2017

- **17-1 ACCESS TO AND USAGE OF THE CARSON COPS TRAILER**

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-1 July 13, 2017

Effective Date:	07/13/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	07/13/2018

ACCESS TO AND USAGE OF THE CARSON "COPS" TRAILER

PURPOSE:

The purpose of this station order is to establish policies and procedures governing access to and usage of the Carson "COPS" trailer.

SCOPE OF THE ORDER:

The order applies to all Carson Station personnel.

GENERAL GUIDELINES:

The Carson "COPS" trailer is a pivotal point of operations for Carson "COPS" team members. It serves as a place where team members can coordinate operations and discuss city matters. It also provides a place where team members can author reports. The trailer also provides a secure structure to house team equipment.

Due to the nature of Carson "COPS" operations and for the accountability of the team's equipment, the Carson "COPS" trailer is to be used only by those members of Carson Station currently assigned to Carson "COPS" or those assisting with a given operation.

The Carson "COPS" trailer is not to be used for socializing purposes, sleeping quarters, and/or any other non-work related personal reasons.

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CONTRABAND/EVIDENCE STORAGE

The Carson "COPS" trailer **shall not** be used to store contraband and/or evidence seized.

All evidence seized shall be booked and processed in accordance with the Department's Manual of Policy and Procedure 5-04/040.00 BOOKING OF PROPERTY/EVIDENCE ITEMS and shall be stored in the manner described by the Department's Manual of Policy and Procedure 5-04/040.70 INITIAL STORAGE LOCATION OF PROPERTY/EVIDENCE UPON BOOKING

SERIALIZED EQUIPMENT/WEAPONS

All serialized and inventoried equipment shall be maintained by designated Carson "COPS" personnel unless that item is specifically issued to a "COPS" team member. If an item is specifically issued to a Carson "COPS" team member that member is responsible for that item.

Carson "COPS" team members who are issued a patrol rifle shall store their assigned patrol rifle in accordance with the Department's Manual of Policy and Procedure 5-09/170.25 STORAGE AND MAINTENANCE

"COPS" SUPERVISOR RESPONSIBILITIES

It is the responsibility of Carson "COPS" supervisor(s) to ensure the implementation of this order.

The supervisor(s) shall have an accounting of all personnel who has a key to access the trailer. In event of a significant staffing rollover, an assessment should be made to recommend the locks to be changed to maintain the accountability and security of the trailer and equipment therein.

- **17-2 KEY BLOCK LOG - WATCH COMMANDER'S OFFICE**

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-2 October 25, 2017

Effective Date:	10/26/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	

KEY BLOCK LOG — WATCH COMMANDER'S OFFICE

PURPOSE:

The purpose of this station order is to establish policies and procedures governing the use and accountability of keys issued by the Watch Commander.

SCOPE OF THE ORDER:

The order applies to all Department personnel.

GENERAL GUIDELINES:

Several times throughout a given shift, Department personnel utilize keys that are affixed to the Watch Commander's primary key block, while others contained within the Watch Commander's safe are issued upon request. Currently there is no tracking system in place to accurately account for the whereabouts of keys nor has there been a written record of dates and times keys were issued or to whom.

WATCH COMMANDER'S RESPONSIBILITY

When a request is made by any Department member for a given key or key block, the Watch Commander shall ensure that member's name, unit of assignment and employee number are recorded on a *Key Checkout Log.* The date and time shall also be recorded. This log will be located in the Watch Commander's office in a conspicuous location. It shall be the Watch Commander's responsibility to review this log at both the beginning and end of their assigned shift.

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PERSONNEL RESPONSIBILITY

Any Department member requesting use of any key found in the Watch Commander's office shall obtain verbal authorization from the Watch Commander who in turn, will direct the member to document the use of a given key(s) on the *Key Checkout Log.* In the event the Watch Commander is unavailable, authorization shall be obtained from the on-duty Watch Sergeant who shall abide by the same protocols as that of the Watch Commander. If the Watch Sergeant is unavailable and an urgency exists, the member shall seek authorization, both written and verbal, from any on-duty supervisor (rank of sergeant and above) assigned to Carson Station.

GENERAL ACCOUNTABILITY

The *Key Checkout Log* will be kept in a marked three-ring binder that is never to leave the Watch Commander's office. Logs will be kept in this binder for a period of one (1) year. At year's end, the logs will be removed from the binder and scanned into a shared file for later retrieval if necessary. A new set of blank replacement logs will then be placed in the binder.

OVERSIGHT:

As a collateral duty, a station lieutenant will be assigned to oversee and account for the usage of the log. This lieutenant shall also oversee the purging of expired logs and their eventual transfer to digital shared files.



JASON SKEEN, CAPTAIN

- **17-3 USAGE OF THE CARSON JAIL VAN**

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 17-3 October 26, 2017

Effective Date:	10/26/2017	Last Date Revised:	
Last Date Reviewed:		Next Review Date:	10/26/2018

USAGE OF THE CARSON "JAIL VAN"

PURPOSE:

The purpose of this station order is to establish policies and procedures governing access to and usage of the Carson "JAIL VAN."

SCOPE OF THE ORDER

The order applies to all Carson Station personnel.

GENERAL GUIDELINES:

The Carson station jail van is to be used for jail evacuations and the transportation of prisoners in large numbers.

The Carson station jail van will be parked in the most northern booking stall on the booking line near the rear evacuation door to the jail.

This van is not to be used to for any other non-jail related function, unless expressed written consent is given by the on duty Watch Commander.

The Carson station jail van can be accessed by the use of a standard patrol key.

SUPERVISOR RESPONSIBILITIES

It is the responsibility of Carson supervisor(s) to ensure the implementation of this order.