

Metrolink Bureau

- **Metrolink Unit Order 610-30 Metrolink Bureau Canine Unit Order**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-30
	Effective Date: 08-12-20
	Revision Date:
	Annual Review: 08-12-21
Subject: Metrolink Bureau Canine Unit	
Reference:	

PURPOSE:

The purpose of this order shall be to establish guidelines and procedures for Explosive Detection Canine Teams assigned to Metrolink Bureau.

SCOPE OF ORDER:

The Bureau shall maintain a highly skilled complement of deputy and detection canine teams. The primary task of the teams is to identify or eliminate items; backpacks, suitcases, bags, etc, as a potential explosive device. The secondary task is to provide a visible deterrent on the Metrolink system.

ORDER:

General Duties

The unit shall conduct the following general duties on a routine basis:

- Participate in explosive detection item searches and protective sweeps throughout the Metrolink system.
- Participate in explosive detection K9 training.
- Participate in special events as directed.
- Participate in other activities as directed by the Canine Unit Supervisor or Unit Commander.

Canine Unit Supervisor

Metrolink Bureau shall designate a sergeant assigned as the Canine Unit Supervisor. The supervisor shall be responsible for the overall supervision of the Canine Unit, including:

- Supervision, training, and evaluation of deputies assigned as handlers.
- Oversight of the training program for new handlers and/or new canines.
- Record keeping and statistical reporting.
- Acquisition of equipment, supplies, and services for the Canine Unit.
- Preparation and monitoring of the Canine Unit budget.
- Proper accountability of all Transportation Security Administration (TSA) Canine Explosive Training Aids (CETA).
- Monitoring and evaluation of services provided by the Canine Unit.

- Coordinate with the TSA Field Canine Coordinator (FCC) and Regional Training Coordinator (RTC).
- Conduct annual inspections of the canine housing areas of each handler's residence.
- Other duties as necessary.

Canine Unit Handlers

Deputy Canine Handlers shall be responsible for the care, training, and work performance of the canines assigned to them. These duties and responsibilities include:

- Maintain a proper environment at the handler's home, department vehicle, and unit of assignment.
 - Conduct searches of and for potential explosive threats throughout the Metrolink system as requested or self-initiated.
 - Conduct monthly training to maintain proficiency in accordance with TSA guidelines.
 - Complete an annual proficiency evaluation administered by TSA.
 - Enter thorough training and utilization records in the TSA Database.
 - Properly maintain and care for all TSA CETA.
 - Provide for veterinary care as necessary to maintain the health of the canine.
 - Document all expenses and provide receipts.
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- Be assigned a flex schedule.
 - Provide a diligent effort to be a visible deterrent on the Metrolink system.
 - Other duties as required by the Unit Supervisor to include training events, classes, and special events.

Any emergencies involving the handler's canine shall require notification to the Canine Unit Supervisor as soon as practical.

Supervision of Canine Handlers

The Unit Supervisor shall be responsible for the supervision of the canine handlers. Whenever the Canine Unit Supervisor is not available, the area sergeant shall assume the supervisory responsibilities.

Canine Areas of Assignment

The Canine Unit is one team under Metrolink Bureau providing service on the Metrolink system. This area of responsibility encompasses the Metrolink system in Los Angeles, Orange, Riverside, San Bernardino, Ventura and San Diego counties.

Canine Team Duties

Canine Handlers are expected to attend a briefing associated with their shift and deploy to their assigned post. Travel time will be allowed when an operation is a considerable distance

All Canine Teams are expected to attend scheduled canine training.

Procedures for After-hours Service

After-hours service requests shall only be considered when circumstances require a response by a canine team that cannot be handled during their normal operating hours. Requests shall be made directly to the Canine Unit Supervisor.

Canine Handler Overtime

Each canine handler shall be compensated with three hours of overtime on a weekly basis for the care and maintenance of his assigned detection canine regardless of whether he worked the entire week or not.

Handlers who are on approved leave for an entire work week, and/or kenneling a canine at a vendor, will not be compensated the three hours overtime for that week, for care and maintenance of his/her assigned canine.

Canine Medical Care

Deputy Canine Handlers shall establish contact with a veterinarian experienced in handling police dogs. The handler shall coordinate appointments for bi-annual physicals, vaccinations, medications and other routine care. The TSA FCC shall be notified of all veterinarian visits.

Canines in need of emergency treatment shall be transported to the closest emergency medical clinic. The handler shall make immediate notification to the Canine Unit Supervisor and TSA FCC.

Expenditure Reporting

The Canine Unit Supervisor shall monitor the canine budget and expenses. All purchases and services shall be made utilizing the handler's county issued Cal Card credit card or purchase order agreement and shall have the prior approval of the Canine Unit Supervisor.

Unit Equipment

Specialized equipment shall be issued to each canine handler. The handler shall be responsible for properly maintaining all assigned equipment. All equipment, other than equipment intended for the handler's residence, shall be readily available to the handler while on duty or deploying his canine.

TSA CETA training aids containing actual explosive substances shall be placed within a secure explosive storage magazine, except when being actively monitored by the handler while utilizing the aids for training purposes. Training aids shall never be left unattended or loaned to other department personnel or other law enforcement agencies. Training aids will be exchanged on a yearly basis. Training aids shall be inspected monthly by the Canine Unit Supervisor, or a designee, and the TSA FCC.

Original Signed

EDWARD C. WELLS, CAPTAIN

• **Metrolink Unit Order 610-29 Issued Property**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-29
	Effective Date: 08-27-19
	Revision Date: 08-27-19
	Annual Review: 08-27-20
Subject: Metrolink Issued Property	
Reference:	

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance of the all Metrolink property including cell phones and identification cards.

SCOPE OF ORDER:

The order shall apply to all issued and assigned cell phones and identification cards from Metrolink.

ORDER:

Cell phones are provided by Metrolink to assist in communications between Metrolink personnel, conductors and law enforcement. The current phones being issued also serve as the scanner for the new fare media being issued to patrons by Metrolink. Identification cards are issued to provide access to rail yards, facilities, rights-of-ways and onboard trains.

OAll's Responsibilities

The OAll shall track the issuance of all Metrolink phones and identification cards to newly assigned deputies and track the return of all Metrolink phones and identification cards upon their departure from the unit. A spreadsheet shall be maintained listing all currently assigned phones by the deputies' name, cell phone number and identification card number. This document shall be updated regularly and provided to Metrolink upon request.

• Metrolink Bureau Unit Order 610-28 Timely Submissions of all Administrative Paperwork

Los Angeles County Sheriff's Department

METROLINK BUREAU

Unit Order: 610-28

Effective Date: 02-12-18

Revision Date: 02-12-18

Annual Review: 02-12-19

Subject: TIMELY SUBMISSIONS OF ALL ADMINISTRATIVE PAPERWORK – FORCE, COLLISION, WCSCR, INJURY AND UNIT LEVEL PACKAGES

PURPOSE OF ORDER

To satisfy Bureau mandates, the following requirements are in place regarding the indicated documents:

- All **force packages** will be completed and submitted to the Captain within **ten (10) days** of the occurrence.
- All **Watch Commanders Service Comment Report (WCSCR)** investigations will be completed and submitted to the Captain within **fourteen (14) days** of being assigned to the investigator. However, WCSCR's may be submitted in **thirty (30) Days**, if there is a pending 10-day letter, or other articulated issues and it is approved by the Unit Commander or Operations Staff.
- All **Unit Level Investigations** will be completed and submitted to the Captain within **ninety (90) days** of being assigned to the investigator.

- All **Collision packages** shall be completed and submitted within **seven (7) days**. If the package is pending an outside agency traffic report, complete the supervisors report with info provided by the on scene investigator. **The handling Sergeant shall ensure** that the outside agency report is later submitted to operations as soon as possible.

- All **Injury Packages** shall be submitted within **24 hours** of the incident.

Any exceptions to all administrative deadlines shall require a memorandum to the Unit Commander requesting an extension of time.

Captain Karl R. Schow

Metrolink Bureau

- **Metrolink Bureau Unit Order 610-27 Metrolink Deputy Daily Activity Log**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-27
	Effective Date: 05-20-16
	Revision Date: 05-20-16
	Annual Review: 10-01-17

Subject: Metrolink Deputy Daily Activity Log

Reference:

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for deputies to submit a Daily Activity Log.

SCOPE OF ORDER:

The order shall apply to all personnel working the filed in a patrol assignment.

ORDER:

Metrolink Deputy Daily Activity Logs (Train Ride Sheets) are to be submitted prior to leaving the station at the start of your shift and at the end of your shift to document and record your daily activity for statistical purposes.

Deputies Responsibilities

Deputies shall submit a Daily Activity Log at the beginning of their shift to the on duty sergeant listing which trains they plan to ride for their shift. If the trains change after the form has been submitted, they are to advise the sergeant. Logs are submitted for safety reasons so the sergeant knows where the deputies are in case of derailment or other emergency and also for resource management of field units. Deputies shall also submit a completed Daily Activity Log at the end of their shift documenting all necessary information.

• **Metrolink Bureau Unit Order 610-26 Metrolink Issued Cell Phone/Scanners**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-26
	Effective Date: 09-09-15
	Revision Date: 09-09-15
	Annual Review: 10-05-17
Subject: Metrolink Issued Cell Phone/Scanners	
Reference:	

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the usage of the Metrolink Issued Cell Phone/Scanners

SCOPE OF ORDER:

The order shall apply to all personnel issued and assigned Cell Phone/Scanners from Metrolink.

ORDER:

Cell phones are provided by Metrolink to assist in communications between Metrolink personnel, conductors and Law Enforcement. The current phones being issued also serve as the scanner for the new fare media being issued to patrons by Metrolink.

Deputies Responsibilities

Deputies shall ensure that their phones are charged and in working order before their shift. Deputies shall carry their phones while on duty and have the phones available to receive phone calls. Voicemail on the phones shall be set up and voicemail boxes emptied at the end of each shift. **The phone/scanners shall be used as much as possible during all street car details and fare enforcement onboard trains when checking fare media.** The Scanner Sled provided with the phone is not to be removed and shall remain on the phone at all times. All department policies regarding cell phones shall be adhered to. Reminder these phones are the property of Metrolink and not to be used for personal business.

• **Metrolink Bureau Unit Order 610-25 Polaris Ranger Off-Road Vehicles**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-25
	Effective Date: 02-02-15
	Revision Date: 02-11-15
	Annual Review: 02-02-16
Subject: POLARIS RANGER OFF-ROAD VEHICLES	

Reference:

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the usage/maintenance of the Polaris Ranger off-road vehicles for all deputy personnel.

SCOPE OF ORDER:

The order shall apply to all deputy personnel using the Polaris Rangers.

ORDER:

The Polaris Rangers are to be used to conduct right-of-way enforcement along the railroad tracks and adjacent areas. They may also be used to transport personnel in case of an emergency or during special events. Prior to using the Polaris Rangers deputies must attend a class on proper/safe use of the machines, trailers and related accessories. Due to the operator being exposed to the elements (Dirt, Mud, Dust etc.) Class "B" (or modified) uniform is authorized.

Deputies Responsibilities

Pre-use: Prior to using the Polaris Rangers, deputies shall obtain approval from their shift Sergeant. Deputies shall ensure that there is no damage on the Polaris rangers or the trailers. They must ensure the Polaris Rangers are properly secured in the trailers prior to transport. The Polaris Rangers and trailers shall only be transported with vehicles that are factory tow rated and have a properly attached tow hitch.

Usage: Deputy personnel shall obey all traffic rules and regulations while operating the Polaris rangers on the street. Street usage should be limited to travel to and from the right-of-way only, due to the fact the vehicles are not licensed nor equipped with the proper equipment for street use. Seat belts shall be worn at all times. Doors/safety nets shall be closed and secured while vehicle is in use.

The Polaris Rangers are equipped to drive on the right-of-way. This does not mean they cannot be damaged. Operators should be cognizant of and attempt to avoid obstacles and debris on the right-of-way that could cause damage and/or flatten tires. Should the vehicle get a flat tire, the operator will have to arrange for someone to transport the trailer to them in order to transport the vehicle for repair. If needed a County tow may be called.

Post-Usage: Deputies shall transport the Polaris Rangers back to their work location. They shall ensure the Polaris Rangers are cleaned, fueled and inspected for any damage. Should there be any damage, it must be reported the shift supervisor immediately. The Polaris Rangers are assigned a County vehicle number. They can be fueled up at any County facility.

Sergeant Responsibilities

Sergeants shall ensure that prior to usage, deputy personnel obtain approval from their shift Sergeant. Sergeants shall inspect the Polaris Rangers and trailers for any damage and ensure that they are being maintained. This shall be done as part of the Sergeant's assigned daily duties. Any damage or needed maintenance shall be reported to the training staff.

• **Metrolink Bureau Unit Order 610-24 Deputy Mentoring Program**

Los Angeles County Sheriff's Department

Unit Order: 610-24

METROLINK BUREAU

Effective Date: 07-01-14

Revision Date: 07-01-14

Annual Review: 10-01-17

Subject: DEPUTY MENTORING PROGRAM

Reference:

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the Deputy Mentoring Program for all deputy personnel assigned to the Metrolink Bureau.

SCOPE OF ORDER:

The order shall apply to all deputy personnel assigned to Metrolink Bureau, as well as Sheriff's personnel assigned from outside Metrolink Bureau.

ORDER:

Beginning July, 01, 2014, Metrolink Bureau Supervisors will initiate a quarterly review program to evaluate and mentor an employee's career goals and objectives. The review will consist of a sit down, one on one meeting with the supervisor and his/her subordinate.

Items to be discussed include current performance, goals and objectives for the upcoming year, achievements, accomplishments and attendance. The supervisor can also discuss training classes and career development plans for past and present quarters. Previous quarterly meetings should be discussed to measure career progress.

Pre-printed forms can be found in shared files under "Quarterly Review" and can be handwritten or typed. The supervisor is responsible for submitting the form to the MOC to be included in the Deputy Mentoring binder.

The Operations Sergeant will be responsible to ensure quarterly meetings are conducted by each shift sergeant with their shift personnel.

• Metrolink Bureau Unit Order 610-22 Wireless Communication Devices in Secure Areas

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-22
	Effective Date: 09-07-2011
	Revision Date: 09-07-2011
	Annual Review: 10-01-17
Subject: WIRELESS COMMUNICATION DEVICES IN SECURE AREAS	
Unit Commander Metrolink Bureau: Andrew H. Rosso	
Reference: Penal Code Section 4575(a)	

PURPOSE OF ORDER:

The purpose of this Unit Order is to set guidelines for possessing personal wireless communication devices within secure areas.

SCOPE OF ORDER:

This unit order applies to all sworn and civilian personnel.

ORDER:

No personal telephones are allowed in secure areas. This includes station jails and court lock-ups as well as all custody facilities. Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone or wireless internet device in a secured area is prohibited.

Per 4575 (a) P.C., any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or wireless internet device who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (1,000).

A correctional facility is defined as any secured facility, station jail and court lock-up.

Any prior approval will come from the Undersheriff.

FIELD SERGEANTS' RESPONSIBILITIES

All Metrolink Bureau Sergeants are tasked with monitoring the work environment to ensure compliance with this unit order.

• **Metrolink Bureau Unit Order 610-20 Transit Passenger Random Baggage Searches**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-20
	Effective Date: 06-01-08
	Revision Date: 10-01-13
	Annual Review: 10-01-17
Subject: TRANSIT PASSENGER RANDOM BAGGAGE SEARCHES	
Reference:	

PURPOSE OF ORDER:

The purpose of this unit order is to establish polices and procedures governing the search of passengers' baggage at Metrolink passenger stations.

SCOPE OF ORDER:

The scope of this order is to increase deterrence and detection of potential terrorist activity and to provide greater protection to the persons using the Metrolink transit system.

All inspections of passenger baggage pursuant to this general order will be undertaken for the limited and sole purpose of discouraging and deterring terrorists or other violent criminals from carrying weapons, explosives or other dangerous items in or onto the Metrolink transit system.

Policy/Procedures:

Deputies Responsibilities

Metrolink deputy personnel and canine units will conduct random baggage searches of any passenger who is carrying or transporting any article of baggage via the Metrolink transit system. This will be done prior to the passengers entering the trains. Signs will be posted at all entrances to the station parking lot/platforms prior to the start of the operation. The signs will read: **ALL BAGGAGE ENTERING THIS AREA IS SUBJECT TO SEARCH**. Portable tables will be set up on the platforms for searching selected baggage.

The searches will be done pursuant to a random selection criteria. The type of selection process will change on a daily basis and be announced on the day of the search (refer to the operations plan for specific details). Once a person has been selected for a baggage search, deputy personnel will have them put their baggage on a table, the deputy will make a cursory search through the baggage and, if available, the canine will also do a check.

During the inspection, deputies may open the baggage and physically inspect and manipulate the contents with what is minimally necessary to ensure it does not contain a weapon, explosive device or other dangerous item. The security inspection shall not include a search of the person. In no event shall deputy personnel physically touch a passenger for the purposes of conducting any kind of inspection or search unless the

passenger is subject to a lawful suspicion-based protective frisk or search in accordance with the general laws concerning arrests, searches and seizures.

Any individual may refuse to permit an inspection of their baggage or to enter the Metrolink system. The individual shall be advised that their entry into the Metrolink system will subject them to a search of their baggage. A refusal to permit inspection shall not constitute probable cause for an arrest or reasonable suspicion for a forcible stop; however, the individual will not be permitted to access the Metrolink system. Deputies shall request that the individual depart the facility.

Nothing in this procedure shall limit deputy personnel's power to investigate all suspicious behavior pursuant to the general laws governing arrests, searches or seizures that are based upon a particularized suspicion of criminal activity.

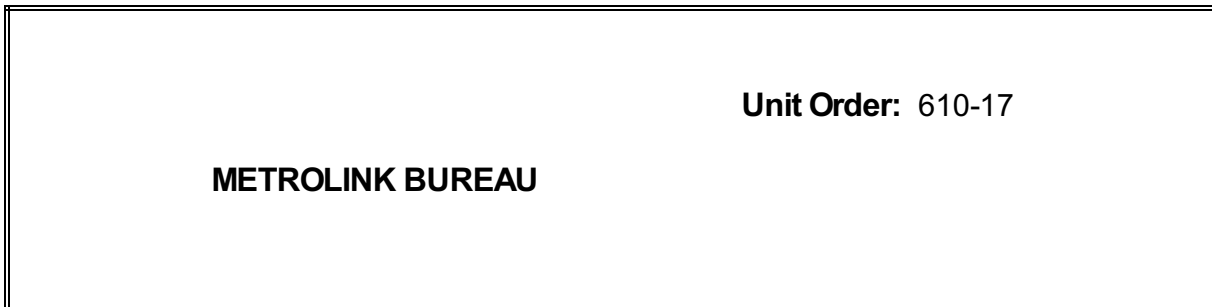
Any refusals to have property searched, if any contraband found or any significant incidents, shall be immediately reported to the Incident Commander. All Department policies regarding arrests, searches and reporting procedures shall be in effect.

Incident Commander's Responsibilities

The incident Commander shall ensure that all Department policies are in effect and adhered to. Any significant incidents shall be reported immediately to the Metrolink Unit Commander.

• **Metrolink Bureau Unit Order 610-17 Due Diligence Warrant Service**

Los Angeles County Sheriff's Department



Effective Date: 10-10-06

Revision Date: 10-01-13

Annual Review: 10-01-16

Subject: DUE DILIGENCE WARRANT SERVICE

Reference: MPP 5-07/110.55, 5-07/060.15, 5-03/170.05, 5-09/465, 5-09/465.50,
and 5-07/060.5

PURPOSE OF ORDER:

The purpose of this Unit Order is to establish procedures for deputy personnel assisting with Due Diligence warrant service.

SCOPE OF ORDER:

This order shall apply to all sworn personnel assigned to Metrolink Bureau assisting with Due Diligence warrant service. The service of these warrants shall not interfere with normal operation of the Bureau. To facilitate this order, the following system has been implemented.

ORDER:

RESPONSIBILITIES

The Detective Bureau Sergeant shall be tasked with this collateral. The Detective Bureau shall maintain a file of all warrants provided and/or served. This file shall be kept in the Detective Bureau office for ready reference (refer to MPP 5-07/110.55).

Each sheriff's station is responsible for attempting service, **at least once every ninety days**, on their arrest warrants. HOW SERVICE IS ATTEMPTED AND BY WHOM, IS THE STATION'S OWN POLICY. (LASD Newsletter #2 Records and Identification Bureau).

Only two categories always constitute "Due Diligence". These categories are "**DOOR KNOCK**" and "**COURTESY LETTER'S**" (LASD Newsletter #2, Records and Identification Bureau).

When the Metrolink Bureau receives the Due Diligence Warning Report, the report shall be given to the detectives. The detectives will determine if the service attempt should be by "Door Knock" or "Courtesy Letter". This determination will be based on the location's distance from the Metrolink patrol areas.

In the event it is decided to have the service attempt by "Door Knock" the detectives will send a copy of the warrant to the appropriate Metrolink Bureau field office. The Field Sergeant shall assign the service attempt to a patrol unit. Prior to any arrest warrant service, a complete check shall be made of the individual who is named in the warrant by the handling deputy. One Deputy patrol unit will not serve a warrant without the assistance of at least one additional patrol unit. A two Deputy patrol unit can, depending on the information and circumstances presented, decide to serve a warrant without further deputy personal present. Deputies shall also adhere to Search/Arrest Warrant procedures as outlined in MMP 5-07/060.15, 5-03/170.05, 5-09/465 and

5-09/465.50

PROCEDURES FOR SERVICE OF DUE DILIGENCE ARREST WARRANTS

Misdemeanor warrants shall not be served between 2200 hours and 0600 hours, unless the warrant is endorsed for Night Service, or the arrest is made in a public place.

If the subject is present, the patrol deputies can:

- Arrest
- CWS policy and procedures does not provide for citing a warrant subject in the field. If a cite is issued, ENSURE THAT THE ABSTRACT IS IMMEDIATELY REMOVED from the system.

The results of the attempt will be noted on the form provided (a copy of the WANT5 page) and returned to the detectives. The detective will up-date their records and forward the WANT5 form to the professional staff, who will up-date the WANT5 field in CWS.

Warrants for individuals living outside the area may be served with the prior approval

of the appropriate shift field Sergeant. When serving arrest warrants outside the Metrolink Bureau's area, personnel shall follow procedures as set forth in MPP sections

5-07/060.5 and 5-09/480.00.

In the event it is determined that the location is too far from the Metrolink Bureau patrol area, the Detectives shall write, and send, a "Courtesy Letter". After the letter is sent, the detectives will up-date their records and forward the WANT5 form to the professional staff who will up-date the WANT5 field in CWS.

In the event an Out-of -County agency request that we serve a warrant for them, procedures in MPP section 5-07/060.5 shall be followed, in addition to all other procedures.

The Detective Sergeant shall determine if the "Leads Exhausted" field should be filed out on the WANT5 return form, before it is sent to the professional staff.

We must remember that the arrest of a suspect is never more important than the safety of department personnel and non-involved citizens. **Whenever the situation escalates beyond the ability of the on-**

scene personnel, the arrest warrant operation shall be abandoned.

• **Metrolink Bureau Unit Order 610-16 Metrolink Security and Passenger Station - Patrol and Survey**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-16
	Effective Date: 10-01-13
	Revision Date: 10-01-16
	Annual Review: 10-01-17
Subject: Metrolink Security and Passenger Station - Patrol and Survey	
Reference: None	

PURPOSE OF ORDER:

The purpose of this order is to establish new procedures for the annual station audit assignments as requested by the SCRRRA/Metrolink safety and security manager.

SCOPE OF ORDER:

This order shall apply to the patrol deputies assigned to Sheriff's Metrolink Bureau. It is a revision of all previous unit orders relating to Metrolink's Crime Prevention through Station Audits.

ORDER:

This program, for maintaining the annual station assignments, has been planned and implemented to facilitate Metrolink Bureau's endeavor to provide optimum security for Metrolink commuter passengers, employees and equipment. Each field patrol unit at Sheriff's Metrolink Bureau has been assigned a list of specific passenger stations to monitor, audit and log. .

Once a year, Metrolink deputies shall conduct a Station audit of each passenger station within their assigned areas using the new Metrolink audit form (see attached). As previously indicated, the field sergeant shall ensure that the forms are complete and that all locations have been checked as required. The field sergeant will then give the forms to the Special Projects Deputy for compilation.

This in no way precludes the field patrol deputies from conducting additional security and safety audits during passenger station patrol checks. Should cause arise (e.g., increase in National Security Alerts, natural or man-made disasters, calls for service, etc.), additional patrol checks are implicitly necessary and shall be conducted in conjunction with other comprehensive efforts to safeguard rail passengers, employees, the property of our contract client and its interests. All safety and security concerns shall be brought to the attention of a supervisor and communicated to Metrolink immediately.

ANNUAL STATION AUDITS ASSIGNMENTS

The following several lists indicate the assignments for the annual Station surveys of the Metrolink passenger stations. Units of the Sheriff's Metrolink Bureau will conduct a comprehensive survey of the stations assigned, once a year, using the new Metrolink Bureau Station Audit survey form (see attached).

Annual Station Audits Assignments

611 UNITS (Antelope Valley Line)

1. Newhall Metrolink Station
2. Santa Clarita Metrolink Station
3. Via Princessa Metrolink Station
4. Vincent Grade Metrolink Station
5. Palmdale Metrolink Station
6. Lancaster Metrolink Station

612 UNITS (Antelope and Ventura Lines)

1. Glendale
2. Burbank Metrolink Station
3. Burbank Airport Metrolink Station
4. Sun Valley Metrolink Station
5. Sylmar / San Fernando Metrolink Station
6. Van Nuys Metrolink Station
7. Northridge Metrolink Station

613 UNITS (Ventura Line)

1. Chatsworth Metrolink Station
2. Simi Valley Metrolink Station
3. Moorpark Metrolink Station
4. Camarillo Metrolink Station
5. Oxnard Metrolink Station
6. East Ventura Metrolink Station

614 UNITS (Orange County Line)

1. Commerce Metrolink Station
2. Norwalk / Santa Fe Springs Metrolink Station
3. Buena Park Metrolink Station
4. Fullerton Metrolink Station
5. Anaheim Metrolink Station
6. Orange Metrolink Station
7. Santa Ana Metrolink Station
8. Tustin Metrolink Station
9. Irvine Metrolink Station
10. Laguna Niguel Metrolink Station
11. San Juan Capistrano Metrolink Station
12. San Clemente Metrolink Station
13. Oceanside Metrolink Station

615 UNITS (Riverside Line and Inland Empire/OC Line)

1. Montebello/Commerce Metrolink Station
2. Industry Metrolink Station
3. Downtown Pomona Metrolink Station
4. East Ontario Metrolink Station
5. Pedley Metrolink Station
6. Riverside-Downtown Metrolink Station
7. Riverside/La Sierra Metrolink Station
8. North Main Corona Metrolink Station
9. West Corona Metrolink Station
10. Anaheim Canyon Metrolink Station

616 UNITS (San Bernardino County Line)

1. Cal State LA Metrolink Station
2. El Monte Metrolink Station
3. Baldwin Park Metrolink Station
4. Covina Metrolink Station
5. Pomona North Metrolink Station
6. Claremont Metrolink Station
7. Montclair Metrolink Station
8. Upland Metrolink Station
9. Rancho Cucamonga Metrolink Station
10. Fontana Metrolink Station
11. Rialto Metrolink Station
12. San Bernardino Metrolink Station

617 UNITS (91 Line)

1. South Perris Station
2. Downtown Perris Station
3. Hunter Park Station
4. March Field Station

• **Metrolink Bureau Unit Order 610-11 Rail Incident Reporting Procedures**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-11
	Effective Date: 10-01-06
	Revision Date: 10-18-17
	Annual Review: 10-18-18

Subject: RAIL INCIDENT REPORTING PROCEDURES

Reference: LASD STATISTICAL CODE GUIDE (REV. 5/13)

PURPOSE OF ORDER:

The purpose of this Unit Order is to establish documentation guidelines for all Metrolink Bureau Rail Incidents Reports.

SCOPE OF ORDER:

This order shall apply to all sworn personnel assigned to Metrolink Bureau who respond to a rail incident as Metrolink Bureau's handling unit. As the true responsibility for all rail incidents lies with other Los Angeles County Sheriff's substations or outside policing agencies, the rail incident report is written for reference purposes only. This incident report shall conform to Los Angeles County Sheriff's Department reporting guidelines.

ORDER:

Any incident involving a Metrolink train shall be documented on a Rail Incident Report. All rail incidents will require a Uniform Report Number (URN). The URN will allow Metrolink Bureau to more efficiently track and query rail incidents and utilize the Sheriff's Department reporting standards by using the SH-R-49 to record the incident. The URN will be comprised of the following: retention of the rail incident report will be a "9" accompanied by the appropriate year, the sequential generated by LARCIS or manually obtained from the ROC, the Reporting District that coincides with the location of occurrence, and the statistical code of **441**. Statistical Code 441 is used for special investigations and is non-criminal in nature. Use of Statistical Code 441 does not require detective follow-up or additional reports.

In all collisions involving vehicles, other trains, pedestrians, etc., the report shall not contain any type of investigation or any narrative of events. No reference as to the cause of death in the incidents shall be mentioned. Do not document any investigations or any interviews. The reports **will not** contain any of the following:

Statements from Conductors or Engineers

Statements from Witnesses or Passengers

Deceased Victim Information

Synopsis of Events

Additionally, the rail incident report shall only include information necessary for the completion of Metrolink Bureau's Rail Incident form and should be limited to: Metrolink/SCRRA engineer's and conductor's, name, work addresses and work phone numbers, train number; involved engine or cab car number; number of passengers; names of any injured passengers, on scene Metrolink/SCRRA or Metrolink Bureau employees; names of the handling agency and officers involved along with their file number; names of emergency response agencies and employees who attended to the injured or deceased; Coroner's Department and Coroner investigator's name along with their case number; arrival times of the various involved agencies.

Metrolink Rail Incident reports are **non-deferrable**, yet the action shall be marked "Inactive." The information gathered in the rail incident report is vital and needed by both Metrolink Bureau and Metrolink/SCRRA for safety/training/risk management/mitigation purposes.

Karl R. Schow

Date

• Metrolink Bureau Unit Order 610-08 Fare Enforcement on Metrolink Trains

Los Angeles County Sheriff's Department

<p>METROLINK BUREAU</p>	<p>Unit Order: 610-08</p>
	<p>Effective Date: 09-22-02</p>
	<p>Revision Date: 10-01-16</p>
	<p>Annual Review: 10-01-17</p>
<p>Subject: FARE ENFORCEMENT ON METROLINK TRAINS</p>	
<p>Reference:</p>	

PURPOSE OF ORDER:

The purpose of this order is to establish procedure and policy to ensure safety and accountability for Deputies assigned to fare enforcement responsibilities.

SCOPE OF ORDER:

This order will pertain to all fare enforcement by Deputy Sheriff's assigned to the Sheriff's Department's Metrolink Bureau (MTL).

ORDER:

Effective September 1, 2002, this Order shall be followed by all Deputy Sheriff's assigned to fare enforcement duties on Metrolink trains.

ON-BOARD SECURITY AND FARE ENFORCEMENT:

In order to enhance on-board security, deputies are expected to ride trains. The sergeants will designate which trains are assigned. Each time a train is ridden, the entire length of the train should be walked and the conductor should be contacted and asked if there are any specific problems on that particular route or train. Problems verbalized by the conductor to a deputy will be reduced to a written memo addressed to the shift supervisor for his action or disposition. Documentation of trains ridden shall be included in the shift summary.

- I. Although we provide and conduct fare inspections on a regular basis, 100% fare enforcement is required each time a train is ridden.

- II. Proactive enforcement of fare violations is expected. Citations and written warnings shall be issued pursuant to Metrolink's Fare Enforcement Policy. All deputies shall be responsible for knowing the Metrolink Fare Enforcement Policy and shall enforce the policy.

• **Metrolink Bureau Unit Order 610-07 Supply Ordering Process**

Los Angeles County Sheriff's Department

METROLINK BUREAU

Unit Order: 610-07

Effective Date: 02-20-02

Revision Date: 10-01-13

Annual Review: 10-01-17

Subject: SUPPLY ORDERING PROCESS

Reference: DECENTRALIZED EXPENDITURE MANUAL, FISCAL
ADMINISTRATION

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the acquisition of material and supplies, and install appropriate accountability measures.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Sheriff's Department's Metrolink Bureau utilizing Department funds.

ORDER:

Metrolink Bureau

All Sheriff's Metrolink Bureau employees needing supplies shall submit their request to the Sheriff's Metrolink Bureau Operations Lieutenant/Sergeant and Operations Assistant II via e-mail, with a "cc:" to their supervisor, detailing the specific item(s) and their purpose (example: "replacement batteries needed for 6 Taser guns"). For requests other than basic office or work supplies, the employee will also need to provide detailed information regarding the make, model, vendor (name, address, telephone number and contact person) and cost of the item(s). The Operations Lieutenant/Sergeant or Operations Assistant II will advise the employee whether their request has been approved.

The employee supply request, when approved, will be forwarded to the Requestor (OA I).

The requestor shall:

1. Complete the Department Requisition Form (DRF). (See Fiscal Notice #89 for complete DRF procedure.)
2. Determine the appropriate document type based on item, cost, and commodity (DO, PD, RQN, POTR).
3. Provide required codes: Unit, Object, Activity, Budget FY, Commodity codes, etc.
4. Obtain applicable approval(s). (DSB, CFMB, FPB, Budget Services, Grants Accounting, Special Funds)
5. Obtain applicable quotation(s) from registered vendors.
6. Ensure Requestor and Unit Commander/Designee lines of DRF are signed before submitting to Buyer.
7. For Grant Funds, send a hard copy of completed DRF to your Divisional Budget Representative (Budget Rep) to send to the Grants Accounting Unit for approval. Grants Accounting will scan the approved document and send it to both the Budget Rep and the Unit.
8. For Special Funds, send a hard copy of the completed DRF to Special Funds Accounting for approval. Special Funds Accounting will scan the approved document and send it to the Budget Representative or the unit.
9. Electronically submit the DRF including any applicable supporting documentation to the Buyer.
10. Maintain original signed DRF for five (5) years for audit purposes.

NOTE: Watch for special instructions/requirements from Fiscal or Budget Services that may vary from time to time. Instructions are sent via Fiscal Notices or notifications to Division Budget Representatives.

The Buyer shall:

1. Ensure that the DRF is completed accurately.
2. Ensure the appropriate document type is used. (DO, PD, POTR). *

3. For RQN transactions, attach (scan) electronically any supporting documentation required by ISD Buyer (T-Specs, Statement of Work, Sole Source Justification Letter) in Word or Excel format.
4. Ensure required codes are in place: Unit, Object, Activity, Budget FY, Commodity codes, etc.
5. Ensure applicable approvals are obtained. (DSB, CFMB, FPB, Budget Services, Grants Accounting, Special Funds)
6. Ensure Requestor and Unit Commander/Designee lines of DRF are signed before entering in eCAPS
7. Enter in eCAPS (copy and paste from Excel file) all information from the DRF and wait for final approval.
8. Enter the Unit Code and Object Code, and all other pertinent information on the last commodity line of the Extended Description field.
9. Make a copy of the PO and have signature page signed by the Unit Commander/Designee.
10. Send complete copy of PO to vendor (including the Standard Terms & Conditions). If sent electronically, signed copy page needs to be sent (scanned, faxed, mailed) to vendor separately.
11. Provide the unit's copy of the PO to the receiver.
12. Requestor/Buyer may enter order directly into eCAPS and use as a **DRAFT** attachment with the DRF. DRF description must indicate the attached draft and other supporting documentation. DRF needs to be signed before approving the draft in eCAPS.
13. Maintain original signed PO and supporting documentation for five (5) years for audit purposes. **(No need to send copy to Fiscal)**
14. Receive original invoice from vendor and ensure that it matches the PO.

15. Perform PO modification as necessary

16. Coordinate the 2-way match process with the receiver, write the RC# on invoice, and forward documents to Accounts Payable for payment.

17. Retain a copy of invoice, adding it to the PO file.

UNIT COMMANDER/DESIGNEE

1. Verify completeness and accuracy of all transactions.
2. Ensure that orders are placed in compliance with all purchasing policies and departmental procedures.
3. Verify availability of funds through BQ97. (See complete instructions in the Fiscal Administration website)
4. "Reject All" any erroneous orders and return to the Buyer for modification.
5. Sign and date final PO on the required page and return to the Buyer.

Receiver:

1. Verify goods delivered or services performed against the PO.
2. To confirm receipt of goods, stamp and complete the receiving document "Packing Slip" with the standard receiving stamp.
3. To confirm receipt of service, stamp and complete the vendor Service Slip. If unavailable, complete the departmental "Service Receipt" form (available in Public Folders). See Fiscal Notice #88
4. Enter in eCAPS all required receiving information.
5. Enter Packing Slip #, location, and service period in comments
6. **For Grants only** – Notify Grants Accounting after entering receiving information.
7. Maintain original receiving document for five (5) years for audit purposes. **(No need to send copy to Fiscal)**

IMPORTANT: The Order Entry, Order Approval (eCAPS), and Authorization to Pay ("Okay to Pay") lines on the tracking form, must by completed by three separate individuals.

• **Metrolink Bureau Unit Order 610-05 Unit Funds**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-05
	Effective Date: 12-15-01
	Revision Date: 10-01-13
	Annual Review: 10-01-17
Subject: UNIT FUNDS	
Reference: MPP 3-05/090.15	

PURPOSE OF ORDER:

The purpose of this order is to set the policy for the establishment, maintenance, accountability, and operational parameters of employee maintained unit funds.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Metrolink Bureau.

ORDER:

Metrolink Bureau does not maintain a Unit Fund.

• Metrolink Bureau Unit Order 610-03 Unit Briefings-Start and End Times

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-03
	Effective Date: 01-30-18
	Revision Date: 01-30-18
	Annual Review: 01-30-18

Subject: UNIT BRIEFINGS – START AND END TIMES

Reference: MPP

PURPOSE OF ORDER:

The purpose of this order is to set policy and expectations for daily briefings as well as start and end of shift procedures. It is imperative that field personnel are equipped and prepared to respond to calls for service during the entire duration of their assigned shift.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Metrolink Bureau.

ORDER:

It is the expectation that personnel shall be dressed in uniform on the hour, at the start of their shift. Briefing will take place at 10 minutes after the hour, giving personnel time to check their emails, power on their phones, and log onto their assigned vehicles. Briefing should normally take no more than 20 minutes so that field units will be in-service, and in their assigned area in a timely manner.

It is also expected that personnel shall only return to the bureau office 15 minutes prior to the end of their shift to break down their vehicles, and log off unless otherwise directed by a supervisor. Personnel who need to return to the bureau prior to the 15 minutes at the end of shift for any other reason shall first obtain permission from a supervisor.

In the event a shift sergeant is not assigned to the bureau office at the start of a particular shift, field personnel are expected to self-brief and be in-service within the above listed timeframes. An on duty field supervisor shall be contacted via phone if there any issues or concerns related to compliance with this unit order.

Captain Karl R. Schow

Date

• **Metrolink Bureau Unit Order 610-02 Track Blocks**

Los Angeles County Sheriff's Department

<p>METROLINK BUREAU</p>	<p>Unit Order: 610-02</p>
	<p>Effective Date: 09-19-01</p>
	<p>Revision Date: 10-01-13</p>
	<p>Annual Review: 10-01-17</p>
<p>Subject: TRACK BLOCKS</p>	
<p>Reference: SCRRR METROLINK SCO #00-54</p>	

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for track blocks (e.g., rail closures, tunnel closures, etc.).

SCOPE OF ORDER:

This order has been devised in cooperation with the Metrolink Operations Center (MOC), and supercedes all existing orders or procedures regarding track blocks. This order shall apply to all personnel assigned to Metrolink Bureau, and to all personnel assigned to the Transit Services Bureau dispatch center.

ORDER:

All track blocks shall be coordinated through the Rail Operations Center (ROC).

ROC RESPONSIBILITIES

When an agency contacts the ROC to request a track block, the ROC shall:

- Obtain the agent's name, identification/badge number, and call-back number.
- Obtain the reason for, and estimated duration of, the closure.
- If a tunnel is affected, advise the agent that the tunnel shall not be entered until the ROC confirms that the track block is in effect.
- Instruct the agent to advise the ROC when the track is clear, and also to advise the ROC if authority to

clear the track is transferred to another individual.

- Request that MOC implement a track block.

- Relay this information to Metrolink Bureau units, and dispatch a Metrolink Bureau unit to the incident location to act as liaison during the operation.

- Confirm with the MOC that the track block is in effect before advising the agent that it is safe to conduct the necessary activity (e.g., tunnel entry).

- Monitor the situation pending a request that the track be released.

- Prior to releasing the track, confirm that the agent releasing it was the same one who requested the closure and that the individual is on-scene.

- If a tunnel is involved, confirm that all personnel involved in the operation are accounted for, and that the tunnel is clear.

- Notify the MOC and all Metrolink Bureau units of the release.

MOC RESPONSIBILITIES

In the event that any law enforcement agent contacts the Metrolink Operations Center (MOC) to stop any train traffic at any location due to police activity, the MOC will first determine whether the situation is an emergency.

- If it is determined that the situation **IS NOT** an emergency, the MOC will direct the caller to contact the ROC to request the track block. The ROC will then contact the MOC and request a track block.
- If the MOC determines that the situation **IS** an emergency, it will receive and relay all in-take information as described in the preceding section to the ROC.
- In either case, the MOC will notify all required Metrolink Bureau personnel of the activity via Nextel text message.
- If the MOC releases the rail, it will advise the ROC and required Metrolink Bureau personnel of this fact.

METROLINK BUREAU FIELD UNITS RESPONSIBILITIES

- If dispatched to the incident location to assist another agency, assume liaison duties between the handling agency and the ROC.
- When participating in a joint response with another agency, request to be patched into that agency's communication system for direct communications.
- Route any and all requests for, or information regarding, track blocks through the ROC.
- If a Metrolink deputy has requested a track block, that same individual must request the clearance. If the authority to clear the rail is transferred to another individual, the requesting party must notify the ROC of this fact. The ROC shall then notify MOC regarding the change in authority to lift the track block.
- Personnel not on-scene shall not authorize a track block to be cleared.

• **Metrolink Bureau Unit Order 610-01 Overtime Management**

Los Angeles County Sheriff's Department

METROLINK BUREAU	Unit Order: 610-01
	Effective Date: 09-15-01
	Revision Date: 06-07-17
	Annual Review: 06-06-18
Subject: OVERTIME MANAGEMENT	
Reference: MPP 3-02/280.00-15, MPP 3-02/290.00-15	

PURPOSE OF ORDER:

The purpose of this order is to establish Minimum Staffing levels and standardized operational guidelines for management of Variances (prescheduled and unscheduled) and Leave Balance Excesses to eliminate unnecessary overtime.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Metrolink Bureau.

ORDER:

MINIMUM STAFFING

Minimum staffing for Metrolink Bureau is established as follows:

Supervision: (1) Field Sergeant

North Operations: (2) Cars / (3) Deputies

East Operations: (2) Cars / (4) Deputies

Total: (1) Field Sergeant

(4) Cars / (7) Deputies

VARIANCES

Prescheduled Variances

Because Metrolink Bureau's contract does not provide for any relief factor, extreme care must be given in approving prescheduled variance requests. The following directives apply:

- Under no circumstances shall prescheduled vacancies (e.g., vacations, "F" days, Non-Reimbursable Training, etc.) be filled with paid overtime.

- The Scheduling Sergeant shall review all requests for prescheduled time off (e.g., vacations), and shall utilize the following guidelines in determining whether the requests can be approved:
- Prescheduled variances shall be limited to the following:
- Deputies: (2) per week
- Sergeants: (1) per week
- Exceptions shall require the approval of the Unit Commander or his/her designee. In all but exigent cases, the Unit Commander's designee shall be the Operations Lieutenant.
- Except with the approval of the Unit Commander or his/her designee, prescheduled variances shall not cause field deployment to fall below minimum staffing.
- Routine time off requests will be approved or denied based on staffing needs for that particular shift.
- In all matters of time off, the needs of the unit shall be the highest priority.

Vacations in General

- A vacation sign-up roster will be distributed for the forthcoming year during the preceding month of October or sooner.
- Vacations shall be scheduled and granted within the guidelines of the County Code.

Personnel in the unit will be given their choice of vacation periods, based on Departmental seniority. Those with the most seniority will receive first choice.

- Personnel who anticipate needing less than a full week—even if only a single day—at some time in the future shall still reserve that week to ensure they are granted the time off.
- Personnel who transfer into Metrolink Bureau waive all seniority rights for vacations for the current year, but will receive their choice of remaining available spots. When the next annual vacation list is prepared, these personnel will then resume their normal seniority rights.

Unscheduled Variances

If an unscheduled vacancy arises which will cause deployment to fall below minimum staffing, the Unit Commander or his/her designee shall accomplish the following in the order indicated before giving consideration to hiring paid overtime to fill the vacancy:

- Utilize station resources by redeploying personnel from East Operations to North Operations, or vice-versa, as the situation demands—provided such temporary redeployment does not cause the other area to fall below minimum staffing.
- Utilize available administrative personnel from the CARP roster to fill the vacancy.
- With the approval of the Unit Commander or his designee, reduce field deployment if it can be done without compromising officer safety.

If the preceding alternatives are not possible, overtime may be paid to fill the vacancy.

Long-term Absences

The preceding directives apply in the management of vacancies created by long-term absences such as

administrative leaves or IODs.

Tracking/Auditing System

The Unit Commander shall review overtime reports on a weekly basis to ensure compliance with these measures.

LEAVE BALANCE EXCESS

Commencing in January, all personnel will be reminded that they need to monitor their excess vacation time. If an employee has 480 hours of excess vacation time at the beginning of the year, they will be required to use "V" vacation time for all time off requests submitted until 80 hours of vacation time has been used. If the employee has more than 20 years on the department, they will be required to use between 80 and 120 hours of vacation time depending on their years of service. The Operations Lieutenant will receive a updated list of excess vacation time in July and those that still need to use vacation time will be contacted.
