

3. *Dispatchers, for all emergencies; call duty manager. Officers are not to contact client; this is to be done by a duty manager or dispatch.*
4. Location contact:
 - a. Call Main Shop line first at (714) 955-0185
(*This will roll over to whoever is on duty at that time*).
 - b. Call Supervisor for all maintenance issues:
Larry Benoit Lead Worker (714) 412-4785
Cesar Grijalva Supervisor (714) 412-4775
 - c. Client Contact (*Officer does not call*):
Bob Barilla (714) 448-1040
Theodore Luckham (714) 955-0300 / Cell phone (714) 448-2259
5. Equipment:
 - a. Detex wand
 - b. Keys
 - c. Phone
 - d. Post order book Key box (5480) Equipment box
6. Check In Procedures
 - a. It is recommended that the Officer arrive 15 minutes prior to the beginning of the shift as for proper duty mount.
 - b. Officer will call Dispatch using Contractor issued phone in the following manner: "*This is Officer to Dispatch come in please*"...Wait a for a response from Dispatch..."*This is officer _____, I am 10-8 (on duty) Collins/Bone Yard Orange County.*"
 - c. Make contact with the person in charge once you have checked in with Dispatch, and ask if there is any significant information to pass on.
 - d. Officer will start his/her DAR at this time. This is to be turned in every Monday with your time cards.
 - e. Officer will make an entry on his/her Time Sheet at this time.
7. On Duty Lunch Procedures
 - a. Officer is allowed a 30 minute **Paid** lunch break (on site)
 - b. Officer will respond to any call for service while on lunch or break. You must follow this rule without exception. You must bring Water and Food.