Chaney Trail Gate Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to ensure the closure of the Chaney Trail gate.

SCOPE OF ORDER:

This order shall apply to all Altadena Station personnel.

ORDER:

It is the policy of the Altadena Station that at approximately 2000 hours each night and 0600 hours each morning, Altadena desk personnel shall enter a “924” Station Detail call to respond to Chaney Trail to close or open the gate as required. A call shall be entered even if a unit is not readily available to handle the call. In this case, the call narrative shall include the reason the call was not dispatched immediately.

Advisement of gate closure/opening time changes will be documented in a watch briefing.

The patrol unit that responds to close the gate shall conduct a security sweep of the lower parking lot to locate persons still in the park and to ensure they exit prior to the gate being locked. The unit shall take sufficient time and appropriate actions to locate vehicle owners or any park attendees. Any violations of law shall be handled appropriately.

Upon clearance of vehicles and attendees of the park, the patrol unit shall return to the gate to lock it. The patrol unit shall notify the Altadena watch deputy and complete a detailed log entry if unable to locate a vehicle owner.

If a park attendee is found locked behind the closed gate, a call shall be entered for a patrol unit to respond

and allow the attendee to leave as soon as time permits. The unit shall ensure the gate is again locked at the end of the call.

The watch sergeant or field sergeant shall make an entry in the Watch Commander's Log noting the tag number and the time the call was completed. Any deviation of an hour or more from the specified close/open times shall be noted.