Unit Order 2016

• 16-001 Global Positioning System (GPS) Tracking Devices

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER**: 16-001**

Subject**: Global Positioning System (GPS) Tracking Devices**			
Effective Date:	02/06/2016	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to detail the proper protocol for handling the Global Positioning System (GPS) in which the Los Angeles County Sheriff's Department utilizes. [REDACTED TEXT]

• 16-002 Inmate Safety Checks Quarterly Audit

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **16-002**

Subject: **Inmate Safety Check Quarterly Audit**			
Effective Date:	04/10/16	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to establish policy and procedure to ensure compliance with Title 15 safety checks via supervisory oversight.

SCOPE OF ORDER:

This order shall apply to the Cerritos Station Lieutenant assigned the collateral duty of the jail.

ORDER:

The Lieutenant shall conduct a quarterly Title 15 safety check audit to ensure compliance. The Lieutenant will select a two week time period, comparing Closed Circuit Television (CCTV) footage with the Electronic Uniform Daily Activity Log (EUDAL) entries and the manual entries on the daily Prisoner Count sheet. Supervisors shall submit the findings of the audit to the Unit Commander via memorandum.

- **16-003 Protected Health Information (PHI) Form**

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **16-003**

Subject: **Protected Health Information (PHI) Form**			
Effective Date:	05/10/16	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to ensure that Department personnel are utilizing the Los Angeles Sheriff's Department Medical Services "Authorization to Use and Disclose Protected Health Information" (PHI) form. This form shall be completed when obtaining a medical booking clearance ("okay to book") for prisoners in custody who will be transported to Inmate Reception Center (IRC) or Los Angeles County Medical Center (LCMC) regarding an ongoing medical condition requiring continuity of care. Such medical conditions may include but are not limited to hypertension, diabetes, fractures, wound care, cancer, epilepsy, etc.

SCOPE OF ORDER:

This directive applies to deputy personnel and station jailers.

ORDER:

When a prisoner is transported to a medical facility for a medical booking clearance regarding an ongoing medical condition that will require transport to IRC or LCMC for continuity of care, deputy personnel shall complete a PHI form. The prisoner's name, booking number, and date of birth shall be written in the designated spaces in the upper left hand corner of the PHI form. The name, address, and phone number of the medical facility shall be indicated in the designated spaces on the PHI form. The prisoner shall sign and print his/her name, along with the date, in the designated spaces at the bottom of the PHI form. If medical personnel are hesitant to provide the prisoner's medical information with the prisoner's consent, deputy personnel shall offer to have it sealed in a manila envelope for LASD Medical Services Staff to open. The envelope shall have the LASD "Confidential Medical Records" cover sheet affixed to it.

Medical personnel are not required to provide the requested information. If it is explained that the information is sought to provide continuity of care when the inmate is transported to a jail medical facility, medical personnel may be more inclined to provide the information.

Station jail personnel shall ensure that each prisoner requiring and receiving a medical booking clearance under the above conditions has a completed PHI form submitted with the booking packet.

• 16-004 Desk Operations

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **16-004**

Subject: **Desk Operations**			
Effective Date:	06/07/16	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

PURPOSE:

The purpose of this order is to ensure station personnel working the desk are properly handling and entering calls for service. The patrol station desk is the pivotal point for station operations. It is the communications and information center for which all operational activities are facilitated, or at the very least, coordinated. Desk personnel receive and evaluate the public's request for service and have available to them the vast resources of the Department, other public agencies, and many private entities with which to fulfill the law enforcement missions of the Department.

Through the efforts of desk personnel, working in concert with the field units, the Department's major responsibilities of officer safety, public safety and the effective delivery of police services are achieved.

SCOPE OF ORDER:

This order applies to all personnel assigned to Cerritos Station Desk Operations.

ORDER:

Cerritos Station Desk Operations shall be conducted in compliance with the Los Angeles County Sheriff's Department "Station Desk Manual" and "Field Operations Directive #93-2. (Both of these may be found in their entirety on the "Risk Management" "Field Operations Support Services (FOSS) L.A.S.D. Intranet website (http://intranet/intranet/sites/Rmb/FOSS/FOSS.html).

In addition, it **shall** be the policy of Cerritos Station that anytime a citizen calls and request for a deputy is made, a "Call for Service" **shall** be entered into the CAD and a deputy **shall** be dispatched. A reminder of this has been placed at every "CAD" terminal at Cerritos Station.

• 16-005 Deployment of Automated License Plate Recognition (ALPR) Radio Cars

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **16-005**

Subject: **Deployment of Automated License Plate Recognition (ALPR) Radio Cars**			
Effective Date:	11/21/2016	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/10/2021

[REDACTED TEXT]

• 16-006 Juvenile Holding Cell

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: 16-006

Subject: Juvenile Holding Cell			
Effective Date:	12/04/2016	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 maintaining security of the Cerritos Station juvenile holding cell and to ensure station personnel are maintaining proper security of all juvenile detainees.

SCOPE OF ORDER:

All personnel shall, at all times, maintain security of all juvenile detainees. Authorization to utilize the juvenile holding cell shall require watch commander authorization.

ORDER:

Station personnel shall maintain proper security of all juveniles in their custody. Proper security includes direct visual observation. The location of the juvenile holding cell does not allow personnel to maintain direct visual observation unless they are standing in the hallway. Consequently, use of the juvenile holding cell not only poses a security risk, but also does not provide a safe environment for the juvenile detainee.

In the event a juvenile needs to be placed in the juvenile holding cell, station personnel shall receive authorization from the watch commander prior to utilizing the juvenile holding cell. Personnel shall maintain visual observation of the detainee at all times and proper relief shall be made before visual observation of the detainee is relinquished. At no time shall a detainee be placed in the juvenile holding cell unsupervised without constant visual observation of the detainee. The watch commander shall be notified before any change in relief is made, when the juvenile is scheduled to leave the station, or when custody of the juvenile is relinquished.