Altadena Station Unit Orders

• Volume 1 - Administrative

• • Station Tours

PURPOSE OF ORDER:

To establish procedures concerning scheduling and conducting station tours.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station with special attention to desk personnel.

ORDER:

It is the policy of The Altadena Station that station tours and visitors are to be encouraged particularly regarding tours by organized groups. Requests for small tours shall be referred to the desk personnel. The desk personnel shall schedule a tour for Wednesdays between 1700 hours and 2000 hours in the “Ride-A-Long” reservation book, which is kept by the captain’s secretary. Desk personnel shall not schedule more than one tour per week.

When a formal or large tour is scheduled, the Watch Sergeant shall notify Sheriff’s Information Bureau (323-526-5541) and advise them of the requesting organization and date of the tour. Sheriff’s Information Bureau personnel will then prepare a Public Appearance Form (SH-AD 177) “Blue Slip” and forward it to the station.

Upon receipt of this form, it shall be placed in the Sergeant’s Tour Book. When a Volunteer is assigned to conduct the tour, he or she will complete the form and return the original to Sheriff’s Information Bureau. A

copy of the “Blue Slip” will be forwarded to the captain’s secretary for filing.

Prior to beginning a tour, an announcement shall be made over the public address system to alert the station personnel, particularly in the kitchen and assembly rooms, regarding the impending tour.

Absent prior authorization, the size of the tour shall be restricted to no more than 25 persons at one time.

Tours in the jail area shall be restricted to unoccupied areas only.

Tour groups shall not be allowed to physically enter the station armory but may visually observe the area and some of the contents as deemed appropriate.

Reference: MPP 3-09/170.00, 3-09/170.05, 3-09/170.10, 3-09/170.20, 3-09/180

• • Watch / Field Sergeant Front Counter Checks

PURPOSE OF ORDER:

It is the policy of Altadena Station to check front counter traffic and conduct frequent exterior and interior security checks of the station. These checks shall be conducted once per shift by the Watch Commander/Watch Sergeant/Field Sergeant and documented in the Daily Shift Summary.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

PROCEDURES WHILE CHECKING FRONT COUNTER TRAFFIC

The supervisor checking the front counter should address any one waiting for service and inquire if they have been helped. Additionally, the lobby should be inspected for cleanliness, proper operation, suspicious packages, etc. If a person has not been assisted, then the supervisor will direct a staff member to assist them or, if practicable, assist the citizen personally. If a staff member is directed to assist, the supervisor should re-check the front counter within a reasonable time to ensure service or inquire what the delay is and inform the citizen.

PROCEDURES WHILE CONDUCTING EXTERIOR AND INTERIOR CHECKS

The supervisor, while conducting exterior and interior checks, should inspect exterior doors, areas adjacent to and alongside the doors to the front lobby for cleanliness, suspicious packages, etc.

PRECAUTIONARY PROCEDURES

In the event that a suspicious package or foreign object is located, and whenever doubt arises as to the contents of the package(s), care will be exercised in handling it and a “Precautionary Level” established. (**Refer to Unit Order # 16 under Precautionary Level.)** In the event that the situation dictates “Station Evacuation” **(Refer to Unit Order # 40 for procedural plan.)**

• Volume 2 - Station Operations

• • Watch Briefings

PURPOSE OF ORDER:

To establish procedures for personnel who prepare Watch Briefings.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of The Altadena Station that watch briefing material will be divided into two (2) categories, indexed and non-indexed. Indexed briefings will include all training and procedural bulletins that are of lasting importance. Briefings of only temporary value will be designated as non-indexed.

All non-indexed briefings will bear the name of the writer as well as the initials of the watch sergeant or watch commander approving the briefing.

All Indexed briefing material will also require the name of the writer, and shall be submitted to the operations lieutenant for the captain's approval and for assignment of an index number by the supervising station clerk. Once approved, the supervising station clerk will cause the new indexed briefing to be typed and distributed to the captain, operations lieutenant, all lieutenants, operations sergeant; all patrol sergeants, watch deputy, detective bureau and such distributions as noted on the form.

A copy of all briefings will also be placed in the watch briefing book maintained in the secretary's and Altadena Station Watch Sergeant's office, as well as, The Altadena Station Briefing Book.

• • Station Evacuation Plan

PURPOSE OF ORDER:

To establish procedures for the evacuation of the station under emergency conditions.

Altadena Station is manned twenty-four hours a day, seven days a week. In the absence of the Building Emergency Coordinator (BEC), the on-duty watch sergeant, or in his absence, the watch deputy, shall resume emergency evacuation responsibilities.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

EVACUATION PROCEDURES

The facility evacuation plan is to be implemented when it becomes necessary to evacuate the facility due to an emergency which threatens human health and safety. The signal for evacuation should be given by the individual assigned as the BEC. Evacuations should always be carried out so that employees are not exposed to the emergency situation. Evacuations may be necessary to prevent personal injury because of explosions, fires, large spills, toxic gas release, and severe weather or bomb threats.

Whenever there is an imminent or actual emergency situation within the facility requiring evacuation of the premises, the BEC or a designated alternate will immediately:

- Notify all building occupants by paging the emergency over intercom (or by other alternative means available). This could be by voice, by telephone or broadcasting, utilizing Sheriff's Radio system. Announce the nature of the hazard and locations to avoid during evacuation.

- When evacuating, take the shortest route out of the facility and do not go near the emergency area.

- All employees, with the exception of designated response personnel, will evacuate the facility to the lower parking lot and muster near the Locker Room Building. If evacuation of the Locker Room Building is necessary, personnel will report to the station.

Evacuation route diagrams, along with exit signs, are mounted at key locations throughout the facility. The diagrams are easy to read and they identify the location of where you are in the facility, clearly showing the nearest exits. A roll call will be conducted by the watch deputy, or another assigned personnel, of all

employees, with the exception of Response Team members. After the role-call the evacuated personnel will be advised where to locate.

PRISONER / INMATE WORKER SECURITY

The safety and security of prisoners and inmate workers is of paramount concern. At this time, Altadena Station jail is not utilized for housing prisoners; however, inmate workers or prisoners temporarily brought to the facility shall be evacuated

to an alternate site, i.e. Fire Station # 11, on El Molino Avenue, just south of

Altadena Station, or the prisoners shall be transported to Crescenta Valley Station.

FIRE FIGHTING AND EVACUATION

In the event evacuation becomes necessary due to fire the watch deputy shall immediately notify Fire Department personnel at Station 11, at **626-797-2104 (during the day) and 626-793-7176 (after business hours)**. The watch deputy shall also notify SCC and the Crescenta Valley Station Desk, via the Sheriff's Radio, of the status of the station.

The watch sergeant or watch deputy, in his / her absence, shall designate personnel to

battle the fire, direct evacuations and direct responding Fire Department personnel to the affected areas of the station. There are two (2) emergency breathing units located in the station. One, in the center of the station, adjacent to the Inmate Worker's Dorm. The second, located in the extreme east end of the station, near the Captain's Office. These units are enshrouded by a yellow cover and are mounted on the wall. **Only personnel wearing these devices will be designated to remain in the station and battle fire**

Firefighting equipment, i.e., fire extinguisher and fire hoses are located throughout the facility. The attached station floor plan indicates the location of all fire related safety equipment.

• • Station Earthquake Response

Purpose:

The purpose of this order is to establish a specific station protocol for response and documentation immediately following an earthquake for all desk and field personnel. This order is in support of and conforms with EOP 2-1 Earthquakes.

Policy:

EOP 2-1 - Earthquakes establishes, “a specific response format for Field Operations Regions...” Immediately after an earthquake it is the Watch Commander’s responsibility to ascertain the effects of the earthquake and relay that information to SCC. To that end Altadena Station personnel shall do the following:

1) Field units shall immediately determine the status of disaster routes from the area.

These streets shall be checked as far as the border of the Altadena Station patrol area.

2) Desk personnel (70D and/or 120D) shall print out all earthquake related calls, observations and messages;

3) Once the status of evacuation routes is determined, field units shall check all Critical Facilities and desk personnel shall ensure that documentation of these checks are completed in a manner that can be easily forwarded to the EOC and/or DOC;

4) Staff the Crescenta Valley EOC, if requested, and/or an EOC at Altadena Station, if necessary;

5) Upon completion of the Critical Facility check, field units shall conduct a General Area survey and keep the EOC informed of their results.

A Station Status report shall be completed and in the possession of the Cresenta Valley Watch Commander no later than forty-five minutes after the earthquake. This report is Annex C of EOP 2-1 and is found in the Earthquake Response Manual in the Dispatch Area.

A detailed report of the status of every room at the facility shall be completed no later than 24 hours after the earthquake and submitted to the Unit Commander. The Watch Sergeant shall ensure that this form is completed. Earthquake Response Manual in the Dispatch Area.

• • Deferred Report Procedure

PURPOSE OF ORDER:

It is the policy of Altadena Station that reports shall not be deferred without a sergeant's approval.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

Once approval has been granted, the deputy shall complete the face sheet of the SH-AD 49 indicating the name of the sergeant who gave authorization. The sergeant shall enter the information in the Deferred Report Binder along a copy of the completed SH-AD 49 's face sheet.

All deferred reports shall be completed and submitted the following day. It shall be every sergeant's responsibility for checking and purging the Deferred Report Binder during their respective shifts. Any overdue reports shall be brought to the attention of the responsible deputy.

When any of the following criteria applies to the report being considered for deferment, that report must be completed before the deputy goes home, unless otherwise directed by the Watch Commander:

- **Suspect (s) / Subject (s) arrested / detained.**
- **Workable information which requires follow-up prior to the deputy's returning to work.**
- **Private person's arrest.**
- **Crimes involving large losses requiring notification (s).**
- **Deputy Involved traffic accident or injury.**
- **Deputy / police personnel listed as victim or suspect.**
- **The following day(s) is the deputy's R.D.O. or scheduled vacation.**

Once the report is cleared for deferment, the deputy shall: Copy the completed face page and retain the original for completion the following day. The copy of the face page shall have Deferred written across the top of the page. It shall also include the date and the sergeant's name who authorized the deferral.

No report shall be deferred for more that 24-hours. The sergeant shall be notified by the deputy if there is a compelling, substantial reason the report cannot be completed on schedule. The sergeant shall determine the proper course of action to ensure completion of the report.

• • Altadena Field Sergeant approval for an Altadena arrest

PURPOSE OF ORDER:

The purpose of this order is to establish procedures which ensure that all arrests made by Altadena station personnel are properly approved by the Altadena on duty Field Sergeant (70S) prior to being transported to a Patrol Station jail or other designated booking facility for processing.

SCOPE OF ORDER:

This order shall apply to all Altadena Station personnel and all Department personnel assigned to work patrol at Altadena Station.

ORDER:

FIELD UNIT RESPONSIBILITY

When a Field Deputy working at Altadena Station determines that a crime has occurred and the person they are detaining will be arrested, it is the responsibility of the deputy to immediately contact the on duty Field Sergeant at Altadena Station. The Deputy shall brief the Field Sergeant on the circumstances surrounding the arrest and the probable causal factors leading to the arrest. The deputy shall receive verbal approval for the arrest from the on duty Altadena Field Sergeant, either by telephone or in person, prior to conducting a field release or subsequent transport and booking of the suspect at a Patrol Station jail or other designated booking facility.

Upon arrival at a Patrol Station jail or other designated booking facility, and prior to completing the booking process, the arresting deputy shall provide the booking facility's supervisor (Sergeant or Lieutenant) the name of the Altadena Field Sergeant who approved the arrest.

When completing the arrest report the deputy shall then write in the report the name of the Field Sergeant who approved the arrest.

The above responsibilities for Altadena Field Deputies are in addition to completing all booking procedures as well as following all Arrest Review Procedures outlined in Manual of Policy and Procedures section 5-03/010.00 (see attached).

DETECTIVE RESPONSIBILITY

When a station detective conducts any arrest during an investigative contact or search warrant, the detective shall receive approval from their immediate supervisor or the on duty Altadena Field Sergeant prior to transporting the arrestee to a Patrol Station jail or other designated booking facility

FIELD SERGEANT RESPONSIBILITY

The on duty Field Sergeant at Altadena Station shall monitor and ensure that arrests made by Altadena Field Personnel are verbally briefed to him/her and that the elements for the crime exist. Upon being briefed, the Field Sergeant shall provide verbal approval for the arrest prior to the deputy either field releasing or transporting and booking the suspect at a Patrol Station jail or other designated booking facility.

Upon approval, the Field Sergeant shall make verbal notification to the Patrol Station jail or other designated booking facility's supervisor (Sergeant or Lieutenant) regarding the arrest. The Field Sergeant shall provide the booking facility's supervisor with the unit number and name of the deputy making the arrest as well as providing the suspect's information and booking charge.

PROBABLE CAUSE DECLARATION FORM

If a Probable Cause Declaration form has been completed by the arresting Deputy prior to transport and booking, the Probable Cause Declaration form shall be provided to the Altadena Field Sergeant for review prior to transport to a Patrol Station jail or other designated booking facility. The Field Sergeant shall then provide a signature on the Probable Cause Declaration form for misdemeanor adult arrests and bookings.

If the Probable Cause Declaration form is not provided to or signed by the Field Sergeant prior to booking, the deputy shall receive the required signatures from the Watch Sergeant and/or Watch Commander at the Patrol Station jail or other designated booking facility prior to submission.

(PROBABLE CAUSE DECLARATION FORM CONTINUED)

If Probable Cause Declaration form is for a Felony arrest, Juvenile detention or an on duty peace officer victim, the Probable Cause Declaration shall require a final signature and approval of a Watch Commander.

• • After Hours Duty Detective

PURPOSE OF ORDER:

To ensure the availability of station detectives' when/if they are needed on serious or complicated felony cases.

SCOPE OF ORDER:

This order shall apply to all Altadena Station personnel.

ORDER:

It is the policy of The Altadena Station that a station detective shall be available for serious or complicated felony cases requiring bail enhancement, search warrants, interview prior to bailout, or any other instance which field personnel believe will be enhanced by input from a station detective. Detective Bureau personnel are available on an on-call basis for consultation after hours and on weekends, and may be called, with the approval of the Watch Commander, for guidance with complicated cases, assistance on search or Ramey warrants, advice, or juvenile matters.

When notified, the designated detective will evaluate the case, determine whether an interview is necessary and ascertain from the time of arrest and charge, when the case must be filed. If necessary, the "Duty Detective" will respond to the station to handle the case. Overtime shall be pre-approved by either the Detective Bureau Commander or the on-duty Watch Commander.

The "Duty Detective" will be available from 1700 hours Monday thru 0700 hours the following Monday and can be reached either at home or by pager. The schedule for the "Duty Detective" shall be kept at the Watch

Deputy's desk. The assigned after hours "Duty Detective" shall ensure that the Watch Deputy has a current phone number and pager number available during their on-call duty.

• • Inmate Safety Checks Policy

PURPOSE OF ORDER:

It is the policy of Altadena Station to check and document the welfare of inmate workers while they are in their housing area during the hours of 2200-0600. This policy will describe the procedures to be followed by watch deputy personnel:

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

INMATE SAFETY CHECKS

The California Code of Regulations, Title 15, section 1027, requires hourly safety checks of inmates. All inmates in our custody shall be visually checked at least once each hour to ensure their safety and welfare. This will apply to the hours of 2200-0600 in the inmate housing area of Altadena Station.

Procedures for Conducting Safety Checks

Watch deputies conducting these checks shall look at the inmate(s) for obvious signs of life, i.e., breathing

(chest rise and fall), talking, movement, etc. Personnel shall conduct these checks by looking into and by entering, if necessary, the inmate housing area, visually inspecting each inmate. Should there be any doubt regarding an inmate's condition, staff shall attempt to illicit a response from the inmate. If unable to illicit a response from the inmate, a supervisor and the Los Angeles County Fire Department shall be requested. The supervisor and the Los Angeles County Fire Department shall respond to the location and conduct an assessment. Proper officer safety shall be implemented prior to entering any inmate housing area.

Documenting Safety Checks

Immediately after the safety check is completed, the results shall be entered onto the **Inmate Worker Safety Checks** form. The form shall contain the time the check was made, the first and last name and employee number of the individual conducting the check, and specific comments regarding the activity of the inmate(s). These forms will be saved monthly for inspectional availability.

• Volume 3 - Line / Field Procedures

• • Victim's Assistance Pamphlet

PURPOSE OF ORDER:

To establish station procedures for the issuance of a victim's assistance pamphlet and resource guide to victims of domestic violence within the local jurisdiction.

POLICY:

This Unit Order outlines procedures for patrol, detective and supervisory personnel at the station level.

SCOPE OF ORDER:

This order shall apply to each unit, shift, and employee assigned to Altadena Station.

Altadena deputy personnel currently provide a victim of domestic violence with a Family Abuse Intervention Resource (FAIR) brochure, and the Victim Information Notification Everyday (VINE) brochure. The deputy also documents in the incident report that the F.A.I.R and VINE brochures were provided to the victim.

Effective February 15, 2020, an additional pamphlet shall be provided to the victim at any domestic violence incident. The pamphlet is titled “Victim’s Assistance” and is specific to the area patrolled by Altadena station.

The “Victim’s Assistance” pamphlet contains the phone numbers to local resources and treatment facilities that are dedicated to assisting families and persons in crisis. The pamphlet is similar in function to the F.A.I.R. pamphlet; however, the information is localized to our station area and also includes local church groups willing to provide assistance.

ORDER:

OPERATIONAL LEVEL

Field Deputies’ Responsibilities:

When handling a domestic violence incident, the deputy shall:

- Provide the Victim's Assistance pamphlet to the victim

- Explain the pamphlet to the victim

- If an incident report is written, document the issuance of the Victim's Assistance pamphlet in the report

Field Sergeant/Watch Sergeant's responsibilities:

The approving sergeant shall insure the deputy's report documents the issuance of the Victim's Assistance pamphlet

Desk personnel

The station watch deputy shall insure the Victim's Assistance pamphlet is available at the station's front counter

Station Detectives' Responsibilities:

When investigating a domestic violence incident, the detective shall:

- Ensure the victim received a Victim's Assistance Pamphlet

- Inquire whether resources in the pamphlet were utilized

- Document the results in the detective case file notes

Detective Bureau Supervisor Responsibilities:

When completing the case file review, the detective bureau supervisor shall:

- Ensure the detective case notes reference both the Victim's Assistance pamphlet and whether resources were utilized by the victim

Attachment: Victim's Assistance pamphlet

• • Critical Facilities Check Policy

PURPOSE OF ORDER:

It is the policy of Altadena Station to check and record the status of each critical facility it determines necessary on a regular basis. This policy will describe the procedures to be followed by field personnel when assigned to check the critical facilities locations in their patrol area.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

A critical facility is defined as: *any building or structure or complex in the event of a disaster, whether natural or man-made, poses a threat to public safety or represents a resource for public and/or emergency responders or any facility which by its political or public nature or purpose would cause panic for its failure or collapse.*

This policy shall meet the station's requirements in regards to Field Operations Directive 02-05.

Sergeant Responsibilities - Station Critical Facility Database

It shall be the responsibility of the Altadena Sergeant with the collateral to maintain and keep the records of the critical facilities updated and current. The respective shift sergeant shall make an entry into the shift log when all locations have been inspected.

Emergency Operations Bureau (EOB) shall be responsible for the annual inspection of each unit's critical facility database during the command inspection.

Deputy Personnel Responsibilities

Deputy personnel assigned to the area car shall inspect all **PRIMARY CRITICAL FACILITIES** and **SENSITIVE BUSINESS LOCATIONS** **once** per shift as prescribed below.

All **SECONDARY CRITICAL FACILITIES** shall be checked on a routine basis as time permits, but at least twice per work week.

Inspections of critical facilities should be conducted as a normal course of business as well as at times of crisis. For example, terrorist targeted facilities should be inspected when a potential threat exists or information regarding the need for inspection comes to light, whereas, critical facilities susceptible to earthquake damage should be checked following an earthquake.

When conducting an inspection of a critical facility, field personnel shall record the inspection by creating a tag (call or observation) on the Mobile Data Terminal. Field personnel shall attempt to contact the facility manager or other facility staff members to inform them of the purpose of the inspection. The name(s) of the person(s) contacted shall be noted in the clearance screen for that incident. Many facilities may not have staff working at the time of the inspection depending on the type of location or time of day. In those Instances, field personnel

shall indicate on the clearance that they were unable to locate a contact person.

Deputy personnel are responsible for informing the Altadena Field Sergeant when their checks are complete. If, for any reason a unit cannot finish their assigned checks it shall be their responsibility to inform the Altadena Field Sergeant so their inspections can be re-assigned to other units on the shift.

Field personnel shall be thorough in inspecting any critical facility. The areas to inspect vary depending on the type of facility and the threat to that location (e.g. earthquake, terrorism). Field personnel should consult the facility manager, if possible, to determine those areas at risk.

Those facilities that have their own security or policing agency (e.g. public schools) do not have to be inspected during normal business hours unless there is a known or suspected threat or emergency situation.

LOGGING AND TRACKING OF INSPECTIONS

The Computer Aided Dispatch System has been modified to allow refined searches of the records in each station's critical facility file. A new statistical code, #850, has been created in order to track activities at critical facilities. This new stat code shall be used in the clearance of incidents or checks (calls or observations) involving any location which is listed as a critical facility. Statistical code "850" may be used as a lone or supplemental clearance code. For example, a routine patrol check would be cleared using only "850", whereas an incident at a critical facility may be cleared using "850" plus the appropriate statistical code related to the incident.

Desk and field personnel also have the ability to select critical facility records by "facility level" such as "terrorist target." By adding the following parameters to any search command (except "CRITQ"), personnel can retrieve a specific group of facilities.

Parameter	Facility Level
/B	Pass/Road/Bridge
/D	Dense Populace
/G	Government
/E	Emergency Service
/U	Utility
/H	Hazmat
/R	Resource
/T	Terrorist Target

For example, to obtain a list of terrorist targets within Temple Station's area, type: **"CRITS TEM /T"** [CRITS(space)TEM(space)/T].

Unit 71 - RD's 0771, 0772, 0751

Terrorist Targets - ***Primary***

Sensitive Business Locations - ***Primary***

3061 N. Lincoln Ave. - George's Liquor

2171 N. Fair Oaks Ave. - Arco AM/PM

2176 N. Lincoln Ave. - Laney's Liquor

2207 N. Lincoln Ave. - Standard Ice Cream

Schools / Dense Population Areas - ***Secondary***

725 W. Altadena Dr. - Audubon Elementary

3126 N. Glenrose Ave. - Edison Elementary

527 W. Ventura St. - Franklin Elementary

760 W. Mountain View St. - Five Acres

593 W. Woodbury Rd. - Jackson Elementary

Utilities - ***Secondary***

3939 Chaney Trail - Lincoln Ave Water Co.

4554 El Prieto Rd. - Lincoln Ave Water Co.

End of Chapman Ct. - Lincoln Ave Water Co.

3202 N. Glenrose Ave - Lincoln Ave Water Co.

564 W. Harriet St. - Lincoln Ave Water Co.

729 W. Harriet St. - Lincoln Ave Water Co.

2700 N. Olive Ave. - Lincoln Ave Water Co.

265 W. Figueroa Dr. - Rubio Canyon Water Co.

148 W. Mountain View St. - Las Flores Water Co.

Unit 72 - RD's 0773, 0774, 0752

Terrorist Targets - ***Primary***

Sensitive Business Locations - ***Primary***

2427 N. Lake Ave. - EZZZ Stop

2181 N. Lake Ave. - Masjid Al-Jaqwa Mosque

764 E. Mariposa St. - Baha'I Faith

Schools / Dense Population Areas - ***Secondary***

743 E. Calaveras St. - Altadena Elementary

3544 N. Canon Blvd. - Loma Alta Elementary

2212 N. El Molino Ave. - Scripp's Home

Utilities - ***Secondary***

3900 N. Fair Oaks Ave. - Lincoln Ave Water Co.

726 E. Poppyfields Dr. - Las Flores Water Co.

3 E. Wapello St. - Lincoln Ave Water Co.

100 E. Calaveras St. - Pasadena Water District

815 E. Calaveras St. - Rubio Canyon Water Co.

428 E. Sacramento St. - Las Flores Water Co.

Unit 73 - RD's 0775, 0776, 0777, 0778

Terrorist Targets - ***Primary***

Sensitive Business Locations - ***Primary***

1434 N. Altadena Dr. - Pasadena Jewish Center

1319 N. Altadena Dr. - 7/11 Store

1633 N Altadena Dr. - Arco Smog Pros

1880 N. Lake Ave. - Arco Am/Pm

Schools / Dense Population Areas - ***Secondary***

2065 N. Allen Ave. - Burbank Elementary

2184 N. Lake Ave. - Eliot Middle

2101 E. Washington Blvd. - Webster Elementary

1840 N. Lake Ave. - St. Elizabeth's

1919 E. Pinecrest Dr. - Noyes Elementary

1014 E. Altadena Dr. - St. Mark's School

1720 N. Kinneloa Cyn Rd. - High Point Academy

2585 E. Washington Blvd. - Park Marino Health Center

943 E. Altadena Dr. - Meher-Montessori School

2501 N. Maiden Lane - Sahag-Mesrob Armenian School

Uti**lities** **- *Secondary***

3350 N. Lake Ave. - Las Flores Water Co.

1329 E. Loma Alta Dr. - Rubio Canyon Water Co.

2663 N. Maiden Ln. - Rubio Canyon Water Co.

1939 Kinneloa Canyon Dr. - Kinneloa Irrigation District

2640 E. New York Dr. - Kinneloa Irrigation District

2999 E. New York Dr. - Kinneloa Irrigation District

1834 Pasadena Glen Rd. - Kinneloa Irrigation District

2014 Windover Rd. - Kinneloa Irrigation District

• • Chaney Trail Gate Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to ensure the closure of the Chaney Trail gate.

SCOPE OF ORDER:

This order shall apply to all Altadena Station personnel.

ORDER:

It is the policy of the Altadena Station that at approximately 2000 hours each night and 0600 hours each morning, Altadena desk personnel shall enter a “924” Station Detail call to respond to Chaney Trail to close or open the gate as required. A call shall be entered even if a unit is not readily available to handle the call. In this case, the call narrative shall include the reason the call was not dispatched immediately.

Advisement of gate closure/opening time changes will be documented in a watch briefing.

The patrol unit that responds to close the gate shall conduct a security sweep of the lower parking lot to locate persons still in the park and to ensure they exit prior to the gate being locked. The unit shall take sufficient time and appropriate actions to locate vehicle owners or any park attendees. Any violations of law shall be handled appropriately.

Upon clearance of vehicles and attendees of the park, the patrol unit shall return to the gate to lock it. The patrol unit shall notify the Altadena watch deputy and complete a detailed log entry if unable to locate a vehicle owner.

If a park attendee is found locked behind the closed gate, a call shall be entered for a patrol unit to respond and allow the attendee to leave as soon as time permits. The unit shall ensure the gate is again locked at the end of the call.

The watch sergeant or field sergeant shall make an entry in the Watch Commander's Log noting the tag number and the time the call was completed. Any deviation of an hour or more from the specified close/open times shall be noted.

• • Eaton Canyon Policing Policy

PURPOSE OF ORDER:

To define the jurisdiction for Eaton Canyon.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

By mutual agreement between the agencies having some portion of jurisdiction and/or responsibility for the Eaton Canyon area, it has been determined that Altadena Station shall be responsible for all law enforcement services in this multi-jurisdictional area.

The physical area involved begins at the southern boundary of the McCurdy Nature Center, extending northward from that point, thereby encompassing the city of Pasadena properties commonly known as Eaton

Canyon Riverbed (RD 0730). The boundary continues northward to the Mount Wilson Toll Road Bridge. The remainder of Eaton Canyon, north of the Toll Road Bridge, is unincorporated area and part of the Angeles National Forest (RD 0750).

This policy shall remain in effect until such time that other arrangements are agreed upon by all involved agencies and/or governmental bodies.

• • X26 Taser Policy

PURPOSE OF ORDER:

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of Altadena Station that the deployment of the X26 Taser be restricted to users who are Departmentally approved and certified. The Taser is an additional less-lethal tool that may be used to control assaultive or dangerous individuals when other conventional tactics have failed. The Taser is not intended to replace firearms, self-defensive tactics, or deadly force.

GUIDELINES

1. The Watch Deputy shall ensure that all Tasers not in use be secured in the station armory.
2. The Taser shall be checked-in/out, in the prescribed manner prior to each shift.
3. The Taser shall be test arced prior to the beginning of each shift and logged onto the Deputy Daily Worksheet.
4. Deputy personnel shall secure the Taser in their patrol vehicle when its use is not anticipated.
5. The Taser shall be deployed with the field sergeant and all patrol units at all times.

EMPLOYMENT CONSIDERATIONS

Upon encountering a situation which may require the use of the Taser, request the response of a back-up unit and a field supervisor.

The Taser may be utilized as an intimidation feature to de-escalate a situation such as, show of force either a laser activation or a spark demonstration.

When the X26 is used as a spark demonstration this activation shall be noted in the Mobile Digital Log.

All suspects struck by a Taser shall, as soon as practical and prior to booking, be transported to a medical facility for probe removal and medical examination. Only medical staff shall remove probes.

Using a Taser on a suspect is considered Category 2, Use of Force and all required documentation shall be completed.

All personnel will adhere to the MMP section 5-09/430.00, Use of Force Reporting and Review Procedures and MPP 5-09/175.05 Electronic Immobilization Device (TASER) procedures.

• • Storing Vehicles

It is the policy of the Altadena Station that vehicles of arrested persons shall be legally parked and locked at the location of arrest, if there is no other reason to store or impound the vehicle. If an arrested person requests

that his or her vehicle be stored, it shall be noted in the report that the vehicle was stored â€œper driverâ€™s requestâ€. The vehicle may be stored or impounded for other sections of the Vehicle Code if they are applicable or in cases when there is doubt as to the ownership of the vehicle (possible stolen). There is an exception to this order for the vehicles of persons arrested in canyon areas. The canyon areas are considered locations in which the vehicle is likely to be damaged by vandalism or stolen and it is an accepted station practice to store the vehicle if the driver is arrested and there is no responsible person available to accept custody of the vehicle. It is also permissible to store a vehicle that cannot be secured. This order is intended to limit the use of 22651(h)(1) C.V.C. to store vehicles. It is not intended to curtail storing vehicles under other Vehicle Codes permitting removal of vehicles.

• • Reserves Driving County Vehicles

Purpose:

The purpose of this order is to establish uniformed guidelines for reserves when they can and cannot drive marked county patrol cars. This Unit Order is a **guideline only**, as not all situations and circumstances can be anticipated.

Level II reserves shall not conduct “general law enforcement” action when alone, unless it is a life and death situation for those involved.

Law Enforcement Support

Level 1 reserves (1D, 1ND) have 24 hours peace officer powers and are allowed to work a one man car on any shift in patrol, special events, or any law enforcement activity without restriction.

Level 2 reserves are available and equipped to support a variety of law enforcement functions that include, but are not limited to, critical missing persons, power outages, traffic control, evacuations, fires, floods, station special events, and etc. When it has been determined that an area or location such as a structure, open area, or vehicle is required to be preserved as evidence or essential for an ongoing operation, this can be accomplished by reserve personnel; however, scene preservation is the primary responsibility of patrol personnel.

• • Paid Movie Assignments

PURPOSE OF ORDER:

To establish protocol for personnel who work paid movie assignments.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of The Altadena Station that personnel working paid movie assignments adhere to the following procedures:

1. All personnel who wish to be considered for a paid movie assignment shall immediately submit a memorandum to the Scheduling and Training Sergeant. ***Personnel wishing to work movie detail assignments at Altadena Station should direct a memorandum to the Altadena Station Operations Sergeant.*** Personnel on training status may submit a memorandum regarding working movie assignments, but they will not be considered until successful completion of their field training program.

2. The Scheduling and Training Sergeant ***and Altadena Operations Sergeant*** shall maintain an assignment roster of personnel desiring movie assignments. Personnel will be offered theses assignments on a rotating basis which includes all three shifts. Should an available assignment conflict with scheduling and/or training requirements, the involved personnel shall be given the next available assignment. Should an individual decline a particular movie assignment, their name will rotate to the bottom of the rotation list for future consideration of movie assignments.

3. When movie assignments are received and the Altadena Operations Sergeant shall review the request and the availability of personnel. No assignment, or combination of assignments ***shall violate any of the Department's overtime policies.*** Extended assignments will be given only to personnel who are

on a scheduled Regular Day Off. Assignments shall not be split into shifts except as a last resort. This is due to only one 4-hour minimum being allowed for a split position assignment. ***The second deputy involved in a split assignment is not guaranteed the 4-hour overtime minimum.***

4. Personnel shall arrive on time for an assignment. If the film company is not at the designated location, the deputy shall remain at the location and have the station desk contact Sheriff's Information Bureau. Personnel will not leave the pre-designated site unless directed to do so by Sheriff's Information Bureau **or the on-duty Watch Commander**.

5. When submitting for overtime regarding a movie job assignment, the following information must be included:
    i. The Private Entity Contract number (P.E.C.)***, ie. 903-34798-07.***
    ii. The vehicle type, number, and mileage driven by the deputy.
    iii. The production company name and shooting site.
    iv. The overtime must be designated as "Voluntary."

6. Completed overtime slips shall be submitted to the Altadena Operations Sergeant who shall review the competed slips for accuracy and approve them. The Altadena Operations Sergeant shall forward a memorandum to the Contract Law Enforcement Bureau for billing purposes.

7. Any questions regarding movie job assignments shall be brought to the attention of the Scheduling and Training Sergeant or the Altadena Operations Sergeant during normal business hours.

8. These guidelines are intended to ensure that all movie job assignments are fairly distributed among all interested personnel. Any variation to this Unit Order must be approved by the Altadena Operations Lieutenant.

Reference: MPP 3-02/280.00, 3-02/280.10, 3-02/300.10

• Volume 4 - Search and Rescue

Purpose:

The purpose of this order is to establish a uniformed operation for the Altadena Mountain Rescue Team. Whenever the team is called into service, supervision by a Level I-reserve deputy sheriff or full-time deputy sheriff is required, due to the fact that all of the members of the search and rescue team are Level 2-reserve deputy sheriffs or volunteers. This Unit Order is a guideline only, as not all situations and circumstances can be anticipated.

Definitions:

Call Out – Anytime search and rescue team members are requested to respond to an incident. Incidents can include but are not limited to persons that are lost, injured, vehicle over the side and persons missing under unknown circumstances (On-call Coordinator (when required) and Reserve Operations Leader will respond).

Searches – Whenever search and rescue team members respond to a location and deploy to search an area for a person or property related to a call out (On-call Coordinator (when required) and Reserve Operations Leader will respond).

Rescues – When search and rescue team members locate and assist a person to safety that is related to a call out (On-call Coordinator (when required) and Reserve Operations Leader will respond).

Use of Search and Rescue Vehicles by Altadena Civilian Volunteers

All Altadena Mountain Rescue Team Civilian Volunteers must possess a valid California Driver's License and attend the Los Angeles County Sheriff's Department civilian volunteer driver course prior to operating any department vehicle.

Civilian volunteers ***shall*** not respond code 3 (lights and siren) in any department vehicles unless they have attended a POST certified class or completed Learning Domain #19 (certificates must be provided to the station SAR coordinator).

Search and Rescue Reserve Deputies and Civilian Volunteer Responsibilities

All deployments must be two (2) reserve deputies and 1 or more civilian volunteers.

Day of the week:

Default deployment day is Sunday. On team training Sundays in the AMRT area, deployment will be conducted concurrently with team training. A minimum of two members involved in team training should be designated for response to incidents.

The senior member of deployment may coordinate with other assigned members to conduct an alternate Saturday deployment.

Hours:

Default deployment times change for winter and summer. Winter hours are 1300 to 1700. Summer hours are 1500 to 1900.

The senior member of deployment may coordinate with other assigned members to conduct an alternate deployment from 0800 to 1200.

Frequency:

Members should be assigned a deployment approximately once per quarter.

Status:

The senior member of a deployment will determine the activities conducted during deployment.

Personnel are required to be in uniform for deployment, at the HQ, or near an AMRT vehicle, and ready to respond to an incident.

Scheduling:

Personnel making substitutions for deployment should inform the Operations Officer as soon as reasonably possible.

The Operations Officer, at their discretion, should schedule deployment quarterly based on the availability of the individual from dates provided to the Operations Officer prior to the schedule's creation.

• • Unit Order 64- Use of Altadena Search and Rescue All-Terrain Vehicle (ATV)

PURPOSE OF ORDER:
The purpose of this order is to establish procedures for operating and maintaining safety while using the all-terrain vehicles (ATV) assigned to Altadena Station.
SCOPE OF ORDER:
This order applies to all Altadena Station Mountain Rescue Team personnel.
ORDER:
ATV's are off-road vehicles designed for one (1) person. These vehicles have the capacity to easily traverse muddy roads, soft sand, and rocky terrain, which is useful during times of critical need and/or when time is of the essence.
Prior to operating an ATV, personnel SHALL successfully complete the "off road vehicle course" taught by certified Los Angeles County Sheriffs Department (LASD) personnel.
All safety rules and regulations shall be followed. Safety equipment, helmets SHALL be worn while the vehicle is mobile. While operating an ATV on public roadways, a "DOT" approved helmet must be worn (Per vehicle code section 38601: A person shall not operate, or allow a passenger in, a recreational off-highway vehicle on public lands unless the person and the passenger are wearing safety helmets meeting the requirements

established for motorcycles and motorized bicycles pursuant to Section 27802). A yellow traffic vest must be worn while operating an ATV on an open public roadway. If the ATV's are used during closed street events (i.e. Christmas tree lane lighting), no yellow traffic vest is required.
The ATV is equipped with emergency lights that MAY be used on trails to alert hikers, and mountain bikers. The emergency lights and siren SHALL never be activated while operating on a public roadway in a manner which could be considered Code 3. Flashing lights MAY be activated to improve safety and driver visibility while operating on a public roadway.

The ATV's MAY respond to local trailheads within a 4-mile radius from the Altadena Station. If a trailhead is out of the 4-mile radius the vehicle SHALL be placed on a trailer to be transported. When operating on public roadways, the ATV SHALL be escorted by a marked LASO patrol vehicle or a street legal search rescue vehicle that is equipped with emergency lighting equipment.
Those that have been rescued by the Altadena Mountain Rescue Team SHOULD not be transported on an ATV.

• • Unit Order 65- Use of Altadena Search and Rescue Utility Terrain Vehicle (UTV)

PURPOSE OF ORDER:
The purpose of this order is to establish procedures for operating and maintaining safety while using the utility terrain vehicles (UTV) assigned to Altadena Station.
SCOPE OF ORDER:
This order shall apply to Altadena Mountain Rescue Team personnel.
ORDER:
UTV's are off-road vehicles, designed to transport people and equipment. These vehicles have the capacity to easily traverse muddy roads, soft sand, and rocky terrain, which could useful during times of critical need and/or when time is of the essence.
Prior to operating the UTV, personnel SHALL successfully complete the "four-wheel drive vehicles and equipment course" taught by certified Sheriffs Department personnel.
All safety rules and regulations shall be followed. Safety equipment, seatbelts and helmets SHALL be worn while the vehicle is mobile. While operating the UTV off-road, team uniform SAR helmets are approved for use in the UTV. The safety door shall also be utilized when the vehicle is in motion.
The UTV is equipped with an emergency lights and siren package that MAY be used on trails to alert hikers, and mountain bikers. The emergency lights and siren SHALL never be activated while operating on a public roadway in a manner which could be considered Code 3. Flashing safety lights MAY be activated to improve safety and driver visibility while operating on a public roadway.
The UTV MAY respond to local trailheads within a 4-mile radius from Altadena Station. If a trailhead is out of the 4-mile radius, the vehicle SHALL be placed on a trailer to be transported. When operating on public roadways, the UTV SHOULD be escorted by a marked LASD patrol vehicle or a street legal search and rescue vehicle that is equipped with emergency lighting equipment.
Those that have been rescued by the Altadena Mountain Rescue Team SHOULD not be transported in the UTV on an open public roadway.

• • Unit Order 66- Use of Unmanned Aircraft Systems (UAS)

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for operating and maintaining safety while using the Unmanned Aircraft System (UAS) assigned to Altadena Station.
SCOPE OF ORDER:
This order applies to all Altadena Station Mountain Rescue Team personnel trained in the use of the Unmanned Aircraft System (UAS)
ORDER:
Unmanned Aircraft System (UAS) pilots SHALL keep up-to-date and be in compliance with all Los Angeles County Sheriffs Department (LASO) UAS policies including the Department's Certificate of Waiver Authorization (COA) with the Federal Aviation Administration (FAA).
UAS may be used for training, search and rescue, and calls for service (per Manual of Policy and Procedures 5-09/570.00: A UAS SHALL NOT be used for non-emergent surveillance missions or missions that would violate the privacy rights of the public.
UAS SHALL be registered with LASO.
Flights in positive controlled airspace where communication with an Air Traffic Controller is necessary should be flown by a pilot with an F Part 1 certification.

• • Unit Order 67- Rescue Bicycles

PURPOSE OF ORDER:
The purpose of this order is to establish procedures for operating and maintaining safety while using bicycles (including electric bicycles) assigned to Altadena Station.
SCOPE OF ORDER:
This order applies to all Altadena Station Mountain Rescue Team personnel who have successfully completed the Eight-Hour Bicycle Patrol Tactics Course.
ORDER:
Bicycles are a tool with the capability to traverse narrow trails as well as allowing rescue personnel to better connect with the public in wilderness areas.
As non-full-time riders, personnel SHALL successfully complete the Eight-Hour Bicycle Patrol Tactics Course (per manual of Policy and Procedures 02-011).
Personnel SHALL wear an appropriate helmet at all times while riding a bicycle (per manual of Policy and Procedures 3-03/020.00). Riders SHALL wear clothing that identifies them as members of the Los Angeles County Sheriffs Department (LASO) Search and Rescue Team. Personnel SHOULD avoid riding bicycles on trails or roads for which they are otherwise prohibited.
Bicycles SHALL be inspected before and after each use. Before deploying on a bicycle mission, the personnel SHOULD ensure they have an inflationary device, a spare tube and a bicycle specific multi-tool on their person for field repairs as needed.
Bicycles SHOULD have an attached bell that warns others when they cannot be easily seen.
