

## 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

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