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.)**