

METROPOLITAN DIVISION

Division Order No. 00-05
8.2.1

June 1, 2000

TO: All Personnel, Metropolitan Division

FROM: Commanding Officer, Metropolitan Division

SUBJECT: TOURS OF METROPOLITAN DIVISION FACILITIES

BACKGROUND

Due to the uniqueness of the duties and responsibilities of Metropolitan Division, members of the public occasionally request tours of the Division and its off-site facilities. To ensure security of these facilities and that Metropolitan Division personnel are available to provide tours, notification and approval of requests for tours by the Commanding Officer of Metropolitan Division are required.

Department Manual Section 1/440.60, Tours of Police Facilities, provides for tours of Department facilities dependent upon security requirements and personnel availability.

PROCEDURE

Any requests for tours of Metropolitan Division, the Ahmanson Equestrian Facility, or any other location utilized by Metropolitan Division personnel shall be approved by the Commanding Officer, Metropolitan Division, or his designee. Off-hour tours of these facilities are generally not permissible and all efforts should be made to conduct the tour during normal business hours.

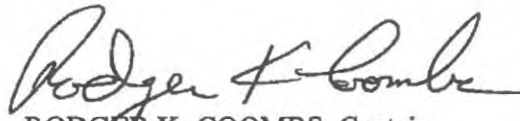
OFFICERS' RESPONSIBILITIES

Any officer receiving a request to tour a Metropolitan Division facility shall obtain information from the person requesting the tour. That information shall include the person's name, address, telephone number, organization they represent and purpose of the request. All desk personnel shall forward the tour request to the Officer-In-Charge (Administrative Lieutenant) of Metropolitan Operations Section. Other platoon personnel shall forward the request to their designated Platoon Leader.

SUPERVISORS' AND PLATOON LEADERS' RESPONSIBILITIES

Platoon Leaders and Supervisors shall ensure that requests for tours of Division facilities are properly documented and forwarded to the Commanding Officer, Metropolitan Division for review and approval. Off-hour tours are generally not allowed and without exigent circumstances shall not be approved.

Metropolitan Division is a unique entity within the Department and as such, requests for tours of our facilities are not uncommon. Metropolitan Division will continue providing tours and demonstrations of our operational capabilities. This order ensures that those duties will be conducted in a professional manner.



RODGER K. COOMBS, Captain
Commanding Officer
Metropolitan Division