# 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.