

## **UNIT ORDER #41 - POWER OUTAGES AND OTHER EMERGENCIES**

### **PURPOSE OF DIRECTIVE:**

Electronic equipment could be permanently damaged if not properly shut down during a prolonged power failure. While the Commerce facility has battery back-up for its file servers, the battery life is relatively short and is designed to allow time for the file servers to be properly turned off without damage.

### **SCOPE:**

Primary responsibility for maintenance of the file servers and for turning off the file servers at Commerce facility rests with the Network Administrator assigned to Internal Affairs Bureau (IAB). Secondary responsibility rests with those persons trained to turn off the file server. In the rare instance that no properly trained person is available to turn off the file servers during a power failure, contact any of the Data Systems Bureau domain administrators: Brian Anderson (562) 345-4152, Justin Jereza (562) 345-4170, Christian Hai (626) 400-7718, and Nihal Kuruppu (562) 345-4150.

### **TURNING OFF ALL ELECTRONIC EQUIPMENT:**

It is necessary to turn off all electronic equipment including computers, printers, copiers, and power strips to prevent a power spike when the power is restored. The IAB Captain or Lieutenant shall assign personnel to turn off all electronic equipment which may be affected by a power spike.

### **NOTIFYING OTHER UNITS USING THE COM 1 FILE SERVER:**

The IAB Network Administrator shall notify units sharing the Commerce facility file server (IAB, Advocacy, ICIB, and RMB) that the server will be turned off and advise the units that they should turn off their electronic equipment to prevent damage caused by a power spike when service is restored.

### **1-800 PHONE LINE:**

If a power failure occurs at the Commerce facility during business hours, the "Voice Print" recorder will be turned off and will necessitate that responsibility for the 1-800 phone line be transferred to the Sheriff's Information Bureau (SIB).

The Duty Sergeant shall notify SIB regarding the transfer of the responsibility.

### **DEPARTMENT OPERATIONS LOG ENTRY:**

The IAB Captain shall direct that an OPS log entry be made to advise a power failure has occurred at the facility, its anticipated duration and if any damage occurred. A notification shall also be made to the Department's Operational Center (DOC).

### **PERSONNEL:**

Personnel on a fixed work schedule shall remain at the office until the IAB Captain gives the authorization to leave.

