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.