

Central Supply Warehouse

- **10/00 Administrative Procedures**

10/01 Unit Orders

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• • 10/01 Unit Orders

Unit Order 10/01

Subject: Unit Orders

Unit Orders are promulgated to provide unit personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper function of the unit. Any conflict that may arise between these orders and Departmental Orders, Directives, Procedures, etc., shall be resolved in favor of Departmental dictates.

Each Unit Order will indicate a Unit Order number, subject, title, and date initiated. Unit Orders' numbers are broken down into two parts: General Category and Subject Heading.

For example:

Unit Order 10/01

"10" General Category (in this case, Administrative Procedures)

"01" Subject Heading (in this case, "Unit Orders" as indicated in the Table of Contents)

The purpose of the order will be stated unless obvious in the reading.

Unit Orders will be maintained on the unit's shared file under "Admin" in the folder "Unit Orders." Two hard

copies will be available for staff to read. One will be located in the Unit Commander's office and the other will be in the Conference Room. In addition, each new Unit Order will be distributed as follows: Unit Commander, all supervisors, bulletin boards, and briefing during staff meetings.

It is incumbent upon all unit personnel to be familiar with, and periodically review, these orders.

• • 10/02 Staff Collateral Responsibilities

Unit Order 10/02

Subject: Staff Collateral Responsibilities

In accordance with unit needs, staff members will be assigned areas of collateral responsibility. These areas will be sub-divided and each person will be assigned one or more specific functions to oversee under supervision.

Although the assignment of these collateral duties will serve as a guide for unit personnel who have inquiries pertaining to specific areas or problems, they do not alter the chain of command nor do they relieve a supervisor from responsibility for those activities on his/her shift.

Collateral duties will be shifted periodically and specific staff assignments will be indicated in a staff meeting.

• • 10/03 Personnel Evaluations

UNIT ORDERS 10/03

Subject: Personnel Evaluations

Departmental Yearly Evaluations

All personnel will receive a yearly evaluation in accordance with Manual section 3-02/080.00. The format will be as illustrated in the "Rater's Handbook" published by the Department of Human Resources. Each employee's yearly evaluation will also include comments on the individual's specific activities.

Performance Log Entries

A book shall be maintained in the Unit Commander's office which shall be used to document employee's daily activities, both positive and negative. Each supervisor shall make entries as appropriate in this book. Use of these entries to document items in a yearly evaluation is optional.

Daily Performance Evaluations

Supervisors shall maintain a diary of each employee's assigned tasks and projects. Entries shall be made as to the quality, quantity, and accuracy of the completed assignments. These entries shall be used as a memory aid in writing the employees' performance evaluations.

• • 10/04 Timekeeping

Unit Orders 10/04

Subject: Timekeeping

Because of the permanent nature of employee time records, the following unit timekeeping procedure will be

followed:

All unit employees

1. All employees shall be listed, in alphabetical order, on their relevant weekly time sheet.
2. All employees shall sign the weekly time sheet in black ink.
3. All employees shall sign in each day with their arrival time, and sign out with their departure time.
4. All employees shall note variance time in the appropriate box on the weekly time sheet.
5. Supervisors shall ensure that their staff follow timekeeping procedures.

Exempt employees

Exempt employees shall be listed, in alphabetical order, on an Exempt Employee Time Sheet.

Temporary employees

Temporary employees shall be listed on a separate time sheet, for each employer and each assignment.

Off-the-streeters

Employees working at Logistics, while waiting to attend the academy, shall be listed, in alphabetical order, on their own time sheet.

Unit Commander

The Unit Commander shall have his/her own time sheet, which shall be submitted to the Bureau for approval.

Absence Time Sheets

Employees absent for a week, or longer, shall be listed on an "Absence Time Sheet."

• • 10/05 Overtime Policies and Time Off Requests

Unit Orders 10/05

Subject: Overtime Policies and Time Off Requests

No person shall work more than 96 hours of overtime per calendar month. The 96 hour limit includes briefing time and court appearance time. On-call court time doesn't count towards the 96 hour limit.

Personnel are also prohibited from working back-to-back doubles. In addition, personnel are prohibited from working more than ten (10) consecutive days without a regular day off.

Personnel working overtime at other units must have prior approval from the unit commander.

Personnel are prohibited from working more than 24 hours of outside overtime per month.

No “double shifts” are allowed at outside overtime assignments.

All standard notification requirements regarding call-ins are in effect for overtime assignments.

Personnel must obtain Unit Commander authorization prior to working any overtime. The Unit Commander will evaluate the amount of time required. Overtime will be approved in one (1) hour increments, unless less time is needed. The Unit Commander will sign his name in the space provided on the overtime slip labeled “supervisor pre-approving o.t. and briefing.” The approving supervisor shall review all overtime slips to ensure accuracy.

Minimum Staffing

In an attempt to avoid all unnecessary overtime, each supervisor needs to be cognizant of staffing levels for their sections. The minimum staffing levels for acceptable service should act as a general guideline for each supervisor to assess their manpower requirements. Staffing levels should be evaluated by the Unit Commander based upon level of service to be maintained, anticipated workload, and the manpower available. The Unit Commander shall have discretion to approve overtime for additional personnel to provide required services in the accomplishment of Department objectives. Additionally, the Unit Commander may allow staffing levels to fall below minimum by allowing personnel time off if he deems it appropriate.

Where appropriate the supervisors shall use staff from other sections for planned vacancies to minimize the use of overtime.

Time Off Request/Sick Call-Ins

All routine request for time off should be submitted to the supervisor at least seven (7) days in advance to allow for changes in work assignments.

All sick call-ins shall be referred to the supervisor and should be made by the employee's reporting time.

Denied time off slips will be placed inside a folder labeled "denied time off slips." The Unit Commander will be responsible for monitoring the denied time off slips and sick call-ins for any possible abuse.

Timely Submission of Overtime Slips

Due to weekly and monthly deadlines that timekeepers must meet, it is imperative that all overtime slips are filled out correctly and submitted in a timely manner. Overtime slips shall be turned in to the approving supervisor as soon as possible following the overtime hours worked. Under normal circumstances, this is either the same day or the next day. However, overtime slips shall never be turned in later than four (4) calendar days following the overtime hours worked.

Exigent Circumstances

Any policy deviation due to exigent circumstances must have the approval of the unit commander.

• • **10/06 Unit Roster**

Unit Order 10/06

Subject: Unit Roster

Unit personnel rosters shall be maintained by the following authorized personnel: Assistant Director, Bureau

Personnel Aide (OA III), Unit Commander, Supervising Operations Assistant II, Unit Commander's aide(OA III). The rosters will contain personal information on each individual employee. The information will include: the employee's name, address, telephone numbers, and the names of people to contact in an emergency.

There shall be no duplication of the above personnel rosters.

The Unit Commander will decide if any additional assignments or positions have a need for personnel roster listing employees' home addresses and telephones. Only personnel authorized by the Unit Commander may maintain a personnel roster.

Home telephone numbers and addresses are not to be given to anyone without the personal authorization of the individuals involved. This does not include Department reports that mandate the listing of personal information.

Rosters are available that list the employee's employee number and/or telephone number if there is an expressed need.

All rosters are considered confidential and shall not be duplicated. Rosters shall not be taken out of the facility.

Old rosters will be destroyed upon receipt of updates. This order is in compliance with the Manual of Policy and Procedures Section 3-01/050.55.

• 20/00 General Unit Procedures

- 20/01 Unit Parking
- 20/02 Bulletin Boards
- 20/03 Lockers
- 20/04 Kitchen Policy
- [REDACTED TEXT]
- 20/06 Warehouse Cleaning
- 20/07 Use of Unit Vehicles
- 20/08 Use of Unit Computers
- 20/09 Use of Unit Fax Machines

20/10 Counter Personnel Duties and Responsibilities

• • **20/01 Unit Parking**

Subject: Unit Parking

Certain stalls in the lot, adjacent to the fence, are for unit vehicles and cars owned by unit personnel only.

Asset Acquisitions Team has been allotted space in the parking lot that is adjacent to their “barn.” Unit personnel shall attempt to refrain from encroaching upon Asset Acquisitions Team’s space.

The parking stalls in the center of the unit parking lot is for the use of unit employees, unit vehicles, and visitors to the facility. At no time, shall any vehicle be left unattended in a spot that will impede the flow of traffic through the parking lot. Vehicles may be pulled up to the warehouse bay door for the purpose of loading and unloading. However, vehicles shall not park in front of the bay doors.

Storing of private vehicles, i.e., campers, boats, vans, etc., in the unit parking lot is not permitted.

• • **20/02 Bulletin Boards**

Subject: Bulletin Boards

Break Room: Personal notices, items for sale, rent, etc., may be placed on these boards without approval. All notices must be dated so they may be removed within an appropriate time. The Unit Commander’s aide (OA III) shall be responsible for maintaining this board.

Logistics: These boards are reserved for official business only. Announcements, department programs, union information, etc., will be placed on these boards. The Warehouse Manager will be responsible for maintaining these boards.

Warehouse: These boards are used for union information, safety material, labor law notices, etc. The Warehouse Manager will be responsible for maintaining these boards.

Conference Room: On the outside wall, next to the door, there is a bulletin board that is used to post the vacation sign-up sheet, facility floor plan, and other information pertaining to the administrative function of the unit. The Unit Commander's aide (OA III) shall be responsible for maintaining this board.

All unit bulletin boards will be maintained in neat order and not allowed to become unsightly or cluttered.

• • 20/03 Lockers

Subject: Lockers

Lockers shall be assigned by the Warehouse Manager.

Lockers shall be kept locked at all times

No pin-up photos, stickers, etc., shall be placed on the outside of any locker or on the walls.

No changes in locker assignments shall be made without authorization from the Warehouse Manager. A list of locker assignments and combinations shall be maintained in the Warehouse Manager's office.

Employees are urged to use trash cans to discard broken shoelaces, broken clothes hangers, paper cups, etc. Coat hangers left dangling from light fixtures or other room fixtures will be discarded by maintenance personnel.

• • 20/04 Kitchen Policy

Subject: Kitchen Policy

Personnel leaving lunches in the refrigerator shall name and date them to facilitate cleaning of the refrigerator.

Personnel that cook and use County utensils shall not leave dirty plates, pots, and dirty silverware on the table, stove, or oven. Personnel shall not leave dirty paper plates, cups, etc., on the table, but shall discard them in the trash can.

Staff shall cooperate to clear out the refrigerator in the kitchen at the end of each week. On each person's last work day of the week, they shall discard or take home the food they brought in during the week. No food items shall be left in the refrigerator over the weekend.

- • **20/05 Warehouse Security**

Subject: Warehouse Security

Acts of violence and vandalism perpetrated against police facilities necessitates the following to safeguard records, information, supplies, and equipment entrusted to us:

Warehouse Security

Warehouse doors and bays shall be securely locked and the alarm set at the end of each business day.

The Unit Commander shall see that frequent exterior and interior security checks are made.

Exterior Checks - Exterior checks should include inspections of all exterior doors, including the maintenance area, roof tops, parking lots and gates, and all areas likely to be hiding places.

Visitors shall be prohibited from entry into the warehouse through the doorway of Bay 1. Whenever the bay

door is open, a heavy chain shall be suspended from one side of the bay doorway to the other side of the doorway. A placard shall be hung from the chain notifying visitors that entry is restricted to authorized personnel only. The placard shall direct visitors to enter the facility through the personnel door to the visitor's right.

Suspicious or unauthorized persons shall be checked thoroughly and carefully, and furnish identification, having due regard for the purpose of the security inspection. Direct such persons to the public counter for assistance.

Interior Checks - The Warehouse Worker III shall make periodic interior checks, throughout the day, with special attention to restrooms, conference room, kitchen, empty offices, stock areas, and other locations that are normally unattended.

Suspicious packages and foreign objects shall be carefully scrutinized and whenever doubt arises as to the contents of the package, utmost care shall be exercised in handling the package. No suspicious packages shall be brought into any portion of the warehouse.

Warehouse Visitors

All visitors who are admitted beyond the public counter shall be required to furnish identification and be escorted at all times while in the warehouse (see exception below). If they do not have acceptable identification (badge or I.D. card) which can be displayed on their clothing, they will be issued a "visitor" badge, which they will be instructed to wear while in the warehouse. Please obtain ID from visitor and keep at the public counter until the visitor wishes to leave.

Law enforcement personnel from other units or agencies shall be directed to areas necessary for them to conduct business and shall display identification.

Personnel from other Department units wishing to go through the stock areas or conduct business within the stock areas, including units storing material in the warehouse, shall be required to report to the public counter and obtain permission to enter the operations area of the warehouse.

Contractors who are here to perform services (i.e., telephone company, computer service agents, and other County employees) shall be directed to a supervisor, who will advise them to remain in the areas where they are performing their tasks.

Visitors, including sworn personnel, who attempt to enter the warehouse through the bay doors or go into the stock areas shall be challenged and required to identify themselves and state their business. They will be directed to the public counter and advised as to which areas they may enter.

Government employees not currently assigned to the warehouse and personnel working for contractors or utilities shall be advised to wear their business identification card or badge in a conspicuous spot on their outer garments.

Emergencies

In case of emergency, (earthquake, flood, fire, or riot) all visitors shall be advised to leave the warehouse immediately.

The Warehouse Manager and Warehouse Worker III shall prepare and maintain a floorplan of the facility that will be used as an emergency map. The document shall contain information that shows escape exits and the locations of utility shut offs for electricity, gas, and water. The legend on the map shall provide contact information for the appropriate utility companies and first responder agencies, such as the fire, police, and emergency medical technicians. The emergency maps shall be posted in conspicuous places throughout the warehouse and shall be conspicuous in color so that they are easy to find.

• • 20/06 Warehouse Cleaning

Subject: Warehouse Cleaning

Offices

County custodial staff will empty the wastebaskets and trash cans each business day. They will mop floors and vacuum as needed and upon request.

Unit personnel shall keep their offices and work areas as neat, clean, and tidy as possible.

Restrooms

County custodial staff will empty the wastebaskets and trash cans each business day. They will mop floors and vacuum as needed and upon request. Custodial staff will also refill paper towel dispensers.

Supply Warehouse

Warehouse staff are responsible for removing accumulated dust from stock and shelving, sweeping and cleaning the warehouse floor, keeping the warehouse free of clutter, keeping the empty box bin in order, straightening up and cleaning their desk area, and placing trash in the appropriate receptacles.

Logistics Warehouse

Warehouse staff are responsible for removing accumulated dust from stock and shelving, sweeping and cleaning the warehouse floor, keeping the warehouse free of clutter, keeping the bins and racks in order, straightening up and cleaning the table areas, and placing trash in the appropriate receptacles.

• • 20/07 Use of Unit Vehicles

Subject: Use of Unit Vehicles

The unit pool vehicle may be used to attend meetings, training, or other County functions within Los Angeles County.

The unit trucks may be used to deliver or pick up supplies and material. Other Department units wishing to borrow a truck must obtain permission from the Warehouse Manager or his designee. Approved truck loans will be noted on the calendar at the back of the Receiving Office.

No one shall use a County vehicle to go to an off-duty function where alcoholic beverages are served.

All unit vehicles must be signed out on the key board in the Logistics area.

The use of unit vehicles is based upon priority unit needs and the number of vehicles needed to complete the unit's assignments.

Vehicles at Fleet for repair or maintenance shall be marked as "out of service" on the key board.

• • 20/08 Use of Unit Computers

Subject: Use of Unit Computers

Central Supply & Logistics Warehouse has several computer systems designed to increase our productivity and quality. Although unit personnel are strongly encouraged to make use of the equipment, there are certain rules and procedures that must be followed.

1. Department programs on the system are copyrighted and no one has permission to copy them or use them elsewhere; nor should anyone add unauthorized software to County owned systems.

2. The majority of the computer files are critical to the operation of the system and must not be altered, examined, viewed, or changed under any circumstances.

3. If you experience a problem with your computer such as accessing programs/files or saving documents, stop immediately, write down whatever information is on the monitor, turn off the system, and most important, leave a note or immediately notify the system administrator.
 4. Department computer systems are not to be used for personal reasons or projects.
 5. All data contained in County owned computers is the property of the County and is not to be divulged and/or given to anyone for personal use.
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• • **20/09 Use of Unit Fax Machines**

Subject: Use of Unit Fax Machines

Central Supply & Logistics Warehouse has FAX machines located in Logistics and the Conference Room. All are reminded that the FAX machines are to be used for official County business only.

• • **20/10 Counter Personnel Duties and Responsibilities**

Subject: Counter Personnel Duties and Responsibilities

The public counter may be the first and last contact a visitor has with unit personnel. Therefore, it is incumbent that personnel assigned to this position maintain the most professional demeanor keeping in mind the ***Department's Core Values and Mission Statement***. The duties of counter personnel include, but are not limited to, the following:

1. The counter will be manned primarily by Logistics staff. They shall be in blue uniform or appropriate casual business attire.

2. Counter personnel will normally be responsible for all lobby traffic and shall answer the unit's main telephone line.
3. Staff assigned to the counter shall issue vouchers, equipment, patches, etc., upon presentation of the appropriate identification and forms.
4. Staff assigned to the counter shall collect money for lost/stolen equipment, gun purchases, and salvage. They shall write miscellaneous receipts for the money collected and the original (white) receipt shall be given to the customer. The transaction shall be recorded in the Miscellaneous Fees Cash Record (Tally Sheet). Staff shall place the collected money and pink receipt in the collection box.
5. All complaints received by counter personnel shall be referred to the Unit Commander.
6. Counter personnel shall refer all customers to the proper unit or agency when requests are not within our jurisdiction.
7. Counter personnel shall fit Department members with protective vests upon presentation of the proper identification and forms.
8. Counter personnel will perform various tasks as assigned by the Warehouse Manager and/or Unit Commander.
9. Counter personnel shall be responsible for maintaining a clean and professional appearing counter area.

• 30/00 Personnel Procedures

30/01 Duty Statements

30/02 Temporary Employees

30/03 Off-the-streeters

• • **30/01 Duty Statements**

Subject: Duty Statements

Every pay title classification within Los Angeles County has a Class Specification describing the definition, example of duties, and minimum requirements for that classification. Duty Statements are documents derived from the Class Specifications, Manual of Policy and Procedures, and the requirements of the unit assignment.

Duties and responsibilities specific to the individual assignment are described in the Duty Statement.

Central Supply & Logistics Warehouse has a Duty Statement for each position in the unit. Members of the unit are encouraged to view their Duty Statement so as to be familiar with their own responsibilities.

Duty Statements will be maintained and may be viewed in the office of the Unit Commander's aide (OA III).

• • **30/02 Temporary Employees**

Subject: Temporary Employees

Temporary employees do not actually work for the County. Instead, they are employed by a temporary agency, such as AppleOne, and perform work through a contractual agreement.

Because temporary employees are not County employees, they shall not have access to County computer systems. They shall not work on systems such as eCAPS, FMS, or any law enforcement systems. They may have access to the Sheriff's Outlook for the purpose of sending and receiving email that will aid them in completing their work assignments. They may also work on in-house databases, such as DataEase and FAS II.

County agreements with labor unions prevent any temporary employee from working more than 720 hours on any one assignment. Please keep the time limitation in mind when assigning projects to temporary employees.

- • **30/03 Off the Street Employees**

Subject: Off The Streeters

“Off-the-Streeters” is a term used by the Department for County employees who have been hired and are waiting to attend the academy. These employees are temporarily assigned to work at various units within the Department. Once the individual employee’s academy start date approaches, the employee will permanently leave the temporary unit of assignment and attend the academy.

- **40/00 Operations**

40/01 Care and Operation of Vehicles

40/02 Telephone Courtesy and Demeanor

40/03 Uniform and Equipment Inspections

40/04 Supplies and Requisitions

40/05 Teletype Broadcast Procedures

[REDACTED TEXT]

[REDACTED TEXT]

40/08 Computer Salvage Procedures

[REDACTED TEXT]

40/10 Teletype Reviews

- • **40/01 Care and Operation of Vehicles**

Subject: Care and Operation of Unit Vehicles

Prior to leaving the parking lot, the employee shall inspect his/her assigned vehicle for body damage, mechanical conditions, tire wear and cleanliness. Personnel shall immediately report any needed service or new damage sustained to a vehicle.

Accidents - All traffic accidents and incidents resulting in damage to County vehicles shall be reported to the Unit Commander immediately and appropriate written reports submitted. Under no circumstances will the failure to report vehicle damage be tolerated.

End of Tour of Duty - Employees shall be responsible for necessary servicing of vehicles. Vehicles returning from a tour of duty shall be filled with gas and the oil checked. **Trash shall be cleaned out and the interior left in a clean condition.**

The practice of depositing lunch debris, liquids and other material in the rear seating area is not acceptable. You will find ample trash containers within the unit facility grounds for deposit of these materials.

The Warehouse Manager shall make frequent inspections and require compliance with this order.

• • 40/02 Telephone Courtesy and Demeanor

Subject: Telephone Courtesy and Demeanor

Establishing and maintaining good public relations shall be a primary concern of all Department members handling telephone calls. Proper telephone demeanor is a must.

Telephone courtesy consists not so much in what a person says, but how he says it. It is possible to be merely civil without being courteous. Courtesy, as it applies to law enforcement, is the essence of, and the key to, good public relations. It is an integral and vital tool in obtaining, for the law enforcement profession, the acceptance and respect of the public which are so essential.

With the majority of people, their telephone call to the Sheriff's Department may be their first official contact with law enforcement. The tone of voice they hear can make or break a public relations program.

Telephone contacts warrant special consideration since the person calling, cannot see you, your smile, or facial expression.

There are five basic qualities to a good telephone voice. They are:

1. Alertness - You should give the impression you are wide awake, and interested in the person calling.
2. Pleasantness - Build a pleasant Departmental image with a pleasant voice.
3. Naturalness - Use simple, straightforward language. Avoid repetition of mechanical word or phrases; particularly, avoid slang terms.
4. Distinctness - Speak clearly and distinctly. Talk directly into the transmitter.
5. Expressiveness - A well-modulated voice is carried best over the telephone. Use a normal tone of voice and talk at a moderate rate. Vary the tone of your voice - it will add meaning to what you say.

With the foregoing in mind, the following procedures will be adhered to:

1. Answer the telephone as promptly as possible (Central Supply and Logistics, this is **your name**, can I help you)
2. Use the caller's name
3. Treat every call as an important one

4. Be tactful when it is necessary to refuse a request
5. Apologize for errors or delays
6. Take time to be helpful
7. Say “please”, “thank you”, and “you’re welcome”
8. When finished, hang up gently

If you must put a person on “hold”, explain the reason, then get back to him as soon as possible. If you answer the call and the caller asks for a specific detail or someone by name, state, “Just a moment, I’ll ring.” or “I’ll page.” If you are unable to contact the person/detail requested, get back to the caller as soon as possible and offer to take a message. Don’t automatically advise people they will have to call back, as they may be returning a call at our request.

Personnel not assigned to the Logistics area, but in the Logistics area, shall assist in answering the telephones when the Logistics personnel are busy with other calls and related Department business. This is to ensure that there are no undue delays in answering calls.

Personnel being paged regarding an incoming telephone call shall make every effort to answer the call as promptly as possible.

If you answer every call as if you were on the other end, you will no doubt satisfy the Department regulations regarding telephone courtesy and at the same time win friends for the Sheriff’s Department.

Courtesy and responsiveness are an absolute “must” when dealing with our clientele over the telephone. Conveying the right amount of sincerity goes a long way toward boosting our image.

• • 40/03 Uniform and Equipment Inspections

Subject: Uniform and Equipment Inspections

Equipment Maintenance

Prescribed uniforms, equipment and identification items shall be maintained at all times in a clean and serviceable condition (3-01/040.05)

1. Uniform clothing items, i.e., shirts and pants shall be clean, pressed, and worn in a military manner.
2. All leather equipment shall be kept dyed black and shined.
3. Metal equipment shall be kept polished and refinished as needed.
4. Firearms shall be kept clean at all times.
5. Uniform equipment shall be replaced when it is so worn or damaged as to present an unacceptable appearance or no longer meets current specifications.

All newly purchased items of uniform equipment shall be inspected and approved by the Warehouse Manager to ensure it meets Department specifications (3-03/040.10)

Uniform Inspection

Inspections of uniforms and equipment shall be made as follows:

1. Supervisors shall conduct frequent inspections to ensure that prescribed articles of uniform and equipment are in clean, serviceable condition and that they are worn in the proper manner.

2. Any unit in the Department may expect an inspection by the Sheriff at any time (3-03/040.15).

3. Division Chiefs and Commanders may schedule periodic inspections to determine that uniforms and equipment are maintained in conformance with Department requirements (3-03/040.15).

Inspections

Supervisory personnel shall conduct frequent inspections of their subordinates to ensure that prescribed articles of uniforms and equipment are in clean, serviceable condition, conform to Department standards, and are worn or carried in the proper manner. When such inspections are made, that fact shall be recorded in the supervisor's unit diary.

• • 40/04 Supplies and Requisitions

Subject: Supplies/Requisitions

Unit Supply Room

The Unit Commander, Unit Commander's aide (OA III), and Warehouse Manager have keys to the unit supply room. Personnel wishing to obtain supplies may ask one of the above to provide access to the supply room.

An inventory control sheet will be maintained in the supply room. All personnel obtaining supplies shall indicate the exact items removed and shall sign the inventory control sheet.

Requests to Purchase Supplies from Vendor

Personnel wishing to purchase supplies not available in the unit supply room shall prepare a Departmental Supply Requisition (DSR) containing information on the desired supplies. The DSR shall be approved by the individual's supervisor and submitted to the Unit Commander's aide.

All DSR's will be batched according to Account Code and vendor, reviewed to ensure that requests do not exceed the unit's allocated budget, and submitted to the Unit Commander and Bureau for approval. Requests approved by the Unit Commander and Bureau will be processed and the order placed with the appropriate vendor.

• • 40/05 Teletype Broadcasts

Subject: Teletype Broadcast Procedures

Teletype broadcasts are designed to relay information to other Department units.

Unit members wishing to broadcast information shall prepare a written message and submit it for approval to the Unit Commander.

Messages approved by the Unit Commander shall be forwarded to the Warehouse Manager, who shall assign clerical staff to broadcast the message on JDIC.

• • 40/10 Teletype Review

Subject: Teletype Review

The Logistics Manager, or designee, shall review the Department's JDIC messages on a daily basis. All JDIC messages regarding the following scenarios shall be flagged:

Department members killed while on "Active" status

Department members whose issued weapons were stolen or lost

The Logistics Manager, or designee, shall make a copy of the flagged JDIC message. The Department member's equipment jacket shall be pulled from the file cabinet and the information on the issued weapon shall be copied.

The Logistics Manager, or designee, shall contact **the Department member's Unit of Assignment** via e-mail and telephone so that CSW can determine who has possession of the issued duty weapon or if a Lost/Stolen County Property Report has been completed.

The Logistics Manager shall then ensure that arrangements are made for Logistics to retrieve the weapon or obtain a copy of the Lost/Stolen County Property Report. Then a member of the Logistics staff shall retrieve the weapon or the appropriate report.

The Logistics shall ensure that the Logistics staff enter the updated information into the weapons database and make any notifications required by Policy and or Law.
