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.