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.