Avalon Station Unit Orders

• Avalon Unit Order 1

Subject: Establishment of Auxiliary Marine Operations, Non-Coveted Collateral Duty Assignments

PURPOSE OF ORDER:

Establish and define non-coveted collateral duty assignments for Avalon Station personnel assigned to assist the Avalon Station resident deputies/boat operators (Units 185/185A) with safe and effective marine operations (upon unincorporated Los Angeles County waters).

SCOPE OF ORDER:

Applies to all Avalon Station personnel directed by the Avalon Station Unit Commander (or Watch Commander) to assist Units 185/185A in marine patrol operations.

SITUATION:

Avalon Station’s patrol area includes marine patrol of state (Los Angeles County) waters in a three mile radius around Santa Catalina Island (reporting districts: 1813, 1872, 1876, 1877) and a three mile radius around San Clemente Island (reporting districts: 1882, 1883).

Response areas may also include waters between Santa Catalina Island and the mainland (RD 1890) and waters between Santa Catalina Island and San Clemente Island (RD 1890); and port security for Avalon city/county waters and Catalina Island federal anchorages.

No other local law enforcement agency or LASD sheriff station has jurisdictional authority or responsibility for the state/county waters up to three miles around these two islands.

The LASD/SEB Emergency Services Detail is tasked with support operations for Avalon Station and other sheriff units can be requested by Avalon Station to provide assistance as needed.

The California State Department of Fish and Game has authority to enforce state fish and game regulations in state waters, and the USCG has primary federal responsibility for enforcement of federal regulations and for coordinating federal search and rescue efforts in coastal waters.

Per state law, Avalon Station marine patrol units have the duty to enforce all state and county laws and initiate search and rescue efforts on and in the waters around San Clemente and Santa Catalina Islands. Avalon units also assist federal agencies (such as USCG and CBP).

In addition, Avalon Station marine patrol units have an active MOU with San Clemente Island NALF to assist the US Navy with various operations; and also support Avalon Station functions such as prisoner, personnel, and election ballot transport to the mainland.

MISSION:

Avalon Station Units 185/185A are responsible for maintaining and operating Avalon Station sheriff patrol boats for law enforcement and search and rescue coordination in county waters.

Units 185/185A currently deploy one Avalon Station patrol boat out of Two Harbors, and one out of Avalon Harbor, along with skiffs. LASD/SEB also has tasked 185/185A with operational deployment of one of their patrol boats kept at Catalina Island.

Units 185/185A are qualified and able to man these patrol boats only when two deputies are working during routine operations and directed patrol.

During marine search and rescue missions, Units 185/185A can augment a deck crew with selected boat qualified civilian volunteers and USCG certified captains, from Avalon Station’s Catalina Search and Rescue Team or from LACoFD Baywatch rescue boat personnel.

For other marine operations, such as station patrol level vessel interdiction and compliant or non-opposed ship boarding (especially with larger vessels such as commercial fishing boats), it is beneficial to have tactical, boat trained Avalon Station personnel assist Units 185/185A.

LASD/SEB teams are tasked with handling opposed boardings, barricaded suspects, larger vessel boardings (such as freighters and cargo container ships), and other specialized responses.

CONCEPT:

In order to maintain safe and efficient combined operations, Avalon Station personnel assisting Units 185/185A, must be familiar with basic boat operations and patrol level maritime tactics.

Standard operational procedures will be developed and unit level training will be conducted for all personnel assigned this collateral duty. Unit level drills will help the cadre function as a team.

EXECUTION:

Avalon Station's Unit Commander will direct all policy regarding Avalon Station maritime operations. The "Isthmus" collateral sergeant will oversee the commander's intent, supervise training, and monitor combined operations. Resident deputies/boat operators Units 185/185A will be responsible for all Avalon Station sheriff boat operations and coordination.

ORDER:

Chain of Command and Duty Assignments Aboard Avalon Station Patrol Boats

During Avalon Station boat operations (combined with Avalon Station personnel), Unit 185 or 185A will act as the "boat officer" and be responsible for the safe and proper operation of the sheriff patrol boat and proper conduct of all personnel embarked. The boat officer will have overall responsibility for fulfilling the mission objectives and adhering to the station commander's intent of operations.

If a "senior line officer" (such as a sergeant) is embarked, the senior line officer will function as a field supervisor under standard LASD protocol. The field supervisor will not normally overrule or relieve the boat officer of his duties, but the boat officer will report to the field supervisor for special orders or any instructions that may be applicable.

If the boat officer chooses not to operate the sheriff boat, the boat officer may assign a competent “coxswain” to steer the helm and handle the boat. The coxswain has, subject to the mission orders and the boat officer and senior line officer embarked, full authority over the boat, its crew, and its passengers in all matters concerning safety and operations of the sheriff patrol boat.

Other boat assignments (depending on the number of crewpersons aboard and if the patrol boat is underway) include a “lookout” to assist the coxswain with navigation, radar, operation of the FLIR, and avoidance of obstacles. The lookout can also assist with radio communications.

“Deckhands” will assist the coxswain with boat lines, fenders, and other deck seamanship.

During complex boardings and vessel contacts, a “boarding officer” (someone other than the coxswain) will be assigned to lead investigations (similar to a “bookman’s” duty in a radio car).

The boarding officer will be responsible for contact with a vessel of interest and determine if vessel boarding is required. If boarding is chosen, the boarding officer will coordinate a tactical boarding plan with the boarding detachment, security long rifleman, and coxswain.

The boarding officer will supervise the investigation, search, and any seizures (for the safety of all concerned and in accordance with laws and department policy); and finalize the investigation.

A boarding detachment will include a boarding officer as well as two other deputies, leaving the coxswain and a security long rifleman aboard the sheriff patrol boat (an ideal minimum of personnel for compliant boarding of most commercial size fishing vessels in the vicinity).

REPORTING PROCEDURES:

Deputies will share responsibility for report writing, booking evidence and prisoners, and agency contact (as with Navy, USCG, DFG, etc.). The coxswain is responsible for completing the patrol boat log: including recording courses, en route times, and personnel aboard. The boat officer is responsible for ensuring that the sheriff patrol boat is refueled, maintained, and moored.

TRAINING:

Personnel operating on sheriff patrol boats will be familiar with the appropriate boat bill; which establishes general guidelines, procedures, and standing orders for each sheriff patrol boat.

Personnel shall be trained in basic boat operations, deck and marlinspike seamanship, and tactical boat operations. The Isthmus boat deputies and collateral boat sergeant shall coordinate, approve, and oversee the training program.

Experienced Avalon Station personnel will be assigned to conduct unit level training for basic boating operations and seamanship and for patrol level tactical boarding operations.

Training can be held at the station, in addition to drills conducted upon the sheriff patrol boats. Personnel assigned training duty will have particular expertise, training, and experience (surf rescue, SWT, etc.) to share. Unit level training will be documented, as well as patrol operations.

EQUIPMENT:

Appropriate safety and operational equipment will be issued to or provided for personnel during operations and training drills. Such equipment includes personal flotation devices, ballistic armor, and radio communications.

The boat officer will ensure that sheriff boats will also be appropriately and safely equipped for mission operations and training.

PERSONNEL:

Personnel will be selected for this collateral duty based on their experience, specialized training, and willingness and ability to contribute to a team effort. The scheduling sergeant or Watch Commander will arrange for training times and operational deployment as possible, and when not in conflict with priority assignments and other staffing issues.

Updated: May 31, 2023

• • Avalon Unit Order 2

Unit Order Recended - May 31, 2023

• Avalon Unit Order 3

Subject: Unauthorized Items Inside Avalon Station Jail

PURPOSE OF ORDER:

The purpose of this Management Directive is to provide direction regarding the prohibition of any employee or person having in their possession unauthorized items inside the Avalon Station Jail. This order shall not supersede the Department's Custody Division Manual, Section 3-01/090.00 & 3-01/090.05, and/or section 4575 of the California Penal Code.

Any employee or person entering the Avalon Station Jail shall be prohibited from having in their possession any unauthorized items per Custody Division Manual, Section 3-01/090.00, *Security of Personal Property* (i.e., firearms, knives, ammunition, batons, saps, personal phones, ect.).

PROCEDURES:

Personal phones are described as any wireless communication device, including but not limited to, a cellular telephone, voice over internet protocol (VOiP) phone, or wireless internet device, as per Custody Division Manual, Section 3-01/090.05.

California Penal Code 4575 (a) states, "Any person in a local correctional facility who possesses a wireless communication device, including but not limited to, a cellular telephone, pager, or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars ($1000)."

Any deviation of this Management Directive shall be with the prior approval of the Undersheriff.

Updated: May 31, 2023

• Avalon Unit Order 4

Subject: Burglary Suppression and Prevention Strategy for Avalon Station

PURPOSE OF ORDER:

The City of Avalon is a unique environment. The community is grounded, and its infrastructure consists of a local city government, and a business management company, as well as approximately 31 restaurants, 20 hotels, and 152 retail shops. The City's economy is dependent on tourism. However, tourism also increases the population of the city and that creates increased potential for burglary and theft related crimes. On the other hand, a sluggish economy and those with chemical, and alcohol dependencies, are also causes for concern in the effort to curb these crimes. For these reasons, Avalon Station has implemented a basic burglary suppression and prevention strategy that is inclusive of other types of theft and fraud.

BURGLARY SUPPRESSION AND PREVENTION STRATEGY

The goal of this strategy is to curb burglary and theft related incidents using the following methods:

FOOT PATROL

Foot patrols are one of the most effective ways to remain visible. The positive daily contacts with visitors, residents, and business owners has proven valuable in terms of reducing and preventing crime; getting to know members of the community through positive, and repetitive, daily contact that force the exchange of information; and developing professional relationships with merchants and residents, who feel comfortable seeking assistance ·as their needs arise.

EDUCATIONAL OUTREACH SERVICES

These services require interaction with the local Avalon Chamber of Commerce and the community. Chamber of Commerce meetings should be scheduled with merchants to discuss crime prevention, theft reduction, embezzlements, and frauds to better prepare when dealing with employee theft, shoplift related burglaries, fraud, or after-hours break-ins. Recognizing that most of these crimes are of a specific intent nature, the charge of burglary would be appropriate.

CRIME PREVENTION MEETINGS

Regular crime prevention meetings are an important proactive way to involve residents with their community. These meetings help identify potential problems or persons of interest who are involved in criminal activity.

SOCIAL MEDIA

Avalon Station shall regularly submit informational bulletins that cover a number of quality-of-life issues, crime prevention tips, crime trends, and incidents. The purpose of these bulletins is to keep our community electronically informed. The local media may also be utilized in the same manner.

AVALON STATION DETECTIVE BUREAU

A proactive Detective Bureau is the key to minimizing the rate of recidivism. The assigned station detectives must be diligent with their investigations and the monitoring of known probationers and those on parole. Detectives must develop strong working relationships with the District Attorney's Office to ensure that quality work is deserving of quality case filings. Patrol deputies must be kept constantly informed of trends to better their work product. Station detectives should consider themselves as an important conduit that links them to the community, and vice versa.

Updated: May 31, 2023

• Avalon Unit Order 5

Subject: WAIST CHAIN CLEANING PROCEDURES

PURPOSE OF ORDER:

Unit compliance with MP&P Section 5-05/120.00, which states;

"Cleaning and Maintenance Inspections of Waist Chains

Each Unit Commander shall develop unit orders regarding the cleaning, inspection and sterilization of waist chains and restraint devices at the end of each shift. Inspections are required daily and weekly to ensure operability, maintenance, and cleanliness.

Required cleaning shall be conducted using an approved anti-bacterial solution which states it kills multiple pathogens, including MRSA, for affectability.

The unit order shall ensure that the cleaning/sterilization and inspection of waist-chains and restraint devices

are documented in an approved log and maintained for a minimum of two (2) years per COM 4-13/000.00 Retention of Records."

DIRECTIVE:

Avalon Station is instituting the following policy regarding our waist chains.

1. Prior to and after each use of waist chains will be sanitized utilizing "Turbo Kill" sanitizer (or equivalent) to ensure its cleanliness
2. It will be incumbent upon each staff member utilizing a waist chain, or sanitizing a waist chain, to ensure it is in proper working order. Should a waist chain appear to be unfit for use, it is the responsibility of the individual that detects the defect to pull the chain from service and notify the Watch Deputy and Jailer by County e-mail so that it may be fixed or replaced as soon as feasible.

PROCEDURES:

The Procedure for use and sanitizing will be as follows.

1. Locate the ID Tag on the chain and document the date and time it was used.
2. Utilize the waist chain per MP&P.
3. Upon return of the waist chain to the Jail, document it on the corresponding log. If it is unable to be sanitized immediately, place it in the "Used Waist bucket.

Updated: May 31, 2023

• Avalon Unit Order 6

Subject: Approval of Artwork Representing Avalon Station

PURPOSE OF ORDER:

To govern the design and approval of artwork on all items related to Avalon Sheriff's Station or the Los Angeles County Sheriff's Department, such as clothing, challenge coins, event fliers, etc.

DIRECTIVE:

All variations of official Department intellectual property or new conceptual designs and all T-shirts with a new design must have the approval of the Unit Commander. Once approved at the unit level the design will be forwarded to the Division Chief for his review. No design shall be sent to Division that has not been seen and approved by the unit commander. If a suggested design contains the Department's intellectual property, once approved, your request will be forwarded to Sheriff's Headquarters Bureau for review and final approval.

This directive includes any articles that contain the Department or Station Logo. This includes, but is not limited to challenge coins, water bottles, hoodies, caps, belt buckles, key chains, watches, rings, cups, mugs, and promotional fliers, or a similar item depicting any type of artwork.

Updated: May 31, 2023

• Avalon Unit Order 7

Subject: Patrol Responsibilities

PURPOSE OF ORDER:

The purpose of this unit order is to specify expectations and responsibilities for all patrol deputies as part of our crime reduction strategy. All patrol supervisors will be responsible for ensuring patrol deputies, working on their shifts, adhere to this order.

DIRECTIVE:

EM patrol deputies should focus their efforts on Crescent Avenue but will be responsible for patrolling the entire community. They are to be encouraged to drive patrol vehicles, but will have the option of working foot patrol, riding a T-3 or a bicycle.

Dayshift patrol deputies should focus their efforts on Crescent Avenue but will be responsible for patrolling the entire community. They are to be encouraged to ride bicycles, but will have the option of working foot patrol, riding a T-3 or driving a patrol vehicle.

They are encouraged to pro-actively patrol the community in any of the available patrol options. Crime analysis reports have shown the need for a pro-active PM patrol presence throughout the entire community. This is a critical component to our crime reduction strategy as well as a means to reduce our overall response times.

When deputies are actively patrolling areas away from Crescent Avenue, patrol sergeants should focus their efforts on Crescent Avenue.

For the purposes of this order, Crescent Avenue is the area along Crescent Avenue between Clarissa Avenue and Metropole Avenue, including the Pleasure Pier, and portions of Sumner Avenue and Catalina Avenue from Crescent Avenue to the first east/west alley south of Crescent Avenue.

This order only applies to routine patrol. It does not apply to calls for service, back-up requests or situations affecting officer safety.

Updated: May 31, 2023

• Avalon Unit Order 8

Subject: Title 15 Jail Compliance Responsibilities

PURPOSE OF ORDER:

The purpose of this unit order is to specify expectations and responsibilities for the Avalon Station sworn and Custody Assistants with regards to station jail responsibilities. All patrol supervisors will be responsible for ensuring all personnel, working on their shifts, adhere to this order.

DIRECTIVE:

The importance of complying with Title 15 requirements cannot be overstated. As such, we need to do everything possible to comply with all Title 15 requirements.

Whenever the station's Jailer is on-duty, he/she will be responsible for ensuring all Jail duties are handled appropriately. When our Jailer is not on-duty, the following protocol shall be followed.

When there is a Watch Deputy on duty, it will be the Watch Deputy's responsibility to take care of the Jail duties including UDAL. When the Watch Deputy is unable to perform any of his/her Jail responsibilities, the Watch Deputy will solicit the assistance of other station personnel to ensure all Title 15 requirements are met. When there is no Watch Deputy on duty, it will be the field deputies' responsibility to handle the Jail duties.

Updated: May 31, 2023

• Avalon Unit Order 9

Subject: Avalon Station Emergency Operations Center (EOC) Activations

PURPOSE OF ORDER:

To define where and when the Avalon Station EOC shall be activated.

ACTIVATION:

In the event of a large emergency needing more than the Dispatcher to coordinate, the Watch Commander may authorize the opening of the station EOC.

The Avalon Station Emergency Operations Center (EOC) is located on the first floor, using the Report Writing Room, and first floor secretariat. The door to the dispatch area will be closed to separate the activities of the EOC from normal dispatch duties. The side door near the report writing room shall be used for the entry and exit of EOC personnel. The EOC is designed to be set up and broken down to allow normal operation of the station.

The position identification vests shall be placed in the two (2) offices. These vests are in the box marked EOC Supplies located in the storage closet on the second floor, in the weight room.

The Incident Commander shall make notification to the Unit Commander, Central Patrol Division, and Sheriff's Information Bureau.

At the conclusion of the EOC activation, the on-duty Watch Commander shall submit a Chief's Memo detailing the incident.

Updated: May 31, 2023

• Avalon Unit Order 10

Subject: Personnel Uniforms

PURPOSE OF ORDER:

The purpose of this unit order is to specify expectations and responsibilities for all personnel with regards to wearing appropriate uniforms. All patrol supervisors will be responsible for ensuring deputies, working on their shifts, adhere to this order.

DIRECTIVE:

The importance of a professional uniform appearance cannot be overstated. Department-wide, the expectations regarding appropriate uniforms have been made clear and we will conform to Department standards.

All sworn patrol personnel shall wear a Class A uniform or a Department approved tan polo shirt with the Sheriff's Star, and green utility pants or shorts while on-duty. The exception to wearing a Class A uniform or tan polo, will be inclement weather, during which times a Class B uniform may be worn. Due to the conditions on Catalina Island, conditions that would include inclement weather are temperatures more than eighty degrees or rain. Class B uniforms are also authorized when sworn personnel are assigned to work the interior of the island or on a boat.

All custody assistants shall wear a Class A or B uniform, or Department approved polo shirt while on duty.

Law Enforcement Technicians (LET) personnel assigned to dispatch shall wear a Department approved blue LET uniform.

In addition to a Class A or Department approved tan polo shirt with the Sheriff's Star, Detective Bureau personnel may wear appropriate business attire. Due to the fact sworn personnel in the station may need to respond in the field, Detective Bureau personnel must have a Department approved raid jacket or Sheriff's tactical vest readily available when wearing business attire.

Any exception to this unit order must be authorized by the on-duty watch commander. Per Department policy, all grooming and uniform appearance mandates shall be met.

• Avalon Unit Order 11

Subject: Jail Emergencies and Supervisory Notification Procedures

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the use of the station jail's emergency activation system during a jail emergency.

SCOPE:

Personnel assigned to the jail will be the primary responders to these events. However, all station personnel may have some role in responding to jail emergencies.

DIRECTIVE:

Whenever there is an inmate in custody, there shall be at least one employee, who is properly trained per Title 15 standards, on duty at all times who shall be immediately available and accessible to inmates in the event of an emergency. When an inmate appears to require medical assistance, paramedics will immediately be requested by notifying the on-duty dispatcher.

If an emergency occurs in the jail, personnel may utilize the emergency jail system to request help. The emergency jail system consists of two alarm buttons which are located on the jail wall between cells 106 and 108. When the emergency button is activated, personnel inside the jail will be able to communicate with the dispatcher via the jail intercom system, simply talk out loud from any area in the jail and desk personnel will hear you. In the event of a jail emergency, 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, first aid shall be administered by the jailer/deputy whenever such first aid is necessary prior to the arrival of paramedic and/or ambulance personnel. Proper officer safety practices shall be observed at all times prior to initiating first aid and/or CPR.

The dispatcher shall request paramedic and ambulance response for transport to our local hospital. The dispatcher shall advise the Watch Commander and at least one field unit of the emergency in the jail. Available personnel shall respond to the station/jail to ensure all necessary actions are being taken and shall be present to manage the incident.

Updated: May 31, 2023

• Avalon Unit Order 12

Subject: Inmate Safety Checks

PURPOSE OF ORDER:

The purpose of the order is to set forth policies and procedures governing inmate safety checks for all inmates housed at Avalon Sheriff's Station.

SCOPE:

This order shall apply to all personnel assigned to patrol or the station jail, as well as supervisory personnel conducting inmate safety checks.

DIRECTIVE:

To comply with state regulations and to act in conformance with existing Custody Division policy regarding inmate safety checks, the following shall be conducted:

Frequency of the Inmate Safety Check

All inmates housed in the station jail shall be visually observed and counted at least once every half hour. An hourly check shall be conducted of the inmate worker and all checks shall be documented on the Jail Inspection Record. Such inspections and counts shall be indicated on the record immediately upon completion of the jail check.

Inmate Safety Check Defined: Nature and Quality

On-duty patrol personnel and station jailers have the ultimate responsibility for safeguarding inmates and ensuring the security and well-being of those confined to the jail facility.

Station jail and supervisory personnel shall conduct periodic, visual checks to look for the following:

Signs of life such as breathing, talking or body movement: AND signs of distress such as difficulty breathing,

injury, bleeding or other behavior indicating the individual's welfare may be in jeopardy.

Personnel shall visually inspect each inmate from a reasonable distance and inspect the general area for any items obstructing their view. If there is doubt about an inmate’s condition, personnel shall attempt to elicit a response from the inmate. If the inmate is non-responsive,

then personnel shall immediately adhere to Emergency Alarm Activation and Supervisory Notification Procedures set forth in Avalon Station Unit Order #11.

Inmate Safety Check Documentation

All inmate safety checks shall be recorded as manual entries on the Jail Inspection Record with the time, date and name of the person who conducted each check. Additionally, total jail counts shall be records in the E-UDAL at the beginning, middle and end of each shift. If station jail personnel, during their assigned shift, are unable to conduct an inmate safety check, a supervisor or deputy shall be notified and advised that assistance is required.

On-Duty Sergeant Responsibilities

The on-duty Sergeant has the responsibility for the immediate supervision of the jail operation. He shall regularly observe and supervise the jail operations during his shift.

The on-duty Sergeant shall ensure required inmate safety checks are being conducted and properly documented.

The on-duty Sergeant shall record their "Supervisor Checks" in the E-UDAL twice per shift.

Frequency of Inmate Safety Checks and Inmate Classification

Inmate Classification	Frequency Interval:
General Population Inmates	Within 30 minutes of previous Safety Check
Intoxicated Inmates	Within 30 minutes of previous Safety Check
Suicidal Inmates	Within 15 minutes of previous Safety Check
Juveniles (Secured Detention & Locked Enclosure only)	Within 30 Minutes of previous Safety Check
Intoxicated Juveniles	Within 15 minutes of previous Safety Check

Updated: May 31, 2023

• Avalon Unit Order 13

Subject: Avalon Station Specific Dispatcher Requirements

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for personnel, both sworn and professional staff, prior to their being assigned to work as an Avalon Station Dispatcher.

SCOPE:

The following procedures are to serve as a guideline and may be adjusted by the watch commander due to exigent circumstances, i.e., staffing shortage situations, providing the mandated Department requirements for working the desk have been met.

DIRECTIVE:

Working as a Dispatcher/Complaint Desk at Avalon Station is unlike working in the same capacity at any other Sheriff's station. Avalon is unique due to the fact that we only have one person assigned to the desk at all times. Hence, our desk personnel must have the ability to multi-task. Additionally, our desk personnel don't just dispatch for Sheriff's Department personnel. Our dispatchers dispatch calls for service and handle communications with all first responders on Catalina Island.

The other first responders include Avalon City Fire, Los Angeles County Fire, Avalon Baywatch, Isthmus Baywatch, Avalon Harbor Department, and Avalon Code Enforcement. As such, a heightened degree of Island knowledge and the workings within the City of Avalon are critical to public safety.

Due to the above, prior to being assigned to work the desk at Avalon Station, all personnel will not only be required to meet the mandated Department training requirements for Dispatcher/Complaint Desk but will receive additional training unique to Avalon Station.

All newly assigned dispatchers shall receive a minimum of 8 hours of training with a seasoned dispatcher currently assigned to Avalon Station.

Updated: May 31, 2023

• Avalon Unit Order 14

Subject: Inmate(s) with Developmental Disabilities

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the identification and evaluation of all Developmentally Disabled inmates.

SCOPE:

This order shall apply to all personnel assigned to and/or working in any capacity at Avalon Station.

DIRECTIVE:

“Developmentally Disabled” means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes a group of conditions due to an impairment in physical, learning, language, or behavior areas. These conditions beginning during the development period, may impact day to day functioning, usually lasting throughout a person’s lifetime. Regardless of the cause, inmates who have, or are suspected of having developmental disabilities, shall be segregated from other inmates until an appropriate evaluation is completed by medical personnel.

If and inmate is suspected of being developmentally disabled, the inmate shall be transported to Catalina Island Medical Center for an Okay to Book.

Once and arrestee is determined to be developmentally disabled and it not eligible for release within 24 hours, Avalon Station personnel shall arrange transport to the appropriate housing location (i.e. IRC or CRDF). After the arrestee is transferred, the on-duty sergeant shall ensure the California Department of Development Services (DDS) is notified by telephone at (916) 654-1897.

Updated: May 31, 2023

• Avalon Unit Order 15

Subject: Bison Encounters on Catalina Island

PURPOSE OF ORDER:

The purpose of this unit order is to prevent dangerous encounters with Catalina Bison and to prevent deputy personnel from shooting Catalina Bison unless a life and death situation is occurring.

SCOPE:

This order shall apply to all personnel assigned to and/or working in any capacity at Avalon Station.

DIRECTIVE:

If you encounter a Catalina Bison, you shall stay in your vehicle and call the Catalina Island Conservancy to handle the incident. You shall monitor the Catalina Bison and update the Catalina Island Conservancy of the situation while you wait for them to arrive at your location.

Do not get out of your vehicle and approach the Catalina Bison. Approaching a bison puts you and others in danger.

Firearms have proven to be relatively ineffective against these large animals. If you see a Catalina Bison charging, or attacking a human, you shall take appropriate action under the circumstances to protect the human.

If someone's life is in immediate danger, take appropriate police action to protect that person.

Example 1: A bison is walking through a campsite. Stay in your vehicle and warn campers from your vehicle. If you feel the bison needs to be moved, call the Catalina Conservancy. Do not use your siren, air horn, or vehicle to move the bison (this will only agitate the bison according to the experts)

Example 2: While you are waiting for the Catalina Conservancy to arrive and the bison starts charging people, and/or attacking people you shall do whatever is safest to protect the person being attacked and yourself. This could be placing your vehicle between the bison and the person being attacked or have the people get into your vehicle and drive them to a safe location. Using a firearm against a Catalina Bison should be avoided and only used as a final option.

Updated: May 31, 2023

• Avalon Unit Order 16

Subject: Handling Injuries occurring at the Catalina Island Shooting Range

PURPOSE OF ORDER:

To provide information for all sworn station personnel utilizing the station shooting range located in Middle Ranch on Catalina Island.

Catalina Island Shooting Range - Attachment B

The information below is to provide general guidance for handling injuries or emergency medical situations that may occur at the Avalon shooting facility used by the Los Angeles County Sheriff's Department located near Middle Ranch Road on Catalina Island. The following are predesignated emergency medical protocols to be used by Department personnel should any medical issues occur while at the Avalon Shooting Range.

1. Contact LASD Aero Bureau at (562) 421-2701 prior to any use of the Catalina Island Shooting Range regarding their current availability and ability to fly to Catalina Island. (Any training is contingent on Aero Bureau availability)

2. Personnel participating in any type of training shall confirm a full shooting trauma kit and first aid kit are present and readily available prior to conducting any type of weapon training. (Trauma kit shall include tourniquet and Quick Clot bandaging)

3. LASD dispatchers and LA County Fire dispatchers shall be immediately notified for all emergency medical needs and major injuries. Rescue helicopters shall determine the most appropriate landing zones for air support rescue and appropriate hospitals for transfers. The Catalina Island "Airport in the Sky" shall be used as an alternate landing and evacuation site.

4. Department personnel with minor injuries shall be transported by vehicle to the "Catalina Island Medical Center" for treatment and evaluation.

Updated: May 31, 2023

• Avalon Unit Order 17

Subject: Avalon Station Lockdown and Protection Plan

PURPOSE OF ORDER:

The purpose of this station order is to establish uniform policy and procedures for lockdown and protection of Avalon Station in the event of a large-scale civil disturbance or unrest.

DIRECTIVE:

If there are protesters at the front of the Avalon Sheriff's Station and Avalon Station personnel need to enter the station, the deputies should consider entering through or over the fence between the Avalon Sheriff's Station and the County Library. The employee can enter the rear door next to the Report Writing Room or via the upstairs door next to Detective Bureau. The east or west parking lot gates should not be opened until there is sufficient personnel present.

DEFINITIONS

Occupation / Protest- For the purpose of this order, "Occupation / Protest" is defined as a large assembly of protestors who are gathered in the station lobby, in the patio between the county library and the Sheriff's Station, or close to the station. They may or may not be receptive to communication or verbal commands, however they are not immediately attempting to damage or breach security of the station.

Station Under Siege- For the purposes of this order, "Station Under Siege" is defined as an immediate attempt by rioters or protestors to overrun or take control of the station by breaking the station's windows, entering the secured station parking lot, or trying to get into the station via one of the doors that are accessible to the public.

PROCEDURES

It is the responsibility of Avalon Station personnel to protect Department property and to ensure the safe continuation of emergency services to the community in the event of a hostile attack. Station personnel must be vigilant in their assessment of the situation. They must react to threats to the Station's security swiftly and judiciously while being careful not to react too quickly to passive non-threatening protests or demonstrations.

In the event that any station personnel become aware of a protest or large group of demonstrators gathering on or near station property, they are to immediately notify the Unit Commander. Personnel making the initial observation should provide the following information to the Unit Commander;

- Location of the protest or demonstration
- Estimated number of people involved
- Direction of travel, if relevant
- Crimes being committed by protestors if any, i.e. blocking traffic, damaging property, etc.

Unit Commander Responsibilities

Upon receiving notification of a protest or demonstration at or near Avalon Station the Unit Commander shall if possible, visually assess the situation and determine the threat level. Based upon the information gathered, the Unit Commander shall immediately assess and gauge the temperament and objectives of the demonstrators. If the Unit Commander determines the demonstrators are passive/non-combative, he may initiate a line of communication with them in an attempt to diffuse the situation, while simultaneously preparing for a potential escalation of the incident. If it is determined that the demonstration is hostile or combative the Unit Commander shall order the immediate lockdown of the station.

Upon ordering a lockdown of the station the Unit Commander shall:

- Request all on duty station personnel to respond to the station immediately, with code-3 authorization.
- Request field sergeants to respond to the station immediately Code-3.
- Have desk personnel lock station lobby doors if the lobby has not been compromised.
- Monitor surveillance cameras for breaches in security on station grounds pending arrival of field personnel.
- Post deputies at all doors to the station, starting with the lobby if not compromised. If the lobby is compromised, post deputies behind security at the lobby door behind the complaint desk and the lobby door by the Watch Sergeant's office.
- Additional deputies shall be posted in the corridor, behind security, at the door leading to the parking lot and, the door in the hallway next to the Report Writing Room, the exterior door across from Detective Bureau, and at the windows in the upstairs kitchen area.
- Make notification to SHB.
- Direct desk personnel to make notifications to nearest patrol stations, (Two Harbors deputies by Sheriff's boat, Marina Del Rey by Sheriff's boat, SEB and Aero Bureau as necessary.
- Have watch sergeant oversee desk operations (Note: Avalon Station also dispatches for all first responders on the island).
- Have field sergeants establish command post in the Report Writing Room.
- Assume role as incident commander

Field Sergeant Responsibilities

- Respond to station. Establish command post in the Report Writing Room.
- Manage and coordinate response of resources from other stations and agencies.
- Place scouts on the roof of the station to gather and relay intelligence information (Access via the men's bathroom porthole in the ceiling).
- Place personnel at all doors of the Sheriff's Station (depending on staffing levels and the status of the situation.
- Send at least two deputies to respond to threats or breaches in security.
- Deploy less lethal and deadly force options with each team.
- Prepare an evacuation plan, in the event the station is compromised.
- Establish first aid and triage area for injured personnel.
- Maintain force protection and respond to threats until situation is resolved.

Watch Sergeant Responsibilities

- Oversee desk operations.
- Monitor security cameras and lobby for security breaches.
- Ensure resources are requested and notifications are made.

- Contact other first responders on the island as needed (LA County Fire Department, LA County Baywatch, Avalon City Fire Department to pick up additional personnel from the city's helipad or Avalon airport.
- Consider having deputy personnel who are off duty on the mainland meet at Long Beach Aero Bureau to be flown to Avalon Station.

Watch Deputy/Desk Personnel Responsibilities

- Immediately lock lobby door
- Monitor surveillance cameras for breaches in security on station grounds.
- Request response teams from nearest stations not experiencing same situation.
- Request SEB and Aero Bureau response
- Advise SCC of situation and request the patch for initial response of station field personnel to the station.
- Monitor 911 activity and advise the Unit Commander or Sergeants of system overload*
- *Consideration: Until additional deputy personnel arrive, consider not responding to routine calls for service, emergency medical calls need to be dispatched to Baywatch and the fire departments. Avalon Code Enforcement can be used for non-violent calls when appropriate with the sergeants' approval.
- Jailer Responsibilities
- Initiate a full prisoner lockdown.
- Turn off all inmate phones.
- Account for all jail personnel.
- Ensure all perimeter doors are secure (lock the jail door leading to the hallway).
- Notify Incident Commander of jail status.

NOTIFICATIONS

- SCC
- SHB
- SEB
- Aero Bureau
- Contact and Contract Cities
- RESOURCES / CONTACT INFORMATION
- SCC – (323) 881-8100
- SHB – (323) 526-5541
- DOC – (213) 229-2222
- Aero Bureau – (562) 421-2701
- S.E.B. – (323) 264-7084
- Marina Del Rey Station- (310)482-6000

- Avalon Baywatch (310) 510-0856
- Avalon City Fire Department (310) 510-0203
- LA County Fire Department (310) 510-0424

Updated: May 31, 2023

• Avalon Unit Order 17

Subject: Avalon Station Lockdown and Protection Plan

PURPOSE OF ORDER:

The purpose of this station order is to establish uniform policy and procedures for lockdown and protection of Avalon Station in the event of a large-scale civil disturbance or unrest.

DIRECTIVE:

If there are protesters at the front of the Avalon Sheriff's Station and Avalon Station personnel need to enter the station, the deputies should consider entering through or over the fence between the Avalon Sheriff's Station and the County Library. The employee can enter the rear door next to the Report Writing Room or via the upstairs door next to Detective Bureau. The east or west parking lot gates should not be opened until there is sufficient personnel present.

DEFINITIONS

Occupation / Protest- For the purpose of this order, "Occupation / Protest" is defined as a large assembly of protestors who are gathered in the station lobby, in the patio between the county library and the Sheriff's Station, or close to the station. They may or may not be receptive to communication or verbal commands, however they are not immediately attempting to damage or breach security of the station.

Station Under Siege- For the purposes of this order, "Station Under Siege" is defined as an immediate attempt by rioters or protestors to overrun or take control of the station by breaking the station's windows, entering the secured station parking lot, or trying to get into the station via one of the doors that are accessible to the public.

PROCEDURES

It is the responsibility of Avalon Station personnel to protect Department property and to ensure the safe continuation of emergency services to the community in the event of a hostile attack. Station personnel must be vigilant in their assessment of the situation. They must react to threats to the Station's security swiftly and judiciously while being careful not to react too quickly to passive non-threatening protests or demonstrations.

In the event that any station personnel become aware of a protest or large group of demonstrators gathering on or near station property, they are to immediately notify the Unit Commander. Personnel making the initial

observation should provide the following information to the Unit Commander;

- Location of the protest or demonstration
- Estimated number of people involved
- Direction of travel, if relevant
- Crimes being committed by protestors if any, i.e. blocking traffic, damaging property, etc.

Unit Commander Responsibilities

Upon receiving notification of a protest or demonstration at or near Avalon Station the Unit Commander shall if possible, visually assess the situation and determine the threat level. Based upon the information gathered, the Unit Commander shall immediately assess and gauge the temperament and objectives of the demonstrators. If the Unit Commander determines the demonstrators are passive/non-combative, he may initiate a line of communication with them in an attempt to diffuse the situation, while simultaneously preparing for a potential escalation of the incident. If it is determined that the demonstration is hostile or combative the Unit Commander shall order the immediate lockdown of the station.

- Upon ordering a lockdown of the station the Unit Commander shall:
- Request all on duty station personnel to respond to the station immediately, with code-3 authorization.
- Request field sergeants to respond to the station immediately Code-3.
- Have desk personnel lock station lobby doors if the lobby has not been compromised.
- Monitor surveillance cameras for breaches in security on station grounds pending arrival of field personnel.
- Post deputies at all doors to the station, starting with the lobby if not compromised. If the lobby is compromised, post deputies behind security at the lobby door behind the complaint desk and the lobby door by the Watch Sergeant's office.
- Additional deputies shall be posted in the corridor, behind security, at the door leading to the parking lot and, the door in the hallway next to the Report Writing Room, the exterior door across from Detective Bureau, and at the windows in the upstairs kitchen area.
- Make notification to SHB.
- Direct desk personnel to make notifications to nearest patrol stations, (Two Harbors deputies by Sheriff's boat, Marina Del Rey by Sheriff's boat, SEB and Aero Bureau as necessary.
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Watch Deputy/Desk Personnel Responsibilities

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- Request response teams from nearest stations not experiencing same situation.
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- Advise SCC of situation and request the patch for initial response of station field personnel to the station.
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- Marina Del Rey Station- (310)482-6000
- Avalon Baywatch (310) 510-0856
- Avalon City Fire Department (310) 510-0203
- LA County Fire Department (310) 510-0424

Updated: May 31, 2023

• Avalon Unit Order 18

Subject: Avalon County Housing Selection Process

PURPOSE OF ORDER:

The purpose of this unit order is to ensure personnel assigned to Avalon Station are selected for county housing in a fair and equitable manner and according to Department policy and housing laws.

DIRECTIVE:

This unit order applies to all personnel assigned to the Avalon Sheriff's Station.

The County of Los Angeles leases four county residences in the city of Avalon for Sheriff's Department personnel who work at Avalon Sheriff's Station. The County of Los Angeles also leases two residences at Two Harbors that are specifically for Avalon Resident Deputies (PSN #546). Since there are more personnel assigned to Avalon Station than there are residences, the following procedure will address how Avalon personnel will be selected for Avalon county housing.

If Avalon Station personnel are interested in living in county housing, they shall send the Unit Commander an email or memorandum indicating so. This can be done at any time. The Avalon Unit Commander will maintain a list of personnel that are interested in living in county housing, the list will also be emailed to all

Avalon Station personnel. The names on the list will be in unit seniority order. When a vacancy becomes available, the next person with the highest unit seniority will be offered the opportunity to move into the county residence.

Males and females are allowed to live together in the same county residence as long as they both agree in writing. If one of the two do not agree, then the next Avalon employee on the list will be offered the opportunity to move in. If the person currently living in the county housing does not agree to live with the opposite gender, the next employee on the list of the same gender will be offered the opportunity to move into the county housing.

Avalon Resident Deputies assigned to Two Harbors are required to live in county housing during their work week. Unit seniority will not be used for Two Harbor Resident Deputies. If you are an Avalon Resident Deputy, (PSN 546), you must live in county housing at Two Harbors.

All Avalon Station personnel living in county housing, including Two Harbors Resident Deputies, must pay $100 a month for rent by completing a payroll deduction authorization form. They must also complete a Housing Application Form, and a Conditions for Occupancy Form.

Updated: May 31, 2023

• Avalon Unit Order 19

Subject: Avalon Station County Vehicle Usage

PURPOSE OF ORDER:

The purpose of this unit order is to ensure personnel assigned to Avalon Station are aware of who may use Avalon Station county vehicles.

DIRECTIVE:

This unit order applies to all personnel assigned to the Avalon Sheriff's Station.

All Avalon Station county vehicles are to be used for official county business only. Only personnel who have successfully completed the Department's Emergency Vehicle Operations Center (EVOC) Defensive Driver's Training may operate a county vehicle.

The on duty watch commander has the discretion to allow a county vehicle to be used by any EVOC trained personnel based on the need of the station.

Avalon Station Personnel

Due the necessity of responding to a call for service, assistance call, or administrative investigation from home, when there are enough patrol vehicles for all personnel assigned to patrol, the unit commander and

sergeants may park a patrol vehicle at their place of residence.

When not in use for official county business, all station vehicles shall be parked in the station lot or on the street near the station.

Isthmus Personnel

Due the necessity of responding to a call for service from home, resident deputies are permitted to park Avalon Station vehicles at the Isthmus county housing.

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