

## 1-19 Facility Inspection

### NARCOTICS BUREAU

### DETECTIVE DIVISION

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Bureau Order Number: **1-19**

Subject: **FACILITY INSPECTION**

Effective Date:	07/01/2008	Last Date Revised:	09/02/2011
Last Date Reviewed:	04/01/2021	Next Review Date:	04/01/2022

## PURPOSE

The purpose of this Bureau Order is to ensure that our employees work in a clean and safe environment.

## POLICY

Generally, the cleanliness, orderliness, and safety of the Narcotics Bureau environment is the responsibility of all personnel assigned at the work site. Personnel who recognize an unsafe situation shall take immediate steps to remedy the situation, and bring the concern to the attention of their supervisor and/or the Bureau Operation's Sergeant.

This policy requires a formal and documented facility inspection every six months (January and June). This

inspection will be conducted by the Operations Sergeant, checking on cleanliness, orderliness, and safety issues.

Attached is a Narcotics Bureau Inspection sheet which will be used for this purpose.

**ORIGINAL SIGNED**

\_\_\_\_\_  
LOY L. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

**DATE:** \_\_\_\_\_

**NARCOTICS BUREAU HEADQUARTERS INSPECTION REPORT**

**GRADING CODE: 1. Considerable Improvement Needed**

**2. Improvement Needed**

**3. Good**

**4. Excellent**

<b>Building Interior</b>	<b>Code</b>	<b>Hazard</b>	<b>Remarks</b>
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**Y / N**

Captain's Office	_____	_____	_____
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Narcotics Bureau Unit Orders : 1-19 Facility Inspection

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Op. Lt's Office \_\_\_\_\_

Op. Sgt's Office \_\_\_\_\_

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Lt. Office(s) \_\_\_\_\_

\_\_\_\_\_

Training/Analytical Office \_\_\_\_\_

Captain's Sec Area \_\_\_\_\_

Employees Kitchen \_\_\_\_\_

Supply Room \_\_\_\_\_

\_\_\_\_\_

Lobby \_\_\_\_\_

Secretariat \_\_\_\_\_

Property Room \_\_\_\_\_

Hall/Walkway Areas \_\_\_\_\_

Windows \_\_\_\_\_

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Major Violators Unit      \_\_\_\_\_

K9 Office      \_\_\_\_\_

Information Sys Area      \_\_\_\_\_

Forfeiture Area      \_\_\_\_\_

ATTACH SEPARATE PAGE IF NEEDED

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