

## Metrolink Unit Order 610-29 Issued Property

### Los Angeles County Sheriff's Department

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

#### **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.

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