

20/00 General Unit Procedures

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- **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.

- **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.
