

Unit Order: 2018-2

AERO BUREAU UNIT ORDER 2018 - 2

SUBJECT:

AERO BUREAU MANUAL ADDITION - SECURITY DESK OPERATIONS

Effective Date:	02/28/2018	Last Date Revised:	02/28/2018
Last Date Reviewed:	02/28/2018	Next Review Date:	02/28/2018

2/040.85 Civilian Visitors and/or Vendors

PURPOSE OF ORDER

The purpose of this order is to add an addendum to the current Aero Bureau policy regarding security officers' duties and responsibilities.

SCOPE OF ORDER

All Aero Bureau personnel assigned to desk operations duties.

ORDER

Aero Bureau desk personnel shall escort all non-Sheriff's Department visitors, whether it be vendors or not, while on the facility throughout the duration of their stay. The following shall also be adhered to:

- All visitors will wait at the front of the counter until a proper escort can be established.
- In the event only one security officer is on duty at the desk, a qualified desk relief will assume responsibility of the desk until properly relieved, or an Aero Bureau LET will escort the visitor.
- Desk personnel shall ensure all doors within the facility are to remain secured and locked at all times during their shift.
- The Watch Commander will be notified of all visitors coming onto the facility.

Anthony Rivera, Captain

Aero Bureau
