San Dimas Station Unit Orders

• Station Order 10/01.00 UNIT ORDERS

PURPOSE OF THE ORDER:

Station Orders are promulgated to provide station personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper functions of the station. Any conflict that may arise between these orders and Department orders, Directives, Procedures, etc., shall be resolved; in favor of Department dictates.

ORDER:

Each Station Order will indicate a Station Order number, subject title and date initiated. Station Order numbers are broken down into two parts: General Category and Subject Heading.

For example:

Station Order 10/01

• Station Order 10/01.00 Station Orders

PURPOSE OF THE ORDER:

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For example:

Station Order 10/01

10 General Category (in this case Administrative Procedures)

/01 Subject Heading, in numerical order (in this case, "Station Orders" as indicated in the Table of Contents)

The purpose of the order will be stated unless obvious in the reading.

Five (5) Station Order Books will be maintained and will be located in the Captain's Office, Watch Commander's Office, Watch Sergeant's Office, Detective's Office. The "master" book will be kept in the Supervising Secretary's Office. In addition, each new Station order will be distributed as follows:

Captain, all lieutenants, all patrol sergeants, Station Coordinator, detective and secretary bulletin boards, Briefing Board, and Station Narcotics Unit.

It is incumbent upon all station personnel to be familiar with and periodically review these orders. These Station Orders shall be considered policy in conformance with the Department Manual of Policy and Ethics, Section 3-01/030.10

• Station Order 10/02.00 Staff Collateral Responsibilities

ORDER:

In accordance with station needs, each lieutenant will be assigned areas of collateral responsibility. These areas will be sub-divided, and each sergeant may be assigned one of more specific functions to oversee under the supervision of the responsible lieutenant.

Although the assignment of these collateral duties will serve as a guide for station personnel who have inquiries pertaining to specific areas or problems, they do not alter the chain of command nor do they relieve a supervisor from responsibility for those activities on his/her shift.

Collateral duties will be shifted periodically and specific staff assignments will be indicated in an Indexed Watch Briefing

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• Station Order 10/05.00 STATION TOURS

ORDER:

Station tours and visitors are to be encouraged, especially tours by organized groups. Requests for tours shall be referred to the Crime Prevention Sergeant who will arrange the date and time. When a tour is scheduled, the Crime Prevention Sergeant shall notify the Sheriff's Information Bureau by telephone and advise them of the requesting organization and date of appearance.

Sheriff's Information Bureau will then forward a copy of a Public Appearance Form, SHAD 177, to the station.

When a deputy is assigned a tour, he will enter the required information on the Public Appearance Form, and the completed form will then be forwarded to Records and Statistics Bureau, Technical Services Division. Whenever possible, station tours shall be conducted by Explorers.

The size of tours should be limited to not more than 12 persons at one time. Exceptions may be approved by the Crime Prevention Sergeant.

Tours in the jail area shall be restricted to unoccupied areas only. Tour groups shall not be allowed to enter the station armory.

• Station Order 10/06.00 RIDE-ALONG PROGRAM

PURPOSE OF THE ORDER:

It is the policy of this Department to encourage interested citizens to familiarize themselves with the facilities, equipment, and operations of the Department by riding as observers in patrol cars.

ORDER:

The following procedures and requirements shall apply to observers at San Dimas Sheriff's Stations:

The administration of the Ride-Along Program shall be the responsibility of the Crime Prevention Sergeant. Any variance from the following procedure shall be approved by him, or the on-duty Watch Commander. The Crime Prevention Sergeant will maintain a Ride-Along Log book, a file of the Ride-Along Applications, and ensure that a current Ride-Along Schedule is maintained at the Watch Sergeant's desk.

WATCH DEPUTIES' RESPONSIBILITIES:

The Watch Deputy shall ensure that all Ride-Along Applications are filled out in person. Whenever possible, desk personnel shall conduct a D.M.V. and A.W.W.S. inquiry at the time of the application. The ride-along can then be scheduled, by desk personnel, using the Ride-Along Schedule Form located at the Watch Sergeant's desk. Desk personnel shall issue a Ride-Along Information Form to the applicant. They will also forward the application, whether scheduled or not, to the Crime Prevention Sergeant. Applications not scheduled at the time of the application will be scheduled by the Crime Prevention Sergeant or a member of his staff.

At the time of the ride-along, the Watch Deputy will ensure that the Ride-Along Waiver Form, SH-AD 173, is signed and completed. He will also ensure that the observer is properly attired. Any questions about the observer's suitability for a ride-along shall be brought to the attention of the Watch Sergeant. The completed Waiver Forms will be forwarded to the Operations Office for filing.

WATCH SERGEANTS' RESPONSIBILITIES

While making out the in-service for the following shift, the Watch Sergeant shall refer to the Ride-Along Schedule and assign observers to appropriate patrol cars, being observant of Departmental guidelines relating to the age and sex of the observer. The Watch Sergeant shall also resolve any disputes as to the suitability of the observer to ride along.

RIDE-ALONG GUIDELINES

1. All observers must complete and sign the Ride-Along Waiver Form, SH-AD 173. Observers under 18 years of age must have their Waiver signed by a parent or guardian, in the presence of a member of this Department. Waivers will normally be signed at the beginning of the ride, but may be pre-signed by the parents of minors, who cannot be present at the time of the ride. These pre-signed Waivers will be maintained in a file in the desk area.

2. Observers must be at least 16 years of age. They must also reside in the Walnut or San Dimas Station area, or be local businessmen, clergy, law enforcement applicants, or an employee of government agencies within the Criminal Justice System.

3. All female observers under 18 years of age shall ride in a two-man car, or with a patrol sergeant.

4. All persons under the age of 18, including Explorers, will not, under any conditions be assigned to patrol car rides after 2300 hours.

5. All observers shall be required to wear a pin-on type plastic badge on which shall be printed in large letters the words "Observer" or "Student Observer". The badge shall be worn in view on an outer garment during the time spent on the ride.

6. Observers should be clean and neat in appearance and attire. Any question concerning the suitability of an observer to ride, for any reason, shall be resolved by the Watch Sergeant.

7. If an applicant is denied a ride-along, the Watch Deputy shall submit a brief explanation stating the reason for the denial on a SH-AD 131. The Watch Deputy and the Watch Sergeant shall sign the memo and attach it to the application.

8. Observers shall not be assigned to patrol units with trainees.

9. No more than two observers shall be assigned to a shift.

10. At the beginning of the ride, the observer shall be given an "Observer Ride-Along Comment Form", SH-AD 543. The form shall be completed at the observer's convenience and forwarded by mail, or directly, to the Station Commander.

11. Explorers may ride along in their Explorer uniforms, but they will be expected to observe Departmental uniform and personal appearance standards.

12. Observers are limited to one ride-along in a six-month period of time. Station volunteers may ride along once each month.

• Station Order 10/08.00 DEFERRED AND DISAPPROVED REPORTS

PURPOSE OF THE ORDER:

The purpose of this station order is to establish station procedures for the deferring of reports. The station order will address the deferring of all criminal and traffic related reports. The purpose of this document is to create a unit level policy for management of deferred reports. Field Operations Directive 95-9, (Dated October 4th, 1995) is included in this station order. This station order also sets guidelines for disapproved reports.

ORDER:

The following guidelines have been established for deferring reports.

All report deferrals must be approved by the Watch Sergeant. The following criteria will apply to any deferred reports/late arrests. A report may be deferred when:

There is no workable information
Misdemeanor field release
Misdemeanor non-desirous
Felony, no workable information

Traffic collisions with no injuries
Traffic collisions with minor injuries and no follow-up
Late arrest or in-custody reports may be deferred when a PCD has been completed and detectives

are aware of the incident and concur that the deferral can take place.

Deputies should complete a deferred report by the end of shift, the next day. If the deputy is not scheduled to work the next day, reconsideration for deferral will be necessary.

The Watch Sergeant shall be notified prior to the end of the deputy's shift that a report may have to be deferred. The Watch Sergeant shall determine if any of the above criteria applies to the report in question. Once the report is cleared for deferment, the deputy shall:

Print the required information in the deferred report log and present it to the Watch Sergeant who will affix his/her name.

Fill in the face page of the report, complete with file number, and write "DEFERRED" in the upper

right corner.

Copy this completed face page and retain the original for completion the following day. The copy will be submitted to the Watch Sergeant for processing by the secretarial staff and shall be attached to the deferred log under appropriate shift for reference.

Upon returning to work, complete the report and ensure the deferred report is cleared from the

deferred log.

No report other than deferred traffic reports, shall be deferred longer than 24-hours. Traffic report are given Three days maximum. The Watch Sergeant shall be notified by the deputy if there is a compelling, substantial reason the report cannot be completed on schedule. The Watch Sergeant shall determine the proper course of action to ensure the completion of the report.

The deferring of reports is a time management issue. Care should be taken to ensure that deferrals are made only in cases involving minimal workable information. It shall be policy that deferrals are made only at the direction of the Watch Sergeant. Watch Sergeants shall follow-up on all incomplete deferred log entries.

Reports should not be deferred if there is significant workable information, such as named suspect(s), license plate numbers enabling immediate follow-up, large amounts of physical evidence connecting someone to the crime, reports of high-value loss requiring a crime lab response, or reports requiring a Chief's Memo. Additionally, reports assigned to outside units, such as Arson, S.V.B., Forgery/Fraud, Narcotics, Homicide, etc., shall not be deferred. Any exceptions must be approved by the Watch Sergeant. CHP-180 and reports requiring a Juvenile Petition are not deferrable.

Reports which can reasonably be deferred are those with no workable information, i.e., "who done it" burglaries or vandalism by unknown suspects, or (on Friday or Saturday only) misdemeanor reports in which the suspect is known and/or has been issued a citation.

It has been common practice to self-defer traffic reports for extended periods of time. Due to recent changes in policy regarding the handling of traffic investigations, the following guidelines must be adhered to:

1) Traffic reports shall be deferred only if there is no workable information, no injuries or with minor injuries and the investigation is completed.

2) If a hit and run vehicle is impounded, or if there is workable information regarding a hit and run, the report shall not be deferred.

3) Traffic reports involving felony D.U.I.'s and/or fatal collisions shall not be deferred.

4) There is no "self-deferring" of traffic reports. The deferring of all reports, including traffic reports, must be approved by the Watch Sergeant.

5) URN's will be drawn at the time the report is taken. Issuing tag numbers to people and later drawing an URN in an effort to prolong the deferral process, will not be tolerated.

6) Deferred traffic reports shall be completed and turned in no later that three (3) days after the incident, i.e., deferred on Monday, turned in complete on Thursday.

DISAPPROVED REPORTS:

Unless it is deferred, all corrections to a disapproved report are to be made before the concerned deputy leaves the station. If the Watch Sergeant must read a report after the concerned deputy has gone off duty, and the report requires correction, it is the said Sergeant's responsibility to fix the minor errors or disapprove the report by personally complying with all of the deferred report guidelines/restrictions. The deputy will fix the report the next scheduled day without delay.

• Station Order 10/12.00 HANDLING OF MANDATORY PATROL CHECKS

PURPOSE OF THE ORDER:

The purpose of this order is to establish current station policy regarding the mandatory performance and logging of miscellaneous patrol checks. the patrol checks include, but not limited to, citizen patrol requests, directed patrol missions, and areas being targeted for recent criminal activity.

ORDER:

Citizen patrol request will be documented on a station Patrol Check Request form. The completed form will be kept in a manual at the desk under the care of the Watch Deputy. During the course of each shift, the dispatcher will assign a call to each location and the handling deputy will complete a thorough investigation. the results will be documented in the call clearance with an 800 statistical code.

Directed patrol check locations are areas that have been selected for increased patrol. a list of directed patrol areas will be provided to patrol units on a monthly basis. It is the responsibility of the individual patrol unit to perform checks of directed patrol areas daily, and log the results with a 800 statistical code.

RESPONSIBILITIES:

Field Sergeants will monitor their patrol units and supervise the completion of directed patrol checks as needed.

Watch Sergeants will examine the previous shift's patrol worksheets, and assure that directed patrol checks were completed when unallocated patrol time was available.

Watch Commanders will assure the monitoring of patrol checks by their sergeants.

• Station Order 10/13.00 HANDLING OF VACATION PATROL CHECKS BY CIVILIAN VOLUNTEERS

PURPOSE OF THE ORDER:

The purpose of this order is to establish current station protocol for the handling of vacation patrol checks by citizen volunteers.

ORDER:

Request for vacation patrol checks shall be submitted on a Vacation Check Request form. The original form will be placed in a manual under the care of the Watch Deputy. A copy will be placed in a Civilian Volunteer Patrol Check manual, that will also be kept at the desk. Volunteers will provide the Watch Deputy with a Volunteer In-Service worksheet prior to leaving the station to conduct patrol checks. the Volunteer Patrol Check manual will be exchanged for the in-service work-sheet, and the volunteers will return the manual at the completion of their patrol checks.

RESPONSIBILITIES:

It is the responsibility of the individual department member receiving the Vacation Patrol Check from to place it in the appropriate manuals.

The Watch Deputy will supervise the appropriate use of each manual, and assure that expired request forms are forwarded to the station Volunteer Coordinator for storage.

• Station Order 10/14.00 COURT LIAISON PLAN

PURPOSE OF THE ORDER:

The purpose of this directive is to establish a court liaison plan which will:

- Provide an effective method of serving subpoenas upon unit personnel
- Ensure the prompt court appearance of subpoenaed personnel
- Ensure the testimony of unit personnel is professional and credible
- Provide for the proper management and verification of court overtime
- Hold each responsible employee accountable for any non-compliance

It is intended that this directive supplement, rather than replace, existing Department policies and procedures with respect to subpoenas and court appearances. A broad overview of Department policy is provided, with key points reinforced or clarified. It also provides additional direction where needed and formalizes other procedures that have been observed as a matter of custom. Because this document is intended to serve as a primary source of direction for court-related issues, a significant part is duplicated from other sources. If any part of this directive is found to be in conflict with any region or Department policy, or MOU, that conflict shall be resolved by adhering to the MOU.

POLICY

General Responsibilities

Court Liaison Lieutenant

The court liaison lieutenant shall be responsible for the ongoing management of the court liaison operation and for overseeing the daily performance of the court liaison sergeant and staff. The lieutenant shall be responsible for ensuring that all unit personnel comply with the provisions of this directive, as well as any and all related Department policy.

Court Liaison Sergeant

The court liaison sergeant shall be directly responsible for actively supervising the unit's court liaison operation and for ensuring compliance with this directive and all related Department policy. The sergeant shall directly supervise the daily activities of the court liaison staff and shall be available for court liaison purposes.

Additionally, it shall be the responsibility of the court liaison sergeant to:

A. Oversee the activities of station personnel related to all court appearances.

1.

2. Establish and maintain effective liaison with key personnel in the courts, including judicial officers, members of the District Attorney's Office, and members of the Public Defender's Office. The sergeant shall meet at frequent intervals with head deputy district attorneys, identifying and resolving any actual or potential problems related to court appearances and/or credibility of testimony.

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3. Regularly monitor daily court appearances to:

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1. Ensure subpoena compliance and verify attendance;

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2. ensure compliance with Department policy regarding dress and grooming standards; and

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3. audit the testimony of unit personnel to ensure that it is credible and professional.

Any problems encountered in this area shall be documented and followed-up. Any training-related issues will be promptly communicated, through channels, to the training staff.

D. Ensure that station personnel receive training regarding court appearance standards and expectations and ensure that each member is aware of his/her responsibilities as specified in this plan.

E. Ensure that the following systems are being maintained and properly utilized:

1. Court appearance calendar

2. Log for non-appearance of employee witnesses

3. District attorney complaint process

4. Subpoena tracking system

5. eSubpoena tracking system

6. Compiling, printing, and posting of the five-day court list (usually two weeks in advance)

7. Five-day list for verification of service and acknowledgment

F. Be familiar with all court procedures and initiate or recommend changes when appropriate.

Early Morning Watch Commander

The early morning watch commander will call all personnel who have failed to acknowledge receipt of a subpoena for that day. These calls should occur between 0500 and 0600 hours.

Watch Sergeant

All sergeants shall review the content of all arrest reports to ensure that only patrol deputies who are essential for case prosecutions are subpoenaed. When possible, in routine misdemeanor arrests, the arresting officer shall conduct or witness the searches, tests, or interviews so that only he/she is subpoenaed to testify in court.

Subpoenas and Subpoena Acknowledgment Forms shall be maintained in a three-ring binder (subpoena binder) in the briefing room. During shift briefings, patrol sergeants shall be responsible for ensuring that subpoenas located in the subpoena binder are served to the appropriate deputy personnel in attendance. The patrol sergeant shall serve the deputy and ensure that the deputy receiving the subpoena signs and dates the Subpoena Acknowledgment Form. The patrol sergeant shall ensure that the signed Subpoena Acknowledgment Form is turned in prior to the end of briefing. The patrol sergeant shall complete the form by signing on the “Subpoena Served By” line and shall include his/her employee number. The completed Subpoena Acknowledgment Form shall then be placed in the subpoena binder for collection by the Court Liaison Officer.

Note: **Deputy personnel shall not self-serve from the subpoena binder. A sergeant or acting sergeant shall affect service.**

Scheduling/Training Sergeant

The scheduling/training sergeant shall approve all court overtime and ensure that the subpoena compensation system is effectively administered. Any discrepancies in the reporting of court overtime shall be identified and appropriate corrective action taken.

Court Deputies and Investigators

Court deputies and investigators shall be responsible for requesting subpoenas for only the minimum number of deputies required to testify. Investigating officers in charge of a case shall be responsible for ensuring that prosecution witnesses are subpoenaed, served, and aware of their required court appearance.

Court Liaison Officer

The station court liaison officer (CLO) shall be responsible for:

A. Subpoena control:

1. Receiving and processing all incoming subpoenas and documenting a trail of possession and service and entering all subpoenas received in the Subpoena Tracking System listing the required information;

2. Filing copies of the subpoena in a permanent file. The original copy, along with the Subpoena Acknowledgment Form, shall be filed alphabetically and by shift in the subpoena binder located in the briefing room;

3. Coordinating subpoena service for civilian witnesses;

4. Receiving, recording, and filing all Subpoena Acknowledgment Forms;

5. Maintaining the automated subpoena tracking system; and

6. Posting and distributing the “Daily Court Appearance” list on a daily basis.

B. The coordination of on-call court cases between the courts and station personnel and shall include:

1. Maintaining the on-call control log; and

1.

2. Making frequent checks throughout the day to ascertain the status of all on-call cases and calling the day before to verify the current case status.

(**NOTE**: It is station personnel’s responsibility to contact the CLO at 1200 hours to verify on-call status.)

C. The maintenance of the court liaison log.

A court liaison log shall be established and maintained, which will provide a record and documentation of the following:

1. Communications to and from the District Attorney’s Office regarding changes in case information (e.g., rescheduled cases, cancellations, status changes from “must appear” to “on-call,” witness unavailability, etc.), as well as any notifications to or from subpoenaed employees regarding those changes;

2. Reports or inquiries regarding the non-appearance of personnel in any case wherein a subpoena has been issued. The court liaison sergeant shall conduct an inquiry in each such case and shall document his/her findings and report to the court liaison lieutenant as appropriate; and

3. Any inquiries or reports of problems from the District Attorney's Office.

All such inquiries and problems shall require follow up by the court liaison sergeant, who shall communicate the outcome to the District Attorney's Office when appropriate.

D. Assisting in resolving conflicts when personnel are subpoenaed to appear during regularly scheduled vacations.

E. Being familiar with the contents of this directive and Manual of Policy and Procedures, Sections 3-01/050.95 and 5-07/250.00, relating to court cases and court appearances and the reporting of court overtime.

F. Promptly notifying the court liaison sergeant or in his/her absence, the watch commander, of any problems, difficulties, or conflicts.

G. Reviewing all overtime slips for accuracy and forwarding them to the scheduling and training sergeant for final approval.

H. The day before each court date, the CLO will review the court register to ensure that all subpoenas

have been acknowledged. **Subpoenas that are not acknowledged shall be brought to the attention of the on-duty watch commander who shall forward the information to the early morning watch commander. The early morning watch commander shall call the appropriate employee at home between 0500 and 0600 hours on the day the subpoena is in effect.**

Station Personnel

Station personnel shall be responsible for:

A. Checking their mailboxes at the beginning and at the end of each shift and reading notifications related to court appearances. Personnel shall check their e-mail at the beginning and at the end of their shift when on duty;

B. Receiving and immediately acknowledging all subpoenas issued to them. Upon receiving an eSubpoena, employees shall immediately open and acknowledge receipt of the electronic subpoena by clicking the appropriate “ACKNOWLEDGE” hyperlink (FOD 10-02);

C. Routinely checking the “Daily Court Appearance” list to determine if any subpoenas are pending. During court liaison business hours, the subpoena register will remain in the possession of the CLO. The court list is printed and posted in the briefing room two weeks in advance for all affected personnel and functions as a reminder of all pending court appearances;

4. Promptly notifying the CLO of any subpoenas received from any source other than the CLO;

5. Notifying the CLO, **as soon as possible,** whenever a case is trailed or continued. After 1630 hours, call the CLO at (909) 450-2732 and leave a voicemail message;

F. Punctual compliance with all subpoenas and any subsequent oral instructions from the judicial officer

having jurisdiction of the case;

7. Ensuring that any and all necessary evidence is delivered to court for their case;

8. Being thoroughly familiar with their case and testifying in a professional, credible manner;

1. Immediately notifying the training staff, CLO and the court liaison sergeant whenever any training conflicts with a scheduled court appearance;

10. Personally contacting the handling deputy district attorney regarding any inability to comply with a subpoena or any request for a variance (e.g., being placed on call). The employee shall then advise the CLO and court liaison sergeant providing them the name of the handling deputy district attorney who authorized the change, as well as the case name and number;

(NOTE: If a subpoena is issued by a private attorney or deputy public defender, permission to be excused or placed on-call must be obtained from that attorney, **NOT A DEPUTY DISTRICT ATTORNEY.)**

11. Notifying the CLO via memorandum or e-mail, **at least two weeks in advance,** of any changes or **variances** in any regularly scheduled vacation (e.g., additional "F" days, swaps, etc., which would alter the days of the absence). The memo or e-mail will include starting and ending dates of the scheduled absence;

50. Immediately notifying the CLO whenever the status of a case has been changed from MUST APPEAR to ON-CALL, or vice versa, and for providing the CLO with the name and title of the person authorizing the change;

1000. Being familiar with the contents of this directive and Manual of Policy and Procedures, Sections 3-01/050.95 and 5-07/250.00, relating to court cases, court appearances, and the reporting of court overtime; and

14. Ensuring that when issuing a routine traffic citation, only one deputy's name appears on the citation when possible.

(NOTE: When making notifications to or communicating with the CLO, the preferred methods are e-mail, phone call, memorandum, or personal contact. Do not rely on voice mail without follow up, and do not write messages on, or attach them to, overtime slips.)

SUBPOENA PROCESSING, SERVICE, AND ACKNOWLEDGMENT

It will be the policy of this command to guarantee the appearance of all subpoenaed personnel when such subpoenas are received at least five days prior to the appearance date (barring scheduled vacations or unforeseen circumstances).

Subpoenas received less than five days prior to the appearance date will be handled on a case-by-case basis, and every effort will be made to ensure personnel's appearance in court; however, if the employee is unavailable, the subpoena will be returned to the court by the CLO and the court shall be notified that we were unable to make a timely service.

The CLO shall time stamp all incoming subpoenas upon receipt, if possible.

When subpoenas are received by the CLO, the CLO shall determine if there is sufficient time to effect service and if there is sufficient time for personnel to comply with the subpoena. In making this determination, the CLO shall be guided by the provisions of Penal Code Section 1328. If there is insufficient time for service and/or compliance, the CLO shall return the subpoena to the issuer with the reason for non-service. If it

becomes necessary, the following steps shall be taken:

A. The CLO shall immediately notify the court liaison sergeant who will make the final determination regarding acceptance or refusal;

B. Immediate notification shall be made to the investigating officer if one is assigned and known;

C. Immediate notification shall be made to the issuer; and

D. Written documentation shall be made in the form of a log of any such subpoena received and what steps were taken. Any subpoena received less than five court days prior to the appearance date shall also be logged, whether served or not served.

If there is sufficient time for compliance, the CLO shall attach a Subpoena Acknowledgment Form to the subpoena and place it in the subpoena binder for service by shift patrol sergeants to the employee being subpoenaed.

If the employee has transferred, the CLO shall correct the address, if known, and return the subpoena to the issuer. The CLO shall also make every effort to notify the CLO or supervisor at the employee's new unit of assignment and forward a copy of the subpoena to the new unit.

If unable to serve a subpoena, the CLO shall notify the court deputy, witness coordinator, or the investigating officer, whichever applies.

Station personnel receiving a subpoena shall immediately sign the attached Subpoena Acknowledgment Form and return it to the issuing sergeant or CLO.

Subpoena Acknowledgment Forms not returned within five business days of issuance or appearance date shall be forwarded to the employee's supervisor or watch commander who will ensure that personal service is affected.

The day before each court date, the CLO shall review the court register to ensure that all subpoenas have been acknowledged. Subpoenas not acknowledged shall be brought to the attention of the on-duty watch commander who shall forward the information to the early morning watch commander. The early morning watch commander shall call the appropriate employee at home between 0500 and 0600 hours on the day the subpoena is in effect.

COURT APPEARANCES

Must Appear

1. Personnel who received a "Must Appear" subpoena must appear at the designated time and place, adequately prepared to testify, unless excused by the handling deputy district attorney *personally* or *via a member of the court liaison staff.*

2. Personnel shall allow sufficient time to time-stamp in and arrive at the designated place prior to the designated appearance time.

3. Personnel shall make their presence known to the assigned deputy district attorney or person in charge upon arrival in the courtroom or designated location.

4. All subpoenas shall be considered MUST APPEAR unless specific instructions are given for ON-CALL status. If there is ever any doubt, confirm the status with the CLO.

5. Personnel who are unable to comply with a subpoena because of an illness or personal emergency shall:
    1.
        1. Notify the assigned deputy district attorney prior to the time the case is called. This notification is the personal responsibility of the person subpoenaed and not the responsibility of the CLO.

Notify the CLO and court liaison sergeant providing the name of the deputy district attorney notified, as well as the case name and number.

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    1.
        2. If personnel are unable to comply with either of the above, they shall communicate the required information to the on-duty watch commander who will take the necessary steps to ensure that these notifications are made.

6. Scheduled court appearances shall always be given priority over training, RDO's, or other scheduled time off.

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    1.
        1. **Although a scheduled vacation technically cannot supersede a subpoena**, the courts are generally very flexible with law enforcement provided that they have been given sufficient notice of vacation dates.

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    1.
        2. Therefore, when preparing complaint reports, deputy personnel shall list their vacation dates at the bottom of the face page, between their name and I.D. number. When additional

deputy personnel are referred to in the body of the report, their vacation dates shall also be listed. Example: John Smith (vac. 6/05) #123456

3. Sergeants approving reports shall ensure that vacation dates are included. If there is no scheduled vacation pending, write “vac. none” or “vac. 0.”

7. Whenever personnel receive multiple subpoenas for the same date with conflicting appearance times, they shall notify the CLO and the appropriate deputy district attorney(s) regarding their priority of appearance(s), and they shall be guided by the following:

1.
    1.
        1. Federal Court shall have priority over State Court
        2. Juvenile cases shall have priority over adult cases
        3. Felony cases shall have priority over misdemeanor cases
        4. Misdemeanor cases have priority over infractions (most traffic cases)

8. Whenever subpoenaed personnel encounter <u>any</u> conflicts regarding court appearances, it is <u>their</u> responsibility to ensure that the conflict gets resolved. This may mean contacting the station’s Training and Scheduling Office to have training rescheduled or contacting the District Attorney’s Office when two superior court cases conflict, etc. When in doubt, the court liaison sergeant or other supervisor should be consulted. Remember, it is still the responsibility of the subpoenaed person to ensure that the conflict is appropriately resolved.

1. Whenever a case is trailed or continued or an employee receives other oral instructions from the court regarding any court appearance, the employee shall communicate that information to the CLO without delay. The CLO shall then update the Daily Court Appearance list with this information.

10. Personnel appearing in response to a subpoena during a time other than their regular working hours, shall time-stamp in on their subpoena upon arrival to the subpoenaed destination and, after excused, time-stamp out prior to leaving the location.

11. DMV Telephonic Hearing

Employees who are subpoenaed for a DMV Telephonic Hearing that is scheduled during the employee's working hours, shall utilize a Department telephone to call the DMV at the scheduled time and receive no additional compensation.

Employees who are subpoenaed for a DMV Telephonic Hearing that is scheduled at a time when the employee is off duty, shall receive **one hour** of overtime or actual time spent beyond one hour (whichever is more) for a completed call based on their hourly rate, as defined by the Los Angeles County Code, for their classification.

Court Appearances While Assigned to Field Duty

Frequently, our responsibilities in the field and our obligation to appear in court are competing for the same time slot. Similarly, the desk's need to effectively manage field resources often conflicts with a field deputy's responsibility for being in court. However, by observing the following simple procedures, both field and desk personnel can fulfill their responsibilities with minimal disruption to operations:

A. When a deputy has a court appearance on a particular day, at the beginning of his/her shift, the deputy shall give the desk advance notice by means of an MDT message (e.g., "FYI, I have court in Pomona at 0830.");

B. When ready to leave his/her area to go to court, the deputy shall enter an "obs" in the MDT to reflect the court appearance;

1.

3. If a question arises on behalf of desk personnel or the field deputy as to whether the deputy will proceed to court or remain in the field, the watch deputy shall immediately notify the watch commander who will make that determination. Only a serious emergency or very compelling circumstances should prevent a deputy from attending court; and

D. Any time an on-duty deputy is delayed or prevented from attending court because of field conditions, the watch commander shall personally notify the deputy district attorney handling the case and explain why the deputy cannot be in court. This shall then be documented in the Watch Commander's Summary Report.

ON-CALL STATUS

Station Personnel Procedures

1. All requests for on-call status shall be made by the person subpoenaed (NOT THE CLO) directly to whomever issued the subpoena, which is usually the District Attorney's Office. If granted on-call status, the following information shall be provided to the CLO prior to 1600 hours on the last court day prior to the specified appearance date:

1.

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1. Name of deputy district attorney granting on-call status. Sometimes the witness coordinator at the concerned court will speak to the district attorney and secure permission for the employee to be placed on-call; and

2. case information.

B. Personnel receiving an on-call subpoena or who have been placed on-call shall:

1. Ensure that the CLO has a **phone number** where the person who is on-call will be immediately available. Personnel desiring to use answering machines may do so, provided that they respond to the CLO within 15 minutes of an answering machine message to confirm receipt of the message. When on-call personnel are **REQUIRED** to be available by phone, they shall keep their line clear and shall ensure that their equipment works. **It is the responsibility of the person who is on-call to make sure the CLO can reach them while they are on-call;**

2. Maintain a response time of one hour or less; and

3. Be adequately prepared to testify when called.

C. An employee who is advised in court that their case is being trailed, etc., and/or placed on-call by the district attorney must provide the CLO with the required status change information immediately.

D. On the date of the court case, the employee must contact the CLO by 1200 hours to be advised of the case status. If the court case is still pending, the employee will remain on-call until notified otherwise by the CLO or appropriate unit supervisor or at the end of the court day (1530 hours).

E. **On-call cases frequently trail for up to 10 days. However, personnel shall not automatically consider themselves on-call for 10 consecutive days unless specifically instructed to do so by the CLO or the district attorney.** If so instructed directly by the district attorney or the court, this information must be provided to the CLO without delay.

F. Employees who have worked the previous EM or PM overlap shift and who wish not to be contacted unless needed for court, must give a memo or send an e-mail to the CLO advising him/her of their request. The employee need not call the CLO at 1200 hours. The CLO will update the case via eSubpoena, advising the employee of the status of the case.

G. **Requests for on-call compensation may not be approved for any personnel not on the On-Call Control Log when case information is not provided to the CLO as required in Manual of Policy and Procedures, Section 5-07/270.05 (as listed above). Therefore, it is important that the CLO be**

promptly advised of any status changes.

H. Employees shall prepare on-call overtime slips indicating the starting time, ending time, court case number, court, and defendant, and submit them to the CLO for processing and approval.

Court Liaison Officer Procedures

1. When the CLO is notified of changes in the status of an on-call subpoena, the CLO will enter it in the On-call Control Log.

2. Subpoenas issued initially as “on-call” will automatically be entered in the On-call Control Log by the CLO.

3. The CLO shall track the status of on-call cases as described in Manual of Policy and Procedures, Section 5-07/270.10, which includes contacting the District Attorney’s Office by 1200 hours to determine the status of on-call cases. When the status of a case changes, the CLO will notify the concerned personnel at once.

4. If there is a change in status, i.e. the case is continued to another day, personnel will be subpoenaed, case dismissed, etc., the CLO will make updates electronically via eSubpoena so it is pertinent that personnel check their E-Mail. If personnel are on their RDO or on vacation, the CLO will contact them by phone. It is the employee’s responsibility to insure the station has their most current phone number(s).

ACCOUNTABILITY

All personnel will be held responsible for appearing in court in response to subpoenas.

Court Liaison Officer (CLO)

In all instances when a court provides notice that one of our personnel failed to respond, was late, or when he/she could not be reached while on an on-call status, the CLO shall attempt to ascertain whether there was a valid reason (e.g., conflicting subpoenas, vacation, emergencies, etc.). If no valid reason is ascertained, the CLO shall prepare a notification and submit it to the court liaison sergeant for follow-up.

Court Liaison Sergeant

When a notification is received from the CLO regarding an attendance problem, the court liaison sergeant shall conduct an inquiry to ascertain the circumstances. If no valid reason is presented, the court liaison sergeant shall take appropriate action (e.g., notation in the Performance Log, counseling, unit-level investigation, etc.).

EVIDENCE PICKUP AND RETURN

When ordered by the court or the District Attorney's Office to bring evidence to court, the handling deputy shall comply with the request.

Narcotics

1. Personnel who need copies of narcotic evidence for a court appearance shall notify the Narcotics Bureau not less than two court days prior to the appearance date.

2. Copies of narcotic evidence may be picked up from the Narcotics Bureau during regular business hours, beginning at 0800 hours.

Regular Evidence

Regular evidence must be requested from the station property custodian during regular business hours, beginning at 0730. **If property is over 90 days old, the evidence must be requested at least three business days prior to the court date.** Evidence returned after duty hours of the property custodian shall be placed in the interim station evidence locker.

COURT OVERTIME PAY

Must appear

For each court appearance resulting from a subpoena, all personnel from the rank of deputy through lieutenant are eligible for a minimum of three hours overtime, which **includes** compensation for all travel and evidence pickup. Additionally, overtime shall be granted for all time actually spent in court that exceeds two hours. No additional overtime shall be granted for subpoenas that overlap or coincide in reporting times. **"Court overtime minimum" does not apply for court appearances that occur as an extension of regular duty time.**

Upon arrival at and upon leaving court, personnel shall legibly time stamp their subpoena in the Court Clerk's Office or the Court Services Office. Because each of our local courts has at least two time stamps, signatures by the deputy district attorney or other official will usually not be accepted. A time stamp "IN" and a time stamp "OUT" is an accepted manner to verify court appearance times. A single time stamp will only qualify you for "minimum" overtime. If for any reason there is no time stamp available at a particular location, attach a memo explaining the unavailability of a time stamp to any overtime slip submitted.

Include the name of the deputy district attorney, or the person you reported to, in the memo.

On-Call

A minimum of two hours, half-time compensation, including travel to court, will be granted to an employee who receives an on-call subpoena, provided the on-call status is not canceled prior to the date of the subpoena. However, additional compensation will not be granted for “on-call” subpoenas which are issued for the same or overlapping time periods as “must appear” subpoenas.

Time Increments

All overtime shall be earned, credited, and paid in 15-minute increments.

Overtime Worked Report (Court)

Overtime slips shall contain the following information for statistical reporting:

1. Testimony: i.e., Did not testify/Testified

2. Conference time with district attorney (if any)

3. Witness pickup (if applicable)

4. **Time-stamped subpoena attached**

5. Statement - “This arrest/citation was in the unincorporated area of

_____. If the arrest/citation was in the city, write city of San Dimas.

Insure the RD matches the location of the arrest/citation. Complete the Adjusted Daily Timesheet and submit.

Personnel submitting an Overtime Worked Report shall do so no later than the end of their next scheduled shift. Late reporting of overtime will not affect payment for the time worked but may delay payment and will be in violation of this directive.

ATTIRE

Regardless of regular assignments, station personnel appearing before the courts shall dress either in full Class “A” uniform or appropriate business attire. Under no circumstances shall personnel appear before the court wearing jeans, sport shirts, knit shirts, or raid jackets.

• Station Order 20/03.00 LOCKER ROOMS

ORDER:

1. Personal lockers shall be kept locked at all times.

2. No personal gear will be left outside the locker with the exception~of one pair of boots or shoes which must be kept on top of the locker.

3. No pin-up photos, stickers, etc., shall be placed on the outside of any locker or on the walls.

4. No changes in locker assignments will be made without authorization. A list of locker assignments and master keys shall be maintained in the Watch Sergeant's Office.

5. 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 pipes will be discarded by trusties.

6. Shoes to be shined shall be placed in the area specified for the shoe-shine trusty.

• Station Order 20/04.00 USE OF RADIO CARS FOR COURT APPEARANCES OR OFF-DUTY FUNCTIONS

ORDER:

Radio cars may be used for courts in the Los Angeles metropolitan area or other distant locations. Radio cars may also be used for schools and special training sessions required by the Department. Radio cars may be used for the Range, but every effort should be made to go in groups of three or four.

Radio cars shall not be utilized for local court appearances except as approved by the Watch Sergeant.

No one shall use a County vehicle to go to an off-duty function where alcoholic beverages are served, unless that person is a speaker at the function, and only then with Watch Commander's approval.

The approval for use of radio cars by the Watch Sergeant shall be based upon the number of units needed for patrol purposes with a sufficient number of reserve units for emergencies or mechanical failures.

• Station Order 20/05.00 STATION SECURITY

ORDER:

Because of the acts of violence and vandalism perpetrated against police facilities all over the country and due to the necessity to safeguard records and information entrusted to us, the following security procedures shall be adhered to by all personnel:

Station Security

The Watch Commander shall see that frequent exterior and interior security checks are made during each watch.

1. Exterior Checks:

   Exterior checks should include inspections of all exterior doors including the maintenance area, parking lots, and all areas likely to be hiding places.

   Additionally, suspicious or unauthorized persons shall be checked thoroughly and carefully, having due regard for the purpose of the security inspection.

2. Interior Checks:

   Interior checks shall also be made periodically with special attention to restrooms, interview rooms, maintenance rooms, 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 same.

Station Visitors

1. Identification

   All visitors who are admitted beyond the counter shall be required to furnish identification and be escorted at all times while in the station (see exceptions 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 station. Station personnel shall challenge any persons in non-public areas who are not wearing identification.

2. Law enforcement personnel from other units or agencies shall be directed to areas necessary for them to conduct business.

• Station Order 20/10.00 TRUSTY SERVICES - CAR WASHES

ORDER:

A. Station personnel may have personal cars washed by trusties by listing the following procedures:
1. Obtain a car wash slip from the Jailer.
2. Fill out all necessary information on the slip in ink (printed).
3. Submit the slip and money to the Jailer. The Jailer will count the money and sign the slip after assigning a trusty, and deposit the slip and money into the cash box.
4. Give the wash slip to the assigned trusty.
5. Wax, Armor-All, or special materials must be supplied by the employee.

B. Car washes are a privileged convenience only At no time shall private car washes hinder or delay station services. Car washes are for employee's personal cars only. This does not include friends relatives, etc.

C. Private vehicles will not be washed prior to 1100 hours or parked in the wash area prior to this time.

D. Exceptions will require approval of the Watch Commander.

E. There will be no car washes on Saturday until day field operations are completed.

F. We do not wash Park Patrol or Los Angeles County Marshal's private vehicles. Non-station County vehicles will be done only at the direction of the Watch Sergeant. We do wash the San Dimas City Manager's City car.

G. Trusties cannot be required to wash a private car before or after their duty hours (0530 to 1800). If a trusty volunteers to wash the private car, the Watch Sergeant shall verify that fact before the issuance of a car wash slip.

ll. A metal cash box will be kept in the Jailer's desk. This box will be locked by means of a hasp and padlock. The top of the cash box will have an opening large enough to accept folded currency and coin.

I. Two keys to the cash box will be maintained. One key will be kept on the Watch Commander's key block, the other in possession of an assigned Services Assistant.

J. The Services Assistant assigned to this duty will be the only person (other thati the Watch Commander) authorized to open the cash box and disburse the funds to the concerned trusties. Funds will be disbursed at least once a week unless need dictates otherwise.

K. Opening of the cash box by anyone other than the Watch Commander or assigned Services Assistant will require a memo to the Desk-Jail Lieutenant detailing the reason for deviation.

II.
SHOE SHINE PROCEDURES

A. Deputies wanting boot and shoe shines shall place the articles to be shined in the northeast hallway leading to trusties' quarters with the appropriate amount of money in the shoe. Articles should be placed as close to the east wall as possible.

• Station Order 20/16.00 ACCOUNTABILITY AND READINESS OF SUPERVISOR EQUIPMENT

PURPOSE OF THE ORDER:

Accountability and readiness of supervisor tools and equipment are key to the mitigation of risk and instilling on scene support for subordinate personnel. The purpose of this order is to promote a proactive effort of professional accountability and constant readiness in accordance to the practices included in the Manual of Policy and Procedure, Field Operations Directives, Emergency Operations and Procedures, and other department manuals.

ORDER:

At the beginning of each shift, the field/watch sergeant and watch commander shall receive a verbal pass on from the off-going field/watch sergeant and watch commander, regarding the readiness and serviceability of patrol supervisor equipment. The on-coming field/watch sergeant will account for and inspect for serviceability, the supervisor vehicle, all breaching equipment, tactical response equipment, firearms and ammunition, less lethal weapons, and communication equipment.

All battery operated electronic equipment (i.e. taser, digital camera, video camera, etc.) used by the field/watch sergeant and watch commander shall be checked for readiness at the beginning of each shift. Any electronic equipment failing to maintain an immediately deployable status will be assessed to remedy the failure. If unable to resolve the failure, the equipment will be exchanged for a deployable item, and appropriate repair notifications shall be made.

08/19/2019

• Station Order 30/06.00 EMPLOYEE ABSENCE REDUCTION PROGRAM

PURPOSE OF THE ORDER:

It is critically important that all employees report to work as scheduled. Employees identified as having unacceptable absenteeism or tardiness problems shall be required to provide notice in accordance with County Code 6.20.120 and this Policy.

The Los Angeles County Code, Section 6.20.120, states that: "Any employee absent due to sickness, injury, pregnancy, quarantine, nonâ€‘emergency medical or dental care, or any of the leaves provided for in 6.20.080 of this code, may be required, before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to their department head that his absence was due to such cause."

An employee may have an absenteeism problem when he or she has unexpected absences with the following frequency:

- Has three or more separate incidents/absences in one month, or
- Has two or more separate absences in one month that are next to the employee's regular days off (RDO), or
- Has one or more Unauthorized Absences in one month, or
- Has been late two or more times in one month, or
- Has more unexpected absences in one calendar year than the employee earns in Sick Leave in one calendar year.

Failure to comply with this policy may result in disciplinary action.

ORDER:

Employee Responsibilities:

Unless circumstances prevent such notice, employees shall notify the respective onâ€‘duty Watch Commander or Watch Sergeant as far as possible in advance of any absence, but at least two hours prior to the scheduled reporting time, and shall provide the following information:

- Reason for absence
- Type of absence leave time to be credited
- Expected length of illness/absence
- Telephone number where employee can be reached

If an employee calls in and is unable to communicate directly with the appropriate supervisor, it is the responsibility of the employee to leave a message for that supervisor and then be available for a callâ€‘back from that supervisor.

Employees who call in with a medical problem are expected to remain at home during their shift hours unless their physicians have prescribed otherwise and be available to be contacted by phone or in person. If the employee needs to leave his or her home for medical reasons, he or she must contact the appropriate supervisor, and advise that supervisor of the reason and length of time that they will be absent from home.

Immediately upon the employee's return to work from an absence/leave that requires documented, satisfactory proof, an employee shall report and submit the appropriate documentation to their shift Watch Commander or Watch Sergeant. Failure to comply shall cause the employee's time record to remain unchanged and reflect as an Unauthorized Absence. An unauthorized absence is without pay. An Unauthorized Absence/Leave is unacceptable to the unit and may lead to counseling, an administrative investigation, improvement needed performance evaluation and/or discipline up to and including discharge. If the employee needs to leave his or her home for medical reasons, he or she must contact the appropriate supervisor, and advise that supervisor of the reason and length of time that they will be absent from home.

Supervisor's Responsibilities:

1. Upon receiving a request for an unexpected absence without prior approval, the handling supervisor shall:

a. Check the Absence Tracking Roster (a list of employees who have been identified as having absenteeism and/or lateness problems), maintained in his or her office, to see if the employee is listed as having an absenteeism problem. If the employee is not listed on the roster, then the handling supervisor shall exercise his or her discretion in taking the callâ€'in, and complete the Telephonic Notification Absence Request accordingly.

02/01/2016

• Station Order 40/03 SAN DIMAS MOUNTAIN RESCUE TEAM

ORDER:

The following outlines the general procedures to be followed by desk and field personnel regarding activation of the Rescue Team in the event of any of the following:

- Stranded person (cliff hangers)
- Lost persons in mountainous area
- Auto accident, victims over the side
- Injured persons distant from roadway
- Assist Headquarters Units, Homicide Bureau, etc.
- Floods and major mud flow
- Forest/brush fires (assist Forestry - County re: rope systems)
- Scuba-dive work (assist Emergency Services Detail)
- Evacuation of areas (fire, flood, etc.)

When desk personnel receive a call pertaining to any of the above the Watch Sergeant shall be advised immediately. It is the Watch Sergeant's responsibility to call out the Rescue Team. (Use San Dimas Form 106.) Timeliness is of the utmost importance in activating the Rescue Team. Their response can always be terminated if it is determined that they are no longer needed. The Rescue Team doesn't mind being turned back nearly as much as being called too late to perform a function that is their responsibility.

Stranded Persons (Cliff Hangers)

Activate Rescue Team, dispatch unit.

Lost Persons in Mountainous Area

Notify Rescue Team to stand by and dispatch unit to check for lost person's vehicle if applicable. Using information obtained from informant, fill out SHR 220 as much as possible and start. checking with known

family and friends to make sure that the lost person is not already out of the mountains. The determination to activate the Rescue Team will be made as the investigation continues.

Auto Accident, Victims Over the Side

If there are victims over the Bide, it is the Rescue Team's responsibility to retrieve them. If they are on the roadway, it is the Fire Department's responsibility. If in doubt, roll Rescue. If a victim is over the side, Dispatch unit, activate Rescue Team, notify California Highway Patrol and paramedics, Dispatch ambulance and tow service as necessary. If a victim is on the road and there reportedly are injuries, dispatch unit, dispatch ambulance, notify California Highway Patrol and paramedics.

Injured Persons Distant from Roadway:

Dispatch unit and ambulance. If the area is not accessible by ambulance, activate the Rescue Team to transport the victim out.

Assist Headquarters Units:

The determination to activate the Rescue Team shall be made by the Watch Commander or Watch Sergeant.

Floods and Major Mud Flow:

Activate the Rescue Team for rescue work in these areas. They have expertise and equipment for this type of work.

Forest/Brush Fires:

United States Forestry and Los Angeles County Fire Department have requested that the Rescue Team be activated in areas in which rope systems may have to be set up to get their personnel out of an area if needed, and to assist in systems to climb steep areas.

Scuba-Diving:

San Dimas Mountain Rescue Team has personnel and equipment available to assist Emergency Services Detail in scuba-dive work.

Evacuation of Areas:

Activate the Mountain Rescue Team if there is a possibility that an area may have to be evacuated. This can apply to some of the above subjects (i.e., fires, floods, etc.). In most cases, it is not necessary to await the unit's arrival before activating the Rescue Team. If it is felt that the informant is reliable and the Rescue Team will be needed, activate the Team at the time the unit is dispatched.

The Station Coordinator will be advised immediately whenever the Rescue Team is activated.

The Emergency Services Detail will be advised immediately of all injury accidents and rescues in the San Dimas mountain area.

Use Division Order •16, "Dispatching Emergency Medical Assistance", for additional information if needed.

Helicopter Assistance

A helicopter may be available during daylight hours to assist with rescues or transportation of injured persons. If it is dark or near dark, the helicopter will not respond into the mountains due to wires, etc., that cannot be seen at night. Helicopter assistance shall be requested through Special Enforcement Bureau and not through Aero Bureau.

Field Units

If you are dispatched to any one of the previously mentioned situations, you should determine within the first few minutes of your arrival whether the Rescue Team is needed. That determination should be relayed to the desk immediately so that the Rescue Team's response can be confirmed or terminated.

01/01/2000

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• Station Order 40/10.00 Station Cash Management and Handling Procedures

ORDER:

I. COLLECTIONS, OVER THE COUNTER

A. Personnel Involved: Desk Personnel
1. Watch Deputies, Complaint Deputies, DOA's, CSO's, Civilian Volunteer's, Etc.

B. Duties:
1. Accept checks, money orders, cash
a. For copies of reports1 print cards1 clearance letters, etc.
2. Restrictively endorse all checks and money orders:
a. Stamped For Deposit Only, L.A County Sheriff's Department" on back.
3. Issue separate receipt, for each transaction.

C. Miscellaneous fees cash record (SH-R-343) and cash on hand.
1. Watch Deputies responsibility to safeguard and verify totals.

a. Cash drawer kept locked during shift.
b. Audit conducted each shift, verified by full signature of Watch Deputy.

II. COLLECTIONS, OVER THE COUNTER

A. Personnel Involved: Secretarial Staff
1. Supervising Secretary and a designated assistant, jointly.

B. Duties:
1. All checks and money orders to be restrictively endorsed, immediately upon opening of the mail.
a. Stamped: L.A. County Sheriff's Dept" on back
2. Maintain a log of received mail, to record individual amount received.
3. Prepare a single miscellaneous receipt for the daily total of monies received.
a. Show total number of each type of report purchased on receipt.

III. VOIDED RECEIPTS

A. Personnel involved: Watch Sergeant
1. Voided Receipts signed by Watch Sergeant.
2. Brief explanation for the void, shall be included.

IV. MISCELLANEOUS FEES, BAIL/FEE DEPOSITS

A. Miscellaneous Fees Deposit
1. Each shift Watch Deputy shall prepare deposits.
2. Deposits shall be made next business day, when receipts on hand total $100.00 or more.
a. Three copies of deposit slip.

B. Transmittal of miscellaneous fees prepared (SH-AD~359)

C. Copy of deposit slip, copy of transmittal, and pink copies of miscellaneous cash receipts, forwarded to Fiscal Services:
L. A. Sheriff's Department
Business Office
Fiscal Accounts

3. All monies on hand, at the end of the business day on Friday (1700 hours), shall be deposited on Friday (prior to 1800 hours).
a. Deposit prepared by PM Watch Deputy.

B. Bail/Fines Deposit
1. Local court (Citrus or Pomona) checks to be placed in an envelope and given to appropriate Court Deputy for delivery to court.
2. Any other court checks to be placed in window envelope, for delivery by U.S. mail.
3. Day Watch Commander shall prepare deposit slips when bail funds exceed $100.00.

V. DEPOSITS

A. Personnel Involved: Desk Personnel and Designated Field Crew.

B. Deposit must be made by someone other than the person who prepared the deposit slip.

C. Deposit must be made by armed Deputy Sheriff.

• Station Order 40/12.00 STATION PARKING LOT REGULATIONS

PURPOSE OF THE ORDER:

The purpose of this order is to establish rules and regulations regarding the use of the San Dimas Station employee parking lot.

ORDER:

The concrete portion of the San Dimas Station parking lot is for County vehicles only. Private vehicles may only be parked on the concrete area in the wash rack area, and only for purposes of actually having the vehicle washed or waxed. Radio cars shall not be left at the gas pumps or at the curb adjacent to the rear doors unless an emergency situation exists and then the car shall be moved as soon as possible.

Parking spaces which are reserved and specifically marked as patrol lieutenant, patrol sergeant, booking only. etc., shall not be utilized by others, even for temporary parking.

Employee Parking

Personnel assigned to San Dimas Station shall park their privately owned vehicles on the blacktop portion of the parking lot. The parking lot shall not be utilized for the long term storage of personal vehicles, the storage of recreational vehicles or equipment.

Any Sheriff's Department personnel from other units or any outside police agency shall obtain permission from the Operations Staff at San Dimas Station to park in the station lot, for any reason other than conducting regular business in the station. Any overnight parking of vehicles, not specifically assigned to San Dimas Station is prohibited, unless prior approval is obtained from the Unit Commander.

• Station Order 40/16.00 MOBILE DIGITAL ERROR MANAGEMENT

ORDER:

In order to improve the accuracy, usefulness and overall quality of our Station/Departmental records, the procedure outlined below will go into effect January 5, 1992.

Watch Sergeants are responsible for reviewing digital Deputy Daily Worksheets (logs) and will ensure that all detected errors are corrected.

Prior to leaving the station following the end of each shift, each patrol/desk unit will generate a paper copy of his/her digital log and submit it to the Watch Sergeant on duty. The Watch Sergeant on duty, using the final "time-copy' in-service sheet as a guide, will ensure that a paper log is turned in by each patrol/desk unit going off duty Once all logs for the off-going shift have been accounted for, the on-duty Watch Sergeant will attach them to a copy of the final "time-copy" in-service sheet for the shift in question and place them in the concerned shift's log tray in the Watch Sergeant's office.

The Watch Sergeant of any given shift will review all logs generated on that shift during the previous day. For example, all logs generated by the PM shift on Monday will be reviewed by the PM Watch Sergeant on Tuesday. Those logs should be available along with a copy of the final "time-copy" in-service sheet in that shift's log tray

In the event there is no Watch Sergeant on duty on any particular shift due to shorthandedness or call-in, then the Field Sergeant will perform all the log related duties otherwise required of the Watch Sergeant. In the rare instance there is no Watch Sergeant on duty and the Field Sergeant is unable to spend time at the station due to the high volume of field activity requiring supervision, then the next available on-duty Watch Sergeant (or Field Sergeant) will review the previous shift's prior day logs as well as his/her own shift's prior day logs

Sergeants not familiar with the log review procedure (Detective Sergeants, etc.) who find themselves temporarily assigned to patrol duties will work the field; otherwise, the Field Sergeant will spend whatever time is necessary in the station assisting the Watch Sergeant in the review process.

Department executives have designated priority categories in the logs. The Exception Report lists any errors in those categories. Therefore, prior to reviewing any logs, the Watch Sergeant shall generate an Exception Report for the date and shift of the logs being checked. This Exception Report will be used by the Watch Sergeant to separate error-free logs from logs with errors. It will also be used as a place to record which logs have been given to individuals for correction and which logs have been re-submitted to the Watch Sergeant with errors corrected, re-reviewed and approved.

The Exception Report, when not in use by the Watch Sergeant, shall remain in the appropriate shift's log tray in the Watch Sergeant's office until all logs for that date and shift have been reviewed and approved or re-reviewed, certified as correct and approved. Once all logs for a given shift have been approved, the logs, the Exception Report with all notations, and the in-service sheet will be provided to the RAPS secretary for filing.

The log is the individual's work product. Therefore, it is the individual's responsibility to correct any errors he/she has made.

When the Exception Report reveals to the Watch Sergeant that one or more errors appear on a log, the Watch Sergeant will highlight that unit's designation on the Exception Report, indicating that the log has been returned to the individual for correction. The Watch Sergeant will also note the error on the paper log and return it to the concerned individual, in person if he/she is on duty. If the individual is on duty, he/she will correct the error(s) as soon as possible on that shift before he/she leaves the station to go home. All

errors on the Exception Report, as well as errors detected, such as wrong reporting district, wrong clearance code or incomplete narratives which may not appear on the Exception Report, will be noted on the paper log. Response times of over ten minutes to emergency calls or over twenty minutes to priority calls, or no time entered for either of the above, are listed at the end of the Exception Report. These will be considered errors to also be addressed by the person generating the log. If the response time discrepancy is due to an entry error, it will be corrected. If the time is longer than the above threshold times but correct then the individual will explain the reason for it in person or by memo attached to the re-submitted paper log. The Watch Sergeant reviewing the log will either accept the explanation as valid or take appropriate remedial action and will mark the response time as correct on the paper log (for future reference).

In the event the concerned individual is not on duty the day his/her log is reviewed, the log will be held in the appropriate shift's log tray until the person returns. If an absence .of more than five days is anticipated, then the Watch Sergeant shall give the log to the person's partner, if any to correct. If the person is to be away from his assignment for more than seven days, and there is no partner available to correct the log, then the Watch Sergeant, as soon as possible, will correct only those errors on the log that he she has the knowledge to correct. The errors that cannot be corrected will simply become a permanent part of the record by operation of the system. The aim is to keep these errors to an absolute minimum

The Watch Sergeant is also responsible for reviewing the logs of any other units who have errors appearing on the Exception Report. This includes the Field Sergeant, Watch Commander and Detective/Narcotics/Oss units. These units need not submit a paper log unless the Watch Sergeant observes that they have made errors noted on the Exception Report. The Watch Sergeant will notify them in person, or will direct a memo to them, to generate a paper log, correct it and return it for review.

The Watch Sergeant will ensure that any person who has difficulty completing or correcting a log due to unfamiliarity with the system or a lack of training will be provided with necessary assistance. The Watch Sergeant will ensure that patrol/desk units correct their logs in a timely fashion. The Watch Sergeant will report to the Watch Commander of the concerned shift any other unit failing to correct a log in a timely manner. The Watch Commander will contact the supervisor of the concerned unit and resolve the problem.

Each person given his/her log to correct shall submit to the on-duty Watch Sergeant the corrected log as well as the original log with identified errors, for review and approval. In the rare instance that the log is turned in during a shift other than that which the log covers, the on-duty Watch Sergeant will cause the log to be placed in the log tray for the appropriate shift

Personnel notified to correct a log who fail to do so in a timely manner will be subject to discipline. Personnel who persist in turning in an original log with frequent or excessive errors will be subject to discipline.

A log with no errors or a paper log corrected to the Watch Sergeant's satisfaction will be marked approved and the Watch Sergeant will sign it. It will then be placed into the system by
the Watch Sergeant.

• Station Order 40/27.00 ROADSPIKE- Spike Strip Pursuit Intervention Devices

ORDER:

The station's Fleet Management Sergeant or his designate, shall be responsible for maintaining a serialized inventory list of the station's three spike strips. He/she shall be responsible for the monthly inspection and recharging of the spike strips. He/she shall ensure that a minimum of two spike strips are deployed in the trunks of the field units within the station's contract city and unincorporated area.

The third spike strip shall be held in reserve in the armory should one of the deployed strips become inoperable.

1. Field Personnel:

   Only trained personnel may deploy spike strips per Field operations Directive 98-10. (A list of authorized personnel shall be maintained at the Watch Sergeant's desk) Authorized personnel will be identified by the letters "SS" next to their name on the daily in-service sheet.

2. Watch Sergeants:

   The Watch Sergeant shall insure that only trained personnel are assigned a unit with spike strips. The spike strips shall remain in the trunk of specific units, i.e., traffic cars in contract cities and training cars in unincorporated areas.

3. L.E.T. / Service Assistants:

   In the event a spike strip becomes inoperable, the L.E.T./ Service Assistant shall contact Field Operations Support Services and make arrangements for repairs and/or a loner spike strip while the inoperable spike strip is being repaired.

• Station Order 40/30.00 Jail Emergencies and Supervisory Notification Procedures

PURPOSE OF THE ORDER:

The purpose of this order is to establish procedures for the use of the station jail's emergency activation systems during a jail emergency. This order shall also set forth the notification process, specifically supervisory notification procedures, during a jail emergency.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail.

ORDER:

In the event of a jail emergency, it is imperative resources are summoned as soon as possible. Just as important is the need to notify a supervisor of the incident, as the supervisor shall ensure all necessary actions are being taken and shall be present to manage the incident.

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Jail emergencies shall include, but are not limited to:

- Use of force
- Inmate Deaths

- Attempt Suicides
- Unconscious or Non-Responsive Inmates
- Inmate Assaults

Seven alarm panels are located throughout the jail as a means to notify other station personnel their immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification ***unless*** other expedient means exist at the time the emergency is discovered.

Once the emergency alert system is activated and with due regard for officer and scene safety, station jail personnel shall immediately make proper verbal notification to the watch sergeant or above.

• Station Order 40/31.00 Mandated Equipment For Station Jailers

PURPOSE OF THE ORDER:

The purpose of this order is to maximize the safety and security of jail staff. This order sets forth the minimum equipment standards for all uniformed personnel assigned to San Dimas Station Jail.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail.

ORDER:

To comply with existing Custody Division policy regarding mandated equipment, the following shall be adhered to:

CDM 3-06/055.00 MANDATED EQUIPMENT

Uniformed personnel shall wear the following on their belt:

- Authorized aerosol chemical, carried in the appropriate holder
- Set of handcuffs in a handcuff case
- Handcuff Key
- Radio with electronic microphone in a Department radio holder
- Functioning flashlight that is Department approved
- TASER (if available), shall be issued to and used by those who have completed the Department's TASER Training Program, and carried in the TASER holster
- Assigned Keys
- "PAT" Personal Alarm Transmitter (issued solely at SDM)

Supervisors of the rank of sergeant and above may make exceptions to the above policy on a case by case basis. All exceptions shall be noted in the Uniform Daily Activity Log (Title-15).

It is recommended that personnel also wear the following;

- "Ripp Hobble"
- Second set of handcuffs in a handcuff case
- A black lanyard to hold assigned keys

If any of the equipment is not working, lost, broken, or in need of repair notify the on-duty watch commander and jail administration lieutenant. Submit an SH-49 report if your radio is lost or broken. (2) PAT's are assigned to the jail. If a PAT is broken or needs a battery replacement submit a repair request via e-mail to the SDM Utility LET. If the PAT's are not working due to Wi-Fi signal issues, submit a repair request thru Cherwell.

• Station Order 40/34.00 DELAYED RESPONSE POLICY & DESK PROCEDURES

PURPOSE OF THE ORDER:

The purpose of this order is to enhance and ensure compliance with Field Operations Directive 90-12, the Delayed Response Policy.

ORDER:

The community we serve expects courteous, professional and timely responses to calls for service. There will be instances where a field unit's response may not be immediate due to the field activity workload and priority of other calls. Because of those instances, a Delayed Response Policy was developed and is outlined in Field Operations Directive 90-12. This directive allows each station certain flexibility in assigning time frames to various types of delayed call classifications.

This Station Order will outline the classifications and remind personnel of the procedures for handling delayed responses. Staffing elements, including Desk personnel, the Watch Sergeant, and Field deputies, are essential to the successful implementation of this policy to ensure prompt and professional service.

I. It is the policy of this Station to handle all calls for service as expeditiously as possible. The three categories of calls for service and their respective response time frames under the Delayed Response Policy are as follows:

A. Emergent Calls for Service : Should the assigned unit not be available for an immediate response, the call shall be dispatched as "any unit to handle." An expected time frame for an immediate response within the City of San Dimas is 5 minutes and 7 minutes for the unincorporated County area.

B. Priority Calls for Service : Should a city unit not be dispatched or is unable to arrive within 10 minutes or a county unit in 20 minutes at the scene of a priority call, the Watch Deputy/Dispatcher shall consult the Watch Sergeant to find a reasonable resolution to the problem.

C. Routine Calls for Service (Report calls, etc.) : The same criteria for priority calls also applies to routine calls for service except that the response time frame is 25 minutes for city units and 35 minutes for county units.

Remember that only routine incidents may be put on hold (Per C.A.D. Manuel Mod 3- 35).

II. DESK PERSONNEL RESPONSIBILITIES

Desk personnel shall stay aware of the field workload so that they are better able to advise callers of potential response delays. Remember not to promise callers specific arrival times, as not every response time can be anticipated. When it is obviously busy, desk personnel must advise the informant of the anticipated delay at the time of the original call and type "IAD", which stands for "Informant Advised of Delay," in the remarks section of the incident screen. Also include the reason for the delay, i.e., units in court, burglary containment, etc. If a call has already been dispatched and desk personnel become aware of a delay beyond the listed time frames, the informant shall be contacted and advised. If the Informant cannot be contacted, the Desk will type, "UAID," which stands for "Unable to Advise Informant of Delay".

When a call is sent to the dispatcher without the IAD comment and the dispatcher realizes that the response will exceed the D.R.P., the dispatcher may choose to add the comment and explain the particular action taken on a call by adding comments to the "Assign" and "Hold" commands. These comments become a part of the

Incident and Unit Details. The Incident and Unit Details will reflect the time and the employee number of the dispatcher who added the comments. The dispatcher may also add comments (explaining the specific reason for the response delay, i.e., unit in court, a burglary containment, heavy traffic, etc.) to the "remark" field of the Incident Entry Format using the "CHG" function. These comments will automatically add a time event segment to the Incident Details indicating the time and employee number of the dispatcher who added the comment.

Watch Commanders, Watch Sergeants and Watch Deputies are expected to routinely monitor non-dispatched calls waiting for assignment. This is accomplished by typing "WI" (waiting incidents) from a blank CAD screen. You can review all pending unassigned calls and their respective wait times. The "US "command (unit status) followed by the unit number allows you to check a unit's current activity to assist in determining workload. Use of this system will allow Supervisors to stay current on call volume and assist in avoiding unnecessary response delays.

An additional resource available to assist in gaining compliance with this order is the use of the "AI" command (assigned incident) typed and sent from a blank CAD screen. This resource will allow personnel to view the same screen used by the dispatcher to monitor the status of all assigned calls or observations. The user will be able to view symbols denoting the status of assigned incidents. The screen view will also show a time (in minutes) associated with the respective status symbol. The following is a definition of assigned incident symbols:

? NOT ACKED / ACKED < ENROUTE

+ 10-97(. ON THE MDT) * 10-98 " NO M.D.T.

If the time segment shows two asterisks ("**"), the time has exceeded 99 minutes. Desk personnel should make random checks of the assigned incident status to insure compliance and reallocate resources if necessary.

The Dispatcher shall not hold or stack calls for training cars. Desk personnel shall consult with the W/ Sergeant before compromising area integrity.

If an assigned unit does not acknowledge a routine call within 10 minutes, the dispatcher shall voice a message via SCC alerting the unit to check the M.D.T. , i.e. "Code 1M. "

The Watch Deputy and Dispatcher are responsible for monitoring all calls for service and insuring that their respective response time frames are not exceeded.

III. FIELD PERSONNEL RESPONSIBILITIES

Field personnel shall advise desk personnel in the event they will be extended to service calls. This will allow desk personnel an opportunity to call the informant and advise of the delay. If desk personnel are able to make a notification to the informant regarding the delay, "IAD" should be added to the incident data. Many times it is the failure to communicate call arrival delays that result in animosity expressed by the reporting party towards the deputy when he finally arrives. Complaints to the Watch Commander are another result of failing to communicate delayed responses. Most callers simply desire an honest explanation as to the reasons for delayed arrival times. Field deputies shall keep their M.D.T. status current to allow desk personnel the

opportunity to make informed decisions about delayed responses. Field personnel shall include the reason for the delay in the MDT call clearance narrative. Field deputies shall accurately complete the Daily Worksheet prior to going home.

IV. SUPERVISOR RESPONSIBILITIES

A. Shift Watch Commanders:

1. Shall complete a BI-Monthly review of the shift's Deputy Daily Worksheets to ensure the D.R.P. is implemented and adhered to.

2. Investigate excessive response times or failures to contact informants.

B. Shift Watch Sergeants:

1. Shall make random checks of their prior shift's response times by reviewing the corresponding Exception Report. If the Sergeant wanted a report for the EM shift on January 1st, 2004, the following command would be entered on a blank CAD screen : " EXCP 010102 E " All violations will be addressed and reported to the Shift Watch Commander for disposition.

2. The Watch Sergeant will ensure that deputies complete their daily worksheets prior to going home and to ensure that the DDWS are being completed correctly.

C. Shift Watch Deputies:

1. Implement the D.R.P. by monitoring the response time of all calls.

2. Assign the Complaint Deputy or Desk Operations Assistant to Notify an informant if a delay is expected.

V. Clarification & Comment:

The Delayed Response Plan is not intended to mandate specific times a unit must arrive at a call for service if it is unreasonable or unsafe to do so. This order is intended to set realistic expectations and monitor the collection of accurate response time data. Remember, you shall immediately respond, without delay, to any call for service (yes, including 459 alarms) unless a delay is justified by other priority incidents.

The D.R.P. is designed to assist us all in accomplishing our mission. Communication with the public is a vital element in the delivery of professional service.

• Station Order 40/35.00 VOLUNTEERS ON PATROL

PURPOSE OF THE ORDER:

This directive will establish procedures regarding the monitoring and supervision of Volunteers on Patrol (VOP) as they perform their duties in the field.

ORDER:

All VOP's shall be issued a portable radio, assigned a call-sign, and be included on the station's "Daily In-Service" for the purposes of being monitored and supervised by Station supervisory personnel. Prior to beginning their shift duties, all VOP's shall provide station desk personnel with vehicle information (when applicable), portable radio information, and expected areas of patrol during their shift. VOP's shall utilize the "X" MDT Alpha personnel Classification code, when applicable.

WATCH SERGEANT'S RESPONSIBILITIES:

Watch Sergeants are responsible for ensuring that VOP's are properly monitored and supervised throughout the shift as well as accounted for on the Daily In-Service.

UNIT COMMANDER'S RESPONSIBILITIES:

Unit commanders are responsible for developing and implementing training and review processes to ensure strict compliance with this Station Order.

• Station Order 50/10.00 Problem Oriented Policing

PURPOSE OF THE ORDER:

The purpose of this order is to establish current station policy regarding the mandatory performance and logging of problem areas by sworn personnel. These problem areas include, but are not limited to, citizen patrol requests, directed patrol missions, and areas being targeted for criminal activity.

SCOPE OF ORDER:

This order shall apply to all sworn personnel assigned to San Dimas Station.

ORDER:

Problem oriented policing is closely related to the practice of community policing.

The mission is problem solving in areas identified by the public or San Dimas Station personnel. Problem oriented policing is a **proactive enforcement** approach by all sworn personnel to reduce and/or eliminate crime in identified problematic locations through greater involvement of all patrol deputies, the Community Action Team, and the public.

Any Department member or a member of the community can identify a problem location by describing the problem and initiating a directed and organized response from San Dimas Sheriff Station. Once the problem is identified, the request shall be forwarded to the Community Action Team Sergeant, who shall ensure a tracking number is assigned to the indicated problem. Each problem will be assessed and proper resources will be allocated to address the issue. An index of ongoing directed patrols shall be distributed by the C.A.T. Sergeant on a regular basis and when updated. The index and detailed Directed Patrol descriptions shall be maintained in the Briefing Room.

Patrol deputies and members of the Community Action Team shall address these issues during their daily duties. *No assigned mission sheet is required.* For areas in need of additional attention, the Community Action Team Sergeant shall distribute particular missions to shift watch commanders, for enforcement in particular areas and times during their shifts.

The missions will be documented on a mission sheet and assigned via email, or a hard copy will be passed on. The mission sheet will contain a brief description of the problem, address, tracking number, tags assigned, and tasks completed. The mission sheet will either be emailed or hand delivered to the watch commander by the Community Action Team Sergeant.

During the course of each shift, the assigned watch commander shall identify patrol units during his/her shift and assign the mission. The watch commander shall follow up and assess the efforts of his/her personnel to ensure proper attention was given and each mission was appropriately addressed.

The handling deputy shall complete a thorough investigation of the mission. The results of their efforts shall be documented in the DDWS log, including the assigned code for the mission. Deputies shall utilize all appropriate statistical code(s) for the action taken AND the statistical code “800.” The narrative shall include the Directed Patrol number. Example clearance narratives:

“Checked location regarding trespassing and narco violations. Evidence of transients but no persons found. COV17015” (Stat code 800)

“Detained 925 in car in parking lot, arrested Christopher Thrift MB/26 re: 11550 SDM17012” (Stat codes 183, 717, 840 and 800)

“Checked Via Verde area re: mail thefts and car burgs. 925A Emmett Smith MW/33 cited at 1223 Via Palomares re: tinted windows and registration. SDM17013” (Stat codes 720 717 840 800)

For missions assigned by a supervisor, the assigned deputy shall document his actions/accomplishments on the mission sheet, including the date and tag number, and return it to the watch commander.

THESE MISSIONS ARE NOT RANDOM PATROLS. IT IS PROBLEM ORIENTED POLICING. THE ASSIGNED DEPUTIES MUST ACTIVELY ATTEMPT TO TAKE ENFORCEMENT ACTIONS TO BRING AN END TO THE PROBLEM/CRIME.

• Station Order 50/11.00 DAILY INCIDENT REVIEW

PURPOSE OF THE ORDER:

The purpose of this order is to share timely crime information among sworn personnel to increase the overall awareness of daily crime in the jurisdiction of San Dimas Station.

ORDER:

RESPONSIBILITIES OF FIELD PERSONNEL

Field personnel shall assure all tags are cleared appropriately – including a brief description of the incident or action taken - in accordance with Field Operations Directive 00-04. Deputies shall include a brief narrative so that deputies on subsequent shifts have the essential elements of any crime report. Examples: “459 TO RES, ENTRY VIA PRY TOOL REAR DOOR.” “211 SHOPLIFT, PROPERTY RECOVERED,” “211 ON SIDEWALK, KNIFE USED, GOLD CHAIN AND CELL PHONE STOLEN.”

When drawing an URN, all personnel shall ensure that the associated tag number is included in the appropriate field to associate the URN to the tag. Deputies shall clear all calls in a timely manner upon completion.

RESPONSIBILITIES OF ALL WATCH DEPUTIES

On a daily basis, Watch Deputies on all shifts shall assure all tags are cleared appropriately in accordance with Field Operations Directive 00-04 prior to performing the OKI command.

The narrative portion of the logged incident shall include the name, sex, race, age/D.O.B. of the involved person, reason for the contact and a brief description of the action taken by deputies. In general, "See Report" is insufficient for these purposes. Refer to F.O.D. 00-04 for details.

RESPONSIBILITIES OF EARLY MORNING WATCH DEPUTIES

After midnight every day, after all tags for the previous date have been cleared, perform an *Incident Search* using the IS command. Insert the date for the previous day and "SDM" in the station field. This will generate a list of all tags for the previous date. Print this list.

Page back to the previous screen and run it again with an "X" in the URN box. This will generate a list of all incidents for which an URN was pulled. Print this page.

Review the documents to identify all incidents that meet the following criteria. Run an "Incident Review" – IR each of these tags and print them:

- Any incident for which an URN was drawn
- Any incident resulting in a Code 3 response
- Any radio code with an "R" radio code (report) even if no report was generated.

Add the in-service for all three shifts to the end of these documents. Scan these documents via the secretariat scanner. An EM secretary may assist with this task. Using the subject line, "Incident Review for (date)," email the document to all San Dimas Station sergeants and lieutenants, the CAT team, and the Crime Analyst, RARobbin@lasd.org.

A two-hole board labeled Incident Review has been established in the Briefing Room adjacent to the briefing book. Punch holes in the original document and place it on the Incident Review board in the Briefing Room.

PATROL SUPERVISOR RESPONSIBILITIES

Patrol sergeants shall review logs daily to assure the accuracy and completeness of DDWS logs and MDC clearances to provide the most benefit from this information. Patrol supervisors shall use the information provided in to enhance briefings and overall awareness of arrests made and crimes in the area. This shall include a review during briefing of all crime reports from the previous day, in conjunction with the Crime View Dashboard.

WATCH COMMANDER RESPONSIBILITIES

All Watch Commanders shall ensure compliance with this directive. EM shift Watch Commanders shall assure that the Incident Review task is completed, scanned and sent before 0500 hours every morning.

• Station Order 50/12.00 DECOY PATROL VEHICLE DEPLOYMENT

PURPOSE OF THE ORDER:

Decoy patrol vehicles, when deployed appropriately, have proven to be effective at reducing crime. The purpose of this order is to ensure the effective deployment of decoy patrol vehicles in targeted locations in the San Dimas station area.

ORDER:

Community Action Team (CAT) Sergeant Responsibilities

The CAT Team Sergeant shall author, maintain, and periodically update a list of appropriate locations designated for deployment of decoy vehicles. Ideal locations for deployment include business complexes subject to retail theft, streets or intersections prone to speeding cars or other traffic violations, neighborhoods experiencing burglaries or other crimes, parks, et cetera. The CAT Team Sergeant shall make this list available to Watch Deputies and direct specific deployment locations as needed. The CAT Team Sergeant shall routinely report information on deployments and relevant issues to the unit commander.

Watch Deputy Responsibilities

The watch deputy for Day shift is responsible for directing deployment of decoy patrol vehicles to the areas designated by the Community Action Team Sergeant. The watch deputy will generate a call for service for the deployment of the decoy patrol vehicle. A field deputy, Community Services Assistant (CSA), authorized Department Volunteer, or appropriate personnel shall deploy the decoy patrol vehicle to the designated location in the call. For tracking purposes, instruct handling personnel to use the statistical code 763 Transportation – Other, and verify during the OKI clearance.

Efforts shall be made to rotate locations daily to help maintain the effectiveness of the program. For example, the car(s) should be placed in different parking spaces or sides of the street if deployed to a common area more than once. Decoy cars shall be placed in high visibility locations.

The PM shift watch deputy is responsible for retrieving the decoy patrol vehicle(s) on PM shift. The watch deputy will type in a call for service for the retrieval of the decoy patrol vehicle(s). A field deputy, Community Services Assistant (CSA), authorized Department Volunteer, or appropriate personnel will retrieve the decoy patrol vehicles and return them to the station.

Community Relations Officer responsibilities

The Community Relations Officer shall routinely train uniformed Volunteers on Patrol in regards to this Unit Order, encourage assistance in deployment and retrieval, and share VOP availability with Watch Deputies to assist in these functions.

Watch Commander Responsibilities

Day shift watch commanders are responsible for ensuring available decoy vehicles are deployed on Day shift. The PM watch commander will ensure the decoy patrol vehicles are retrieved by the end of PM shift. The EM shift watch commander shall ensure the decoy patrol vehicles are parked in the station parking lot during EM shift. If a decoy car is not deployed, remains deployed through the EM shift, or is deployed in response to a non-routine circumstance or request, a watch commander log entry shall be made and emailed to the captain and the operations staff.