20/00 General Unit Procedures

• 20/01 Unit Parking

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

The parking stalls next to the entrance unit are 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

Any 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) and or Operations Deputy** shall be responsible for maintaining this board.

Entrance to Warehouse : These boards are reserved for official business only. Announcements, department programs such as Health and Safety, 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.

Warehouse Supervisor Office: On the south 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) and or Operations Deputy** 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

Lockers shall be assigned by the Warehouse Disposal Supervisor.

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

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, oven or sink. 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 (Friday). 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.

• 20/06 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.

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, straightening up and cleaning their desk area, and placing trash in the appropriate receptacles.

Individual Work Stations

Office staff are responsible for removing accumulated dust from stock and shelving, keeping clean the office area, keeping the office free of clutter, straightening up and cleaning their desk area, and placing trash in the appropriate receptacles.

• 20/07 Use of Unit Vehicles

The unit pool vehicle may be used to attend meetings, training, or other Departmental functions.

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 in the warehouse supervisors office. The Unit Commander shall be notified .

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 warehouse supervisor office.

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

The use of any Department IT resource is restricted to those activities related to Department business. Use of computers and electronic communications by employees is authorized in support of the law enforcement mission of the Department and the administrative functions that support that mission. Authorized persons shall adhere to this policy as well as the guidelines set forth in the County Electronic Data Communications and Internet Policies.

Authorized persons are expected to abide by the standards of conduct delineated in other volumes, chapters and sections of the Department's Manual of Policy and Procedures as they may be applied to the use of electronic communications and use and release of information. Department IT resources are subject to search and users are obligated to surrender any such resources and/or devices at any time to authorized Department personnel.

Authorized persons are expected to use electronic communications and network systems with a high degree of professional and personal courtesy. Authorized persons must ensure that the tone and content of electronic communications are business-like and exclude inflammatory remarks or inappropriate language. If it is an issue that could cause embarrassment, it does not belong on e-mail.

Although users of any Department electronics communication system or network have no rights of privacy and are subject to search at any time by authorized Department personnel, persons authorized to use Department electronics shall not forward or otherwise disclose the contents of electronic messages with the intent to embarrass or otherwise harm the sender. This does not prohibit the receiver of e-mail from divulging the contents of electronic communications to an authorized persons' supervisor or to Department management.

Authorized persons who receive an electronic communication intended for another person shall attempt to notify the sender as soon as possible of the error.

Authorized persons who are authorized users of e-mail are responsible for reading their electronic mail in a timely manner, no less than once a day, or notifying their supervisor that they are unable to read e-mail. To enhance security and ensure that shared computers are available to all authorized persons, users shall logoff their computer when away from their workstation and at the end of the work shift.

All computers connected to the Sheriff's Data Network must remain "on," at all times, in order to permit after-hours maintenance, updates, and security upgrades. Authorized persons who have workstations which are used one or two shifts per day should logoff at the end of the day and leave the machines running.

Users of portable devices that connect to the Sheriff's Data Network should refer to the standards found on the Intranet under Policy/Standards/Guides on the Data Systems Bureau's Intranet web page.

• 20/09 Use of Unit FAX Machines and Scanners

Central Property & Evidence Unit has a FAX machine located in the office. All personnel are reminded that the FAX machine is to be used for official County business only.

• 20/10 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 Central Property and Evidence unit 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 receipts upon presentation of the appropriate identification and forms.

4. Staff assigned to the counter shall collect a SHAD-121 with proper identification before any monies are released when such monies are held "in-tact". The property control card is pulled and stamped so personnel can recover monies from the vault. The transaction is recorded in the vault ledger and the monies released. The office staff must then update the P.C. card with the transaction so the transaction is closed out. For monies deposited in the Sheriff's trust fund, the public will be instructed to call Sheriff Headquarters to have their monies released.

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 will perform various tasks as assigned by the Warehouse Manager and/or Unit Commander.

8. Counter personnel shall be responsible for maintaining a clean and professional appearing counter area.

• 20/11 Facility Design and Storage Areas - RECINDED

Recinded 02/11/21

• 20/12 Use of the Property Evidence Laboratory Information Management System

In May 2014 the PRELIMS web-based application, including a web-based DNA module, was launched, first at East Los Angeles (ELA) station and then rolled out to other stations and Department bureaus and units over the course of six months, completing the implementation in December 2014. Currently, PRELIMS is in use in over 50 facilities and locations encompassing Patrol, Countywide Services, Custody and Administrative & Technical Services Divisions. Property and evidence collected Department wide is booked into PRELIMS, replacing the long standing evidence ledgers. Queries of PRELIMS can be performed on a number of attributes or search criteria.

All use of the PRELIMS system shall conform with the Manual of Policy and Procedures, 3-01/000.15 - Electronic and Web-Based Communications.

• 20/13 Emergency Evacuation and Relocation of Central Property and Evidence - CONFIDENTIAL

CONFIDENTIAL

• 20/01 Unit Parking

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