

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

LOYL. MCBRIDE, CAPTAIN

NARCOTICS BUREAU

DATE: _____

NARCOTICS BUREAU HEADQUARTERS INSPECTION REPORT

- GRADING CODE:**
- 1. Considerable Improvement Needed**
 - 2. Improvement Needed**
 - 3. Good**
 - 4. Excellent**

Building Interior	Code	Hazard	Remarks
	Y/N		
Captain's Office	_____	_____	_____

Narcotics Bureau Unit Orders : 1-19 Facility Inspection

Op. Lt's Office _____

Op. Sgt's Office _____

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
