Supervisors

• Ballistic Vests for Ride-Alongs

DATE: May 5, 2015

FROM: CURTIS A. JENSEN, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 15-02

PURPOSE

The purpose of this directive is to outline the accountability and issuance of the ballistic and observer vests for civilian ride-alongs.

SCOPE

Central Supply & Logistics recently issued every sheriff's station ballistic and observer vests. These vests are for temporary issuance to civilian ride-alongs while on patrol with deputies. Providing ballistic and safety vests will enhance safety and lower Department liability by distinguishing observers from sworn personnel. We received a total of eight ballistic vests and four blue "Observer" mesh safety vests that are to be issued to civilian ride-alongs. Replacement covers are also included and will be used when the current cover needs cleaning.

Use of ballistic vests and blue observer vests will be mandatory. Strict accountability of all the vests will be adhered too. Lost vests will require a Lost or Stolen Property report.

WATCH SERGEANT

[REDACTED TEXT] At the beginning of each shift, the watch sergeant will account for all four blue observer vests and the eight ballistic vests. All vests are clearly marked with "NWK #1" to "NWK #8." The results will be recorded on the watch commander's log.

The watch sergeant will provide each ride-a-long a ballistic vest and blue observer vest. The date, time, vest numbers and name of person the vests were issued to will be recorded on the log sheet. There are several different sizes for both men and women. At the end of the ride-a-long, the watch sergeant will inspect the vests and record the time it was returned. The inside of all ballistic vests will be sprayed with Lysol and hung up on the provided wood hangers. This is to allow them to dry when wet due to sweat. If the vest cover is dirty and in need of cleaning, a clean cover will be used and the dirty one will be given to the ride-a-long coordinator. That person will ensure that the station inmate workers wash and dry it properly. It will then be returned to the hallway locker.

FIELD SERGEANT

At the beginning of each shift, the field sergeant will review the daily in-service to ascertain if an observer will be in the field. If during the course of the shift the observer is seen without the ballistic and blue vest, they will be directed back to the station to obtain the vests.

WATCH COMMANDER

Each shift watch commander will ensure that all observer blue vests and ballistic vests are accounted for and recorded in their daily watch commander's log.

CAJ:bpd

• Deferred Report Procedures

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: UNIT MANAGEMENT DIRECTIVE #08-05

DEFERRED REPORTS

PURPOSE:

The purpose of this directive is to establish station procedures for the deferring of reports. The directive will address the deferring of all criminal and traffic related reports. The purpose of this document is to create a unit level policy for management of deferred reports.

POLICY:

Field Operations Directive 95-9, (Dated October 4th, 1995).

DIRECTIVE:

The following guidelines have been established for deferring reports.

All report deferrals must be approved by the Watch Sergeant. The following criteria will apply to any deferred reports/late arrests. A report may be deferred when:

- There is no workable information
- Misdemeanor field release
- Misdemeanor non-desirous
- Felony, no workable information
- Traffic collisions with no injuries
- Traffic collisions with minor injuries and no follow-up
- Late arrest/in-custody reports may be deferred when a PCD has been completed and detectives are aware of incident and concur with deferral of the report.

Deputies should complete a deferred report by the end of shift, the next day. If the deputy is not scheduled to work the next day, reconsideration for deferral **will be necessary**.

The Watch Sergeant shall be notified prior to the end of the deputy's shift that a report may have to be deferred. The Watch Sergeant shall determine if any of the above criteria applies to the report in question. Once the report is cleared for deferment, the deputy shall:

- Print the required information in the deferred report log and present it to the Watch Sergeant who will affix his/her name.
- Fill in the face page of the report, complete with file number, and write "DEFERRED" in the upper right corner.
- Copy this completed face page and retain the original for completion the following day. The copy will be submitted to the Watch Sergeant for processing by the secretarial staff and shall be attached to the deferred log under appropriate shift for reference.
- Upon returning to work, notify the dispatcher that he/she has a deferred report to complete.
- Ensure that the deferred report is cleared from the deferred log.
- No report other than deferred traffic reports, shall be deferred longer than 24-hours. The Watch Sergeant shall be notified by the deputy if there is a compelling, substantial reason the report cannot be completed on schedule. The Watch Sergeant shall determine the proper course of action to ensure the completion of the report.

The deferring of reports is a time management issue. Care should be taken to ensure that deferrals are made only in cases involving minimal workable information. It shall be policy that deferrals are made only at the direction of the Watch Sergeant. Watch Sergeants shall follow-up on all incomplete deferred log entries.

Reports should not be deferred if there is significant workable information, such as named suspect(s), license plate numbers enabling immediate follow-up, large amounts of physical evidence connecting someone to the crime, reports of high-value loss requiring a crime lab response, or reports requiring a Chief's Memo. Additionally, reports assigned to outside units, such as Arson, J.I.B., Forgery/Fraud, Narcotics, etc., shall not be deferred. Any exceptions must be approved by the Watch Sergeant.

Reports which can reasonably be deferred are those with no workable information, i.e., "who done it" burglaries or vandalism by unknown suspects, or (on Friday or Saturday only) misdemeanor reports in which the suspect is known and/or has been issued a citation.

It has been common practice to self-defer traffic reports for extended periods of time. Due to recent changes in policy regarding the handling of traffic investigations, the following guidelines must be adhered to:

1. Traffic reports shall be deferred only if there is no workable information, no injuries or with minor injuries and the investigation is completed.
2. If a hit and run vehicle is impounded, or if there is workable information regarding a hit and run, the report shall not be deferred.
3. Traffic reports involving felony D.U.I.'s and/or fatal collisions shall not be deferred.
4. There is no "self-deferring" of traffic reports. The deferring of all reports, including traffic reports, must be approved by the Watch Sergeant.
5. URN's will be drawn at the time the report is taken. Issuing tag numbers to people and later drawing an

URN in an effort to prolong the deferral process, will not be tolerated.

6. Deferred traffic reports shall be completed and turned in no later that three (3) working days after the incident, i.e., deferred on Monday, turned in completed on Thursday.

PEM:SJM:sjm

• Radio Inventory Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-01; RADIO INVENTORY PROCEDURES

PURPOSE

The purpose of this directive is to provide better accountability of portable radios and batteries.

PROCEDURES

All field personnel shall utilize the radio assigned and ensure the radio is listed on their Deputy Daily Worksheet. All other personnel shall contact the Watch Deputy/Watch Sergeant for their radio assignment. Contract city public safety personnel shall contact the Watch Deputy/Watch Sergeant for their radio assignment and sign out their radio on the radio inventory sheet. A portable radio inventory board shall be located in the Radio Inventory Room and shall be available for review.

WATCH SERGEANT RESPONSIBILITIES

The Watch Sergeant shall be responsible for ensuring a portable radio inventory sheet is completed during their shift. The radio inventory sheet shall contain a list of all assigned and unassigned radios. It shall list damaged radios as well as radios sent for repair.

WATCH DEPUTY RESPONSIBILITIES

The Watch Deputy is responsible for the exchange of portable radios for each shift. He is also responsible for the continuous rotation and recharge of portable radio batteries. He shall assist the Watch Sergeant in the assignment and accountability of all portable radios.

NORWALK/LA MIRADA SERGEANT RESPONSIBILITIES

The overall responsibility of the portable radio and battery inventory is the responsibility of the designated

Norwalk City Sergeant. He will be assisted by the designated La Mirada City Sergeant. Together they will maintain a meticulous review of the radio and battery inventory as well as the compliance of the above indicated procedures.

DEPUTY PERSONNEL RESPONSIBILITIES

Deputy personnel are responsible for their assigned portable radio during their shift. They shall immediately advise of any malfunction or damage to their portable radio (i.e., foot pursuit) so that the equipment can be repaired or exchanged immediately.

Deputy personnel shall turn in their portable radio and battery at the end of their assigned shift. Deputy personnel shall not keep or store a portable radio or battery as their own property unless authorized to do so by the Unit Commander.

Deputy personnel who are determined to be in violation of the above responsibilities are subject to the discipline violations as documented in the Manual of Policy and Procedure.

• Report Tracking Procedures

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: PROCEDURE FOR ACCOUNTING REPORTS

PURPOSE

The purpose of this directive is to establish a procedure to account for all reports generated from Norwalk Station and to mitigate the occurrence of missing reports.

PROCEDURE

All reports generated from Norwalk Station shall be submitted to the Watch Sergeant prior to the end of watch of the person writing the report. In the event that a report needs to be deferred, the person writing the report shall obtain approval from the Watch Sergeant prior to deferral.

The Watch Sergeant of each shift will be responsible for reconciling the file numbers drawn during the same shift, 24 hours prior.

The Watch Commander of each shift will continue to submit the Watch Commander's log to the Captain, which will now include an entry that the URN log was reconciled, by whom, and which deputies were identified as a violator.

When the URN log reflects that a report has not been submitted for a file number drawn, and there is no entry in the deferred book, the Watch Sergeant shall contact the deputy to produce the report before the end of shift. If it is the deputy's RDO, the Watch Sergeant shall take appropriate administrative action and ensure the deputy produces the report upon returning.

If the Watch Sergeant is filled by a deputy, the Field Sergeant shall complete this process.

Missing reports drawn by Norwalk PSO personnel shall be forwarded to the attention of Sergeant Burruss. Missing reports drawn by La Mirada PSO personnel shall be forwarded to the attention of Sergeant Judy Anderson.

Traffic deputies should be forwarned to enter all deferred traffic report in the deferred book accordingly.

• Securing of Safety Equipment and Clothing

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK SHERIFF'S STATION

TO: ALL PERSONNEL
NORWALK SHERIFF'S STATION

SUBJECT: STATION SECURITY - MANAGEMENT DIRECTIVE 03-08

PURPOSE

To enhance the level of security of the Norwalk Station facility by establishing policy to eliminate unsecured safety equipment, uniforms and civilian clothing throughout the station.

SCOPE

All unsecured safety equipment, unworn uniforms and personal clothing shall be stored in a secured locker during times when personnel are not working or present at their work station. During work hours, personnel may temporarily leave these articles nearby their respective workstation for rapid response or personal comfort.

RESPONSIBILITY

Each station supervisor during the course of their shift shall be responsible for random facility inspections to insure compliance with this directive. Any unsecured or unsupervised safety equipment, uniforms and civilian clothing found during a random inspection, shall be retrieved and secured in the Watch Commander's office. If the item's owner is known, the recovering supervisor shall leave a note as to what was retrieved and its location. A corresponding note shall be attached to the article when secured. It shall be the responsibility of the supervisor retrieving the item to notify the owner and re-brief them as to this directive. If the article's owner cannot be identified, a station-wide email shall be sent to all members as to the article retrieved and where it can be recovered.

All repetitive violations of this directive shall be dealt with as a performance issue and documented appropriately.

• Timely Submission of Report of Damage to County Vehicle Form

DATE: May 9, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL SUPERVISORS
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 18-03

Purpose:

The purpose of this directive is to ensure the Supervisors Report of Incident or Damage to county Vehicle form (SH-R-257) is faxed to Traffic Services Detail within the mandated timelines.

SCOPE OF ORDER:

This directive applies to all Norwalk station supervisors.

ORDER:

To maintain compliance with this order the Supervisors Report of Incident or Damage to county Vehicle form (SH-R-257) shall be faxed to Traffic Services Detail within 2 days of the collision or damage to the vehicle.

PROCEDURES:

The station watch commander, shall fax the form to Traffic Services Detail and ensure it is documented on the form within the 2 day time frame. [REDACTED TEXT]

JDT:JFS:jfs

• Timely Submission of Vehicle Pursuit Evaluation Form

DATE: May 9, 2018

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL SUPERVISORS
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 18-02

Purpose:

The purpose of this directive is to ensure the Vehicle Pursuit Evaluation form is faxed to Traffic Services Detail within the mandated time.

SCOPE OF ORDER:

This directive applies to all Norwalk station supervisors.

ORDER:

To maintain compliance with this order, the Pursuit Evaluation Form (SH-AD-454) shall be faxed to Traffic Services Detail within 7 days of the pursuit.

PROCEDURES:

The station watch commander, supervising/managing the pursuit, shall fax the form to Traffic Services Detail and ensure it is documented on the form within the 7 day time frame. [REDACTED TEXT]

JDT:JFS:jfs