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.