

## **Unit Order 57 - Desk Procedures and Security Regarding Deliveries**

### **PURPOSE:**

The purpose of this order is to maintain desk and station security regarding deliveries made to the station.

### **SCOPE:**

This order applies to all personnel working the Watch Deputy position.

### **ORDER:**

In the event a delivery truck requests entry to the station without prior approval, it is the Watch Deputy's responsibility to confirm the delivery and the identity of the company. He or she may do this personally or assign a deputy to do so. In some circumstances when a truck is in the driveway, the Watch Deputy may have to walk out to the gate to confirm the delivery or instruct the driver to park outside and contact the front desk. Under no circumstance shall a delivery truck enter the station parking lot without delivery confirmation. It is also the Watch Deputy's responsibility to ensure that the delivery truck obeys all parking rules ie: red, fire zone, or near the gas pumps.

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