assigned to the station jail is to ensure the safety and security of all inmates housed within the jail. Whether in a custody facility or station jail, there is a proven history that inmate safety checks, if done adequately, help prevent inmate injuries, deaths, and assaults.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail, as well as supervisory personnel conducting inmate safety checks.

ORDER:

To comply with state regulations and to act in conformance with exciting Custody Division policy regarding inmate safety checks, the following shall be conducted:

Frequency of the Inmate Safety Check

All inmates housed in the station jail shall be visually checked at least once every 30 minutes.

- See table below for the exact frequency of inmate safety checks relative to the inmate's specific classification, i.e., general population, intoxicated inmates, and juveniles.

To prevent an inmate's ability to plan around anticipated checks, the safety checks shall be conducted in a staggered fashion, i.e., each check is conducted within the time interval, but not repeatedly and precisely at the same interval.

Inmate Safety Check Defined: Nature and Quality

Station jail and supervisory personnel shall conduct periodic, visual checks to look for the following:

- Signs of life such as breathing, talking, or bodily movement; AND
- Signs of distress such as bleeding, injury, difficulty breathing, or other behavior indicating the individual's welfare may be in jeopardy.

Station jail personnel shall look into the cells by opening the outer jail door, entering the inner sally-port area, and visually looking into the rooms/cells. Personnel shall visually inspect each inmate from a reasonable distance and inspect the general area for any items obstructing their view. If such items exist, jail personnel shall ensure such items are removed in accordance with appropriate officer safety principles and tactics.

If there is doubt about an inmate's condition, personnel shall attempt to elicit a response from the inmate, e.g., making noise, calling persons names, etc.

If the inmate is non-responsive, then personnel shall immediately adhere to Emergency Alarm Activation and Supervisory Notification Procedures set forth in Cerritos Station Unit Order, 15-004.

Once such procedures are completed, personnel shall immediately render first aid and if necessary, cardiopulmonary resuscitation (CPR). Proper officer safety practices shall be observed at all times prior to initiating first aid and/or CPR, i.e., removing other inmates from the cell and securing them in a separate cell.

- **NOTE:** Time is critical during this period and although personnel shall take appropriate actions to ensure scene safety, they must bear in mind their duty to render first aid and preserve life.

Personnel who perform first aid procedures and/or CPR shall continue these practices until relieved by qualified station personnel, qualified medical personnel, or they are physically unable to continue life-saving procedures.

Upon completion of the observational periods(s) and when feasible, inmates, who are booked for alcoholic intoxication or under the influence of a controlled substance, shall be placed in a regular housing cell with other inmates that may have the same security points, as mandated by the Station Jail Inmates Classification Questionnaire form.

If station jail personnel, during their assigned shift, are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required.

Inmate Safety Check Documentation

All inmate safety checks shall be recorded as manual entries on the daily Prisoner Count Sheets with the time, date, and name of the person who conducted each check.

Watch Commander Responsibilities

- The Watch Commander/Watch Sergeant on every shift shall conduct two inmate safety checks.
- The Watch Commander/Watch Sergeant shall ensure required inmate safety checks are being conducted and properly documented.
- The Watch Commander/ Watch Sergeant shall inspect the remaining area of the jail to ensure safe and secure conditions are being maintained.
- The Watch Commander/Watch Sergeant shall record their inmate safety checks in the electronic Uniform Daily Activity Log, e-Gatebook section under, “Supervisor Checks” and the “Watch Commander’s Log.”
- If the electronic Uniform Daily Activity Log is not properly functioning, the checks shall be documented manually on the daily Prisoner Count Sheet in the same manner noted above.
- The Lieutenant assigned the jail as a collateral duty, shall conduct a random audit of inmate safety checks once every month. The random audit shall consist of accessing the closed-circuit television system used to monitor jail activities. The Lieutenant shall obtain surveillance footage, observe the date and time of inmate checks, and confirm the checks correspond to the manual entries. If discrepancies are found, the Lieutenant shall investigate and take appropriate action.
- The Lieutenant shall notify the Operations Lieutenant via e-mail of his/her findings from the monthly random audit. The e-mail shall be sent no later than the 30th day of the month.

If station jail personnel notify a supervisor, a sergeant or above, that an inmate safety check cannot be completed, the supervisor must ensure the check is conducted within the appropriate time interval.

Frequency of Inmate Safety Checks and Inmate Classification

Inmate Classification	**Frequency Interval**
General Population Inmates	Once per 30 minutes
Intoxicated Inmates	Once per 15 minutes

Suicidal Inmates	Once per 15 minutes
Juveniles (Secured detention & Locked Enclosure only)	Once per 30 minutes
Intoxicated Juveniles	Once per 15 minutes