

Apple Valley Police Department – Policy Manual

INTRODUCTION

PURPOSE – PREAMBLE 0/100

As in any large organization, the day-to-day operations of professional law enforcement demands coordination and direction. The San Bernardino County Sheriff's Department has established rules, polices and guidelines to ensure effectiveness in operation and to provide professional service to the public.

The Sheriff's policy requires that each station and division commander enact local policies and directives as necessary, to serve as a guide on matters specifically effecting the local command.

Station policies are not intended to supersede or circumvent Department policy, rules and regulations as promulgated in the Department Manual. Rather, the purpose of such local policy is to serve as guidelines clarifying station standards and ensuring consistency.

Each member of the Apple Valley Station, when provided their personal copy of such policy, is required to read, and to be familiar with the policies effecting the operation of this station. If there is ever a question as to the purpose, intent or language of any Department or station policy, contact your immediate supervisor for clarification.

ORGANIZATION OF STATION MANUAL 0/200

The Apple Valley Station Manual is organized in a modified decimal system. This system numbers each volume, chapter, section, and subsection. The system allows for quick reference to all material, affords an easy means of citing subjects, and gives the means to effectively facilitate expansion or revision.

In the modified decimal system a typical reference used in the station manual would be "1/135.01." The number "1" preceding a diagonal line (solidus) indicates the material is contained in the first volume of the manual. The "135" indicates that the material is in section 135 and the ".01" indicates a subsection of section 135. This manual reference is read as "One, thirty-five, point zero (or "O") one.

Each page will have a dedicated page number.

The manual is composed of three (3) volumes as follows:

VOLUME ONE – "FIELD OPERATIONS" – This volume addresses specific needs in patrol and investigative functions in field operations; patrol, specialized units, traffic enforcement, investigations, reports and evidence.

VOLUME TWO – "ADMINISTRATIVE STAFF" – This volume addresses specific duties required of station personnel.

VOLUME THREE – "ADMINISTRATIVE PROCESSES & PROCEDURES" – This volume addresses daily operational and administrative processes such as scheduling, overtime, administrative reports and notifications.

Apple Valley Police Department – Policy Manual

STATION POLICY CHANGES - 0/300

New policies or suggested policy changes are to be submitted by interoffice memorandum to the station commander. Policies approved by the station commander shall be placed in the “Station Policy memo” files maintained by the captain’s secretary. The sergeant assigned to station manuals as a “Fixed Responsibility” will be responsible for putting the memorandums into the proper format for the captain’s secretary to place in the station manual. The table of contents and index will be updated when a new policy is placed in the manual.

Each station policy section or subsection shall be followed by the month/year the item was revised.

EXAMPLE: (rev. 04/10)

VOLUME ONE

FALSE ALARMS - 1/110

When an officer responds to an alarm call and the call is determined to be false, the responding officer will complete a “Notice of Police Response” card.

The serial identification number on the card will be placed in the comments section after the “FAL” disposition. This will include any type of alarm response, whether the reporting party is a citizen or an alarm company representative.

In such circumstances where a warning card is not issued, the officer will place the appropriate disposition within the call history.

Multiple False Alarm Responses

First & Second Response - Deputy will complete the orange colored “Notice of Police Response” card and attach the card to the responsible party’s residence. If the responsible party is at the location, the deputy will give a “Notice of Police Response” card to him/her and should explain that continued false alarm responses will result in municipal fees from the Town of Apple Valley.

Third Response - Deputy will complete the orange colored “Notice of Police Response” card and attach the card to the responsible party’s residence. If the responsible party is at the location, the deputy will give a “Notice of Police Response” card to him/her and should explain to him/her they are being charged \$53.00 for our response and that continued false alarm responses will result in additional municipal fees from the Town of Apple Valley.

Fourth Response - Deputy will complete the orange colored “Notice of Police Response” card and attach the card to the responsible party’s residence. If the responsible party is at the location, the deputy will give a “Notice of Police Response” card to him/her and should explain to him/her they are being charged \$80.00 for our response and that continued false alarm responses will result in additional municipal fees from the Town of Apple Valley.

Fifth Response - Deputy will complete the orange colored “Notice of Police Response” card and attach the card to the responsible party’s residence. If the responsible party is at the location, the

Apple Valley Police Department – Policy Manual

deputy will give a “Notice of Police Response” card to him/her and should explain to him/her they are being charged \$106.00 for our response and continued false alarm responses will result in additional municipal fees from the Town of Apple Valley.

Sixth Response - Deputy will complete the orange colored “Notice of Police Response) card and attach the card to the responsible party’s residence. If the responsible party is at the location, the deputy will give a “Notice of Police Response” card to him/her and should explain to him/her they are being charged \$133.00 for our response and continued false alarm responses will result in additional municipal fees from the Town of Apple Valley.

MULTIPLE LOUD PARTY RESPONSES - 1/110.5

First & Second Response - Deputy contacts the responsible party and completes a “Party Response Report.” The Deputy should give the responsible party a copy of the one page report and explain that continued party complaints will result in municipal fees from the Town of Apple Valley.

Third Response - Deputy contacts the responsible party and completes a “Party Response Report” indicating on the form “Third Response.” The deputy should give the responsible party a copy of the one page report and explain that the Town of Apple Valley will send them a bill in the amount of \$53.00 for our response and that continued loud party responses will result in additional municipal fees from the Town of Apple Valley.

Fourth Response - Deputy contacts the responsible party and completes a “Party Response Report” indicating on the form “Fourth Response.” The deputy should give the responsible party a copy of the one page report and explain that the Town of Apple Valley will send them a bill in the amount of \$80.00 for our response and that continued loud party responses will result in additional municipal fees from the Town of Apple Valley.

Fifth Response - Deputy contacts the responsible party and completes a “Party Response Report” indicating on the form “Fifth Response.” The deputy should give the responsible party a copy of the one page report and explain that the Town of Apple Valley will send them a bill in the amount of \$106.00 for our response and that continued loud party responses will result in additional municipal fees from the Town of Apple Valley.

Sixth Response - Deputy contacts the responsible party and completes a “Party Response Report” indicating on the form “Sixth Response.” The deputy should give the responsible party a copy of the one page report and explain that the Town of Apple Valley will send them a bill in the amount of \$133.00 for our response and that continued loud party responses will result in additional municipal fees from the Town of Apple Valley.

MUTUAL AID REQUESTS - 1/120

When local mutual aid is requested by a police department, County Sheriff station, or the California Highway Patrol in a situation that requires immediate response (999 or 11-99), officers from Apple Valley Police may respond. Approval from the watch commander should be obtained whenever possible.

Apple Valley Police Department – Policy Manual

VEHICLE STORAGE & IMPOUND - 1/130

Often when conducting traffic enforcement and criminal investigations, deputies will need to tow and store or impound a vehicle. Most often this is proper and prudent, however there are times when a citizen's car does not necessarily need to be towed.

VEHICLE STORAGE INVENTORY - 1/130.1

All vehicles being towed and stored/impound shall be inventoried

VEHICLE STORAGE FEES - 1/130.2

The fee will be assessed for the vehicles that are stored or impounded for the following reasons:

- Vehicle abandon upon the highway. (CVC22669a)
- Vehicle upon highway with the registration expired for more than six months. (CVC22651o)
- Vehicle upon highway causing a hazard. (CVC22651b)
- Vehicle blocking a driveway and no other immediate remedy is available. (CVC22651d)
- Vehicle is operated by an unlicensed driver or a driver whose driver's license is suspended. (CVC22651p)
- There are more than five (5) outstanding parking citations against the vehicle. (CVC22651i)
- The vehicle is illegally parked in a properly marked Disabled Persons Parking Space. (CVC22652)
- The owner/operator is arrested for crimes listed in the California Vehicle Code or the California Penal Code and the vehicle is towed. (CVC22651h)

NO FEE WILL BE CHARGED FOR RECOVERED STOLEN VEHICLES AND VEHICLES STORED AS A RESULT OF A TRAFFIC COLLISION.

This procedure applies to vehicles stored or impounded from within the Town of Apple Valley. There is no charge in the processing and releasing of vehicles stored or impounded from outside the town limits of Apple Valley. This stored / impound service charge does not apply to private party tows.

Station desk/clerical personnel will generally be responsible for collecting the Town impound storage fees. Cash or money orders (no personal checks) will be accepted. The completed cash receipt form provided by the Town of Apple Valley will be authorization for the tow company to release the vehicle.

The legal / registered owners of the stored / impounded vehicles will respond to the Apple Valley Station and pay the town fee, obtain a copy of the cash receipt and vehicle release form, and present it to the tow company to obtain the release of the vehicle.

Tow companies, utilized by the station, shall be notified in writing of any change in procedure and shall be required to confirm that the fees have been paid, prior to releasing the vehicle.

FIELD OFFICER'S RESPONSIBILITIES 1/130.4

If the vehicle is towed for storage / impound outside the town limits or does not meet the service charge requirements as listed above, the "SERVICE CHARGE" box will be marked under the "NO" column. This will allow the tow / storage companies a ready reference when releasing the vehicle to determine if the service charge payment fee is necessary, prior to releasing the vehicle

Apple Valley Police Department – Policy Manual

DESK / CLERICAL PERSONNEL RESPONSIBILITY 1/130.5

Station desk / clerical personnel shall generally be responsible for the collection of fees and the issuance of a receipt prior the owner responding to the tow company. Other personnel may collect the fees at the direction of the shift commander. The Town of Apple Valley receipt book will be completed, as well as the vehicle release form.

Receipts issued for the vehicle storage / impound service fees will be completed with the name and the address of the person the vehicle is being released to.

The section on the receipt book / receipt marked “NATURE OF FEES” will reflect what the fees are being paid for, followed by the case number and license number of the vehicle.

WATCH COMMANDER’S RESPONSIBILITIES 1/130.6

If the legal / registered owner desires a hearing, the watch commander shall conduct such a hearing and take the immediate steps to confirm or disapprove the claim. If the hearing officer determines the vehicle was properly stored or impounded, he shall inform the legal / registered owner of the decision and that he / she is responsible for the town storage / impound fee.

If the hearing officer determines that the vehicle was stored or impounded without merit, he shall have the vehicle released without requiring the storage / impound service charge be paid.

In the event that the legal/registered owner of the vehicle has paid the town storage / impound service fee, a memorandum from the station commander or his appointee to the Town of Apple Valley, Finance Department Director, requesting the service charge be refunded, shall be completed. The legal / registered owner shall be informed that the Town of Apple Valley will refund the service charge through U.S. Mail.

DESTRUCTION OF RATTLESNAKES - 1/135

It is not uncommon in our area for patrol deputies to be called upon by the public to deal with rattlesnakes in yards, garages, on porches, etc. The appropriate technique to safely kill these animals is to decapitate them with the edge of a shovel. Use the shovel handle to keep a safe distance (4 feet or more) from the snake while killing it.

The severed head of the rattlesnake will bite with potentially serious consequences. Therefore, when a deputy kills a rattlesnake, the shovel shall be used to remove the head of the snake to a safe location – away from curious kids and pets – for disposal. In most cases, this may involve transporting the head of the snake away from the premises to an uninhabited place for burial.

Rattlesnakes encountered in sparsely populated or uninhabited area where they pose no immediate threat to people or livestock shall be left alone. Approaching the snake only exposes our personnel unnecessarily to the chance of being bitten.

CONTROL OF ANIMALS - 1/140

Town of Apple Valley Animal Control Officers are available for animal/wildlife responses during regular business hours (Monday through Friday, 8 a.m. to 5 p.m.). They are available on-

Apple Valley Police Department – Policy Manual

call 24 hours a day for “high priority responses.” High priority response calls are those calls where a high risk of rabies or a threat to public health is present.

An animal control officer will respond to the residence of a citizen reporting a bite or other direct exposure to a human or domestic animal. Bats, raccoons, skunks, foxes, coyotes, and bobcats are considered to be “high risk” rabies carriers.

A citizen who has had no direct contact with wild animals, but is reporting that the animal is being a nuisance (where there is not a direct threat to public health and safety) may contact Animal Control during regular business hours for further direction and assistance.

Barking dogs are generally not a priority response call

GRAFFITI - 1/145

Any deputy observing graffiti upon any wall, building, fence, or roadway shall fill out the Graffiti Abatement Request form and submit via the IN-BASKET at the end of watch.

The watch commander reviewing the Graffiti Abatement Request form shall insure it is correctly filled out and forwarded to the Town of Apple Valley Public Works, via Town mail.

When the Public Works Department of the town of Apple Valley notifies us of recently discovered graffiti, the responding deputy will prepare a report to include the production of digital photographs. Those reports shall all be directed to the Gang Unit for follow-up.

This policy does not supersede the Graffiti Abatement Policy, but supplements it.

PRE-JAIL CHECKS & 5150 MEDICAL CHECKS - 1/160

ST. MARY'S HOSPITAL 1/160.1

Whenever our law enforcement personnel have a suspect in custody requiring a jail check, they shall remain with the prisoner at all times

MENTAL PATIENTS - 1/160.2

Unless there is an extreme need for urgent or critical care of a W&I 5150, the patient shall be taken directly to county hospital and shall not be taken to St. Mary's or any other local hospital. Hospitals are not allowed to “transfer” care through the Sheriff's Department or not. In the event a subject requires immediate medical care and the deputy feels the subject should not be released upon completion of his medical care, the deputy should contact the watch commander.

COMMUNITY CRISIS RESPONSE TEAM - 1/160.3

Whenever possible, CCRT should be contacted as soon as possible for all non-violent adult and juvenile mental health issues.

Apple Valley Police Department – Policy Manual

PREPARATION OF PRESS RELEASES - 1/170.2

The following shall be this station's policy regarding preparation and distribution of press releases and notification of the media of newsworthy events.

This policy is intended to facilitate the timely release of accurate information to news media outlets concerning activities of the Apple Valley Police Department consistent with Sheriff's Department policy and the Town of Apple Valley public relations objectives.

Investigating officers and/or supervisors shall prepare a standard press release whenever an event occurs that is likely to result in inquiries by the news media.

All such press releases shall be completed, approved by the appropriate sergeant (patrol watch commander or detective sergeant), and distributed in a timely manner as follows:

- Original to case file with original report
- One copy to station press release board
- Two copies to community services officer
- One copy to station administrative sergeant
- One copy to station lieutenant
- One copy to station captain

RESPONSE TO MEDIA INQUIRIES - 1/170.3

In murder cases and other investigations conducted by the Sheriff's Homicide Detail, rather than the above procedures, reporters shall be provided with a copy of any approved press release and referred to the Homicide Detail supervisor responsible for the case.

Unless otherwise directed regarding a specific incident, when an employee assigned to this station is contacted by a member of the news media for information concerning any police department activity, the employee shall do the following in this order:

- Provide any previously approved press release, if available;
- Refer the reporter to the community services officer, if available;
- Refer the reporter to the supervisor or investigator responsible for the case or event;
- Refer the reporter to the station lieutenant or captain.

SPECIALIZED UNITS - 1/200.

The Apple Valley Station has created several positions for specialized enforcement needs. Generally, these positions are temporary assignments, and fall under the supervision of either the detective sergeant or the specialized enforcement sergeant. The length of assignment and transition date are generally planned to minimize the impact on any one team or bureau.

Apple Valley Police Department – Policy Manual

SPECIALIZED ENFORCEMENT UNIT - 1/205.

Generally, the Apple Valley Specialized Enforcement Unit is responsible for locating, identifying and documenting local criminal street gangs and their members, while suppressing gang activity through directed pro-active enforcement and conducting gang crime investigations. The unit will also take an active role in educating the citizens of the community, including civic groups, businesses, local school staff and at-risk members of society, about the harmfulness of street gangs and their members. The Unit will maintain open communications with other stations/departments in order to promote a professional working relationship. Coordination of gang sweeps and directed enforcement actions related to gang activity are included in the team's responsibilities.

RETAIL THEFT UNIT - 1/215

Generally, the personnel assigned to the Retail Theft position are responsible for providing law enforcement and investigative services involving retail based crime in the assigned retail clusters. This includes responding to calls for service for in-custody reports, disturbances, alarm calls, pro-active patrol and coordinating special events. The purpose of the position is to reduce the retail crimes which impact the patrol force. In addition, investigating retail based crimes reported after the fact along with maintaining a close working relationship with retail loss prevention staff are among the assigned responsibilities.

CRIME FREE MULTI-HOUSING - 1/220

Generally, the Apple Valley Station Crime Free Multi-Housing Coordinator is responsible for managing the Crime Free Multi-Housing program and providing the approved information to the participating clients. Coordinating program training and producing requested reports documenting the program's specifics and effectiveness are included, as well as working closely with Town resources and Sheriff's Public Affairs Division. In addition, promoting the program and developing solutions to client's problems are among the assigned responsibilities.

TRAFFIC ENFORCEMENT - 1/300

OBJECTIVES AND PRIORITIES - 1/305

Traffic officers will perform duties, using the following list as a guideline, when determining the priority of their responsibilities.

- Participate in selective enforcement by issuing citations and warnings.
- Assist other officers in handling emergency calls and in officer safety situations.
- Investigate accidents and prepare reports
- Other duties as required.

IDENTIFICATION OF TRAFFIC PROBLEM AREAS - 1/305.1

Identification of high frequency accident locations and frequently occurring primary collision factors will be determined by using SWITRS Reports and traffic summaries.

Apple Valley Police Department – Policy Manual

- PCF
- Time of day
- Day of week
- Fatal, Injury or PDO
- Number and type of citations written

TRAFFIC ENGINEERING - 1/305.2

The police department has a permanent seat on the town's traffic committee. This committee reviews recommendations for changes in speed limits, traffic control devices and other traffic related matters and makes recommendations to the town council regarding those issues.

Traffic officers who become aware of hazardous conditions shall submit a traffic safety proposal identifying the problem and offering solutions. The traffic sergeant will review then furnish this information to the town.

SELECTION OF TRAFFIC PERSONNEL - 1/310

The following criteria should be utilized in the selection of traffic personnel:

- Must be interested in traffic enforcement and be supportive of the station traffic program.
- Should be an experienced officer who has demonstrated above average public relation skills.
- Should be professional in appearance and demeanor.
- Must have attended, or attend as soon as possible, the Basic Traffic Accident Investigation Course.
- The sergeants collectively will make selection recommendations to the station commander, who will make the final assignments.
- Assignment to the station traffic program will generally be for a minimum of one year.

MAIT REPORT REVIEW PROCESS - 1/320

When MAIT reports are completed, they will be logged in locally at the Apple Valley Station by the traffic sergeant. All steps along the process of return for correction, subsequent reviews and final submissions shall be routed through the traffic sergeant to ensure proper tracking, accountability and timeliness.

TRAFFIC DIVISION TRAILERS & EQUIPMENT - 1/335

The radar trailer will be placed in a noted problem area as many times as possible

CHECK POINTS & GRANTS - 1/340

Throughout the year the Apple Valley Station will schedule saturation special patrols per state grant funding.

TRAFFIC COLLISIONS - 1/350

In order to keep patrol staffing at the highest levels possible, traffic enforcement officers are to primarily focus commute issues and school zone compliance. Patrol deputies are expected to take routine traffic collisions as part of their regular duties. Minor injury and property damage only collisions are not the primary responsibility of the traffic detail. When calls for service are

Apple Valley Police Department – Policy Manual

unusually high, traffic deputies are expected to assist with ensuring that traffic related incidents are handled in a more timely fashion, rather than allowing the collision calls to hold for extended periods of time.

TRAFFIC COLLISION INVESTIGATION - 1/350.1

A traffic accident investigation is a detailed and thorough report. It will include all headings as indicated in the CHP Traffic Accident Investigation Manual under the Traffic Accident Investigation Section.

TRAFFIC COLLISION REPORT - 1/350.2

A traffic accident report will be consistent with the CHP Accident Investigations Manual under the Traffic Accident Report Section.

PROPERTY DAMAGE ONLY REPORTS - 1/350.3

When a citizen requests a report, or when a deputy believes documentation is the more prudent course of action, the deputy shall use the PDO forms to complete the report. These reports are simple and easy to complete, and provide our citizens with a public service regarding the proper exchange of information and insurance information for all involved parties.

LATE REPORT / COUNTER REPORTS - 1/350.4

Late reports can be completed by the citizen by coming to the station or receiving the late report forms via mail. Once completed by the citizen, the front desk personnel should review the document to ensure it is filled in completely. A report number shall then be assigned and provided to the citizen completing the report. It is not up to the clerical staff or reviewing supervisor to determine the factual accuracy of the report, it is a report for documentation only. Citations shall not be issued on late report cases.

TRAFFIC COLLISION CITATIONS - 1/350.5

At the conclusion of a traffic collision investigation, the investigating officer may issue a citation when:

- The primary collision factor (PCF) is a hazardous violation.
- There is indisputable evidence the violation committed was the direct and sole cause of the collision.
- There is no doubt the person to be cited is the driver who committed the violation.

Conducted an investigation of the collision, and documented evidence an/or statements that support elements of the offense.

Citations, as a result of a collision investigation, will be submitted with the report and approved by the reviewing supervisor.

PARKING CITATIONS - 1/360

Prior to writing a handicapped parking citation, the author should carefully examine the exterior and interior of the vehicle to see if a handicapped placard may have inadvertently fallen down or mistakenly not displayed. It is not the intent of this station to issue citations to truly handicapped citizens who forgot to hang their placard. It is the intent of this station to issue citations to those persons who park in handicapped spaces without cause and/or need.

Apple Valley Police Department – Policy Manual

The notice of parking violation shall be served by:

- Handing the citation to the person in charge of the vehicle.
- Placing the citation either under the windshield wiper of the vehicle, or in another conspicuous place on the vehicle so as to be easily seen by the person in charge of the vehicle upon their return to the vehicle.
- If for some reason the vehicle is driven away prior to the attaching of the citation to the vehicle, the issuing officer shall file the notice with the station and the station will then mail the citation to the registered owner.

ADMINISTRATIVE CITATION REVIEW (PER VC40200.7) – 1/360.2

When a parking citation is contested, the Town personnel will create a file including the citation, defense letter and the review form and deliver it to the administrative sergeant's office for review. The sergeant shall make a determination through whatever reasonable means deemed appropriate and render a decision accordingly. The form will be marked and signed and delivered back to Town personnel.

INVESTIGATIONS - 1/400

The investigations unit is comprised of detectives and deputy sheriffs. Most positions will be traditional investigator positions wearing business attire and conducting follow-up investigative assignments. However there will be times when Class A or Class B uniforms, or undercover clothing may be worn instead.

OBJECTIVES & PRIORITIES - 1/405

The primary goal of the detective bureau is crime suppression through active criminal investigations, support for crime prevention programs and mentoring lesser experienced deputies. To accomplish this goal, detectives must think globally beyond the cases on their desks for ways to solve and prevent crimes, not just work cases.

While during normal working hours, detectives shall have a radio turned on and have it near them at all times, monitoring patrol activity. As such, they should be prepared to respond out to high priority calls as they come in without the need to specifically be called out. When called to a scene by a watch commander, the detective is expected to provide investigative leadership and take over the case unless otherwise directed

CLASS "E" UNIFORM USE – 1/408

The Class "E" uniform for detectives, as approved by department policy sections 6.232 and 6.440 through 6.440.50, is approved for use at the Apple Valley Station as follows:

- As an alternate uniform when business casual attire is appropriate
- During the service of search warrants with approved identifiable raid vest or jacket per policy section 6.710.20.

Apple Valley Police Department – Policy Manual

The Class “E” uniform is not approved for wear during courtroom testimony. Any detective choosing to wear the Class E uniform as approved, may do so independently, or collectively with other detectives.

(approved 3/31/2014)

DETECTIVE SERGEANT - 1/410

The detective sergeant will be the direct supervisor of the investigations unit. The assigned sergeant will set direction for the unit and provide leadership for all personnel assigned to investigations as well as the internal administrative duties relating to their schedules, vacation requests, authorization of overtime, and general assignment duties.

DETECTIVES - 1/415

Detectives are of the corporal rank and will wear appropriate business attire. They will be assigned primarily felony cases requiring follow-up or more detailed and intense investigative techniques. Although felonies are primarily the types of cases assigned, there may be the need for a detective to assist in the investigation of misdemeanors, non-criminal incidents, traffic investigations pertaining to particular expertise or other administrative investigations as assigned by the administration.

ACTING DETECTIVE POSITION - 1/420

The acting detective position will be occupied by a deputy sheriff on a rotating basis. The creation of an acting detective position was to enhance the knowledge and expertise of deputies who desire and demonstrate potential for promotion to the rank of detective.

CASE ASSIGNMENT / ROUTING - 1/425

The detective sergeant will assign cases based on priority, intensity and volume as fairly as possible without strict consideration for preference by the individual detectives.

COLLATERAL DUTIES OF DETECTIVES - 1/430

Detectives may be assigned collateral duties to assist in the overall operation of the Apple Valley Station. These duties may be assigned in the Inspection Matrix. Detectives are expected to demonstrate the initiative to complete assignments related to their collateral duties without prompting from their supervisor.

On occasion, as the needs of varying staffing situations arise, detectives may need to fill in a shift or for a lengthier period of time as a patrol watch commander. During those times they are assigned to a portion or full shift of watch commander duties, the detective shall occupy the watch commander’s office and assume all of the duties. The detective should be completely available and attentive to patrol functions, focusing their attention completely on the patrol shift.

DETECTIVE MENTORING PROGRAM - 1/435

In order to enhance and support patrol operations, detectives have each been assigned a list of personnel for whom they are directly responsible for providing extra assistance, guidance, mentoring and leadership as needed. This does not mean they are to ignore other requests from deputies not on their specific list when requests for assistance are made directly or indirectly.

Apple Valley Police Department – Policy Manual

Detectives should routinely review their deputies' cases and when appropriate, conference with their deputy to provide positive and constructive criticism of their work product. The main goal is to enhance the deputies' investigations and their reports, preparing them for the next level in their careers.

Apple Valley Police Department – Policy Manual

FOLLOW-UP INVESTIGATIONS - 1/500

Providing good law enforcement services to our citizens requires more than just taking a report, it often requires continued investigation and follow-up. There is no way that the detective unit can handle all of the follow-up investigations for all of the cases at this station. Therefore, patrol deputies are expected to complete their cases to the best of their ability, utilizing the detectives for cases requiring intense follow-up, out of area interviews and contacts or specialty investigations.

MISDEMEANOR - 1/500.1

Misdemeanor follow-up investigation will primarily be conducted by the patrol deputy who took the original report. Cases requiring follow-up investigation will receive a follow-up request form and be sent to the stat clerk for entering into the system.

FELONY - 1/500.2

Felony investigations are NOT automatically assigned to the detective unit. Patrol deputies may be assigned follow-up investigations of their own reports or other deputies' based on the determination of the watch commander.

DISTRICT ATTORNEY - 1/500.3

The District Attorney's office may decline to prosecute cases pending additional information or investigation. These requests usually are delivered to the station by our complaint officer or are occasionally received via the mail.

In order to consistently and uniformly handle these requests for additional investigations, the following instructions should be followed as closely as possible.

Generally, the rejection slips/requests for additional investigation will be routed to the watch commander. The request will then be assigned as a follow-up to a deputy and entered in the follow-up book.

When a request is directed to a particular deputy or, more likely, to the investigating detective, follow-up should be assigned using the above procedure if the request is directed a particular deputy. If directed to a detective, it should be routed to the detective sergeant for assignment.

When completed and approved by the watch commander or detective sergeant, the additional investigation should be routed to the complaint officer for resubmission to the district attorney. The only exception would be when the assigned deputy or detective personally resubmits the report to the district attorney.

Apple Valley Police Department – Policy Manual

EVIDENCE - 1/600

EVIDENCE OFFICER - 1/605

The evidence officer will be a sheriff's service specialist chosen by the staff of the Apple Valley Station. Longevity in this position is required in order to obtain and maintain expertise. Therefore, the evidence officer position will not fall under a regular rotation schedule. Personnel rotations will be evaluated on an as needed basis.

The following is a basic summary of regular duties to be performed by the station evidence officer, but is not a complete and comprehensive list of all duties assigned:

- Empty evidence lockers assuring all items are packaged correctly and have the needed paperwork attached.
- Enter all evidence items into the PETS (Property Evidence Tracking System) and store property in proper location.
- Enter blood evidence into log.
- Transport needed evidence to SID/CAL ID/Hi Tech Assure all packaging items and paperwork are properly stocked and ordered.
- Release property as needed to owner and complete all needed paperwork (CR4) and remove item from the PETS.

PROCEDURES MANUAL - 1/610

The evidence officer shall be responsible for regular updates and supplemental examples to be included in the evidence procedures manual.

INTERIM EVIDENCE LOCKERS - 1/615

The intent of these lockers is to allow for a chain of custody of evidence during a break in shifts.

BLOODY OR SOILED CLOTHES AND BEDDING - 1/620

Bloody clothing should never be packaged in plastic or airtight containers, doing so could cause mold and complete destruction of DNA and other evidence. Bloody cloth materials should be fully dried before being packaged in cardboard boxes or paper bags. Drying lockers are available and shall be used to ensure chain of custody and prevent contamination of the station and personnel.

The evidence officer shall ensure that drying lockers are cleaned after each use to ensure there is no chance of cross contamination from one case to another.

WEAPONS - 1/630

ALL weapons shall be secured in a safe manner, consistent with good evidence practices. *AT NO TIME*, may a weapon be left loaded or capable of firing, detonating or discharging when placed into evidence. Should a deputy not be able to unload or make safe a weapon capable of expending a projectile, the watch commander shall be notified and other arrangements will be made to render the weapon system safe for handling by the evidence officer.

Apple Valley Police Department – Policy Manual

SHARPS - 1/635

Needles and other sharp instruments are generally not needed as items of evidence themselves and have in many cases been precluded from being used for demonstration in court proceedings. However, there may be occasions where evidentiary sharps may need to be preserved for further testing at the crime lab. In those special and rare cases, the sharps must be packaged in such a manner to prevent injury to the evidence officer at all costs. Refer to the evidence manual for proper packaging methods.

Simply placing an uncapped needle in a paper envelope and writing “SHARP” is not acceptable!

SUPPLEMENTAL & BRIEFING TRAINING - 1/640

When the evidence officer notices a decrease in proper evidence packaging techniques being utilized, the officer should take it upon him or herself to rectify the situation by providing individual or group training sessions. The evidence officer should expect to spend extra time with deputies who are new to the station, but in particular trainees in the field training program.

BULK PROPERTY - 1/645

Bulk property is not accepted in the Bureau of Corrections. Bulk property will be placed in evidence at the Apple Valley Station Property Room under “safekeeping.”

Be sure to get a good address from the suspect (i.e. suspect’s friend, relative, or other) so the property officer has a location to send the property after the required time.

VOLUME TWO – ADMINISTRATIVE STAFF

CHAIN OF COMMAND - 2/100

The chain of command at the Apple Valley Station is recognized in descending order as;

- Captain (Chief of Police)
- Lieutenant
- Administrative Sergeant
- Detective Sergeant
- Specialized Enforcement Unit Sergeant & Watch Commanders

ADMINISTRATIVE SECRETARY - 2/110

The captain’s secretary will be under the direct supervision of the administrative sergeant and will adhere to the station’s clerical expectations and Department’s Value Statement.

The secretary will be responsible for the following tasks:

- Complete brief correspondence following general direction.
- Screen and direct mail and phone calls for the captain and lieutenant.
- Schedule appointments, meetings and make reservations as directed.
- Type administrative paperwork, to include citizen complaints, workman’s comp. claims, claims against the county, use of force, etc., ensuring all necessary forms and documents are included in the package before forwarding.
- Maintain administrative, personnel, payroll and fiscal files.

Apple Valley Police Department – Policy Manual

- Review clerical work station manuals periodically to ensure procedures are up to date and clerks are aware of any changes.
- Complete paperwork for personnel as it relates to expense claims and advance money for training. Also responsible for arranging airline and car rental reservations.
- Collect and review time slips to ensure accuracy and route to payroll.
- Coordinate coverage for reserve contract jobs with the reserve commander. Complete and forward all necessary paperwork.
- Complete and forward necessary paperwork for accounts payable.
- Maintain journals and city budget accounts, keeping track of monies available under each account.
- Order supplies and business cards for the station.
- Maintain forms by either copying or ordering forms needed.
- Maintain fax machine, including distributing transmissions received or the fax to the appropriate parties.

PROCESSING PARTY RESPONSE REPORT - 2/110

After completion of the Party Response Forms, they should be submitted to the lieutenant for review then given to the captain's secretary for processing. The secretary will copy and maintain a file of the completed form. The original should be submitted, along with a cover memo detailing dates and times of previous police responses to the Town for processing.

Processing "Notice of Police Response" Forms for False Alarm Responses (Station Policy 2/110)
After completion of the "Notice of Police Response" cards, they should be submitted to the captain's secretary for processing. The secretary will search to see if previous cards have been issued to the responsible party. She will note on the card the number of responses by the Sheriff's Department. A copy will be placed in the station file and the original should be submitted to the Town for processing.

ADMINISTRATIVE SERGEANT - 2/200

The administrative sergeant has a variety of duties and regular tasks which are directly related to the overall operation of the station. The administrative sergeant is expected to coordinate or directly oversee the following tasks and operations:

- Supervise the administrative staff which includes the clerical staff, the secretary and the evidence, automotive and community service SSS personnel
- Assist the lieutenant with, or prepare monthly reports for the Town Manager
- Assist the lieutenant with, or prepare regular budgetary items and supplements
- Assist the lieutenant with, or prepare the personnel schedule and vacation selection
- Attend regular committee meetings directly related to the administrative position
- Attend meetings or luncheons on behalf of the station commander or lieutenant in their absence
- Serve as director of the Apple Valley Police Activities League
- Other duties as assigned

Apple Valley Police Department – Policy Manual

DETECTIVE SERGEANT - 2/300

The following standing orders apply to the position of Investigations Sergeant:

- Supervises the activities of station investigators.
- Conducts daily briefing and makes immediate assignments of major investigations.
- Conducts roll-call training applicable to investigations.
- Conducts on-going training needs assessments.
- Prepares P.A.R.'s and On-Targets for investigators.
- Inspects the work stations and vehicles assigned to his personnel for cleanliness, orderliness, and state of repair.
- Assigns cases to investigators.
- Establishes “due dates” on all assigned investigations.
- Rotates work hours to meet job demands.
- Is directly responsible to the station lieutenant.
- Other duties as required.

SPECIALIZED ENFORCEMENT UNIT SERGEANT - 2/400

The Apple Valley Station S.E.U. sergeant position is assigned by the station command staff.

Generally, the S.E.U. sergeant is responsible for the supervision and daily operations of the personnel assigned to the Gang Unit, and the Crime Free Multi-Housing personnel. Duties and responsibilities include, but are not limited to;

- Supervising the activities of the personnel assigned to the S.E.U.
- Conduct on-going training needs assessments and ensure attendance to mandated/required training
- Prepares performance evaluations for assigned personnel
- Monitors work stations, equipment and vehicles assigned to the S.E.U. for cleanliness, orderliness, and state of repair. Ensures deficiencies are corrected
- Assigns cases to investigators and establishes “due dates” on investigations
- Adjusts work hours/schedule to meet job demands
- Manages the station’s mobile ID-device program
- Other duties as assigned

WATCH COMMANDER - 2/500

The following standing orders are generic to the position of watch commander, regardless of shift or rank (unless otherwise indicated):

- Supervise the activities of all subordinate personnel.
- Brief the on-coming Watch Commander.
- Ensure emergency repairs are made on vehicles in the absence of the sheriff’s service specialist.
- Inspect the facility for cleanliness & needed repairs
- Respond to calls involving:

Apple Valley Police Department – Policy Manual

1. Injury to a deputy
2. Collisions involving station vehicles
3. Other incidents as required

Review all incoming reports for accuracy, thoroughness, and proper grammar.

- Ensure that a press release is prepared and distributed in all newsworthy instances.
- Notify the station lieutenant or commander of all incidents of major importance.
- Other duties as required

NOTIFICATIONS - 2/515

Generally the watch commander shall notify the lieutenant of significant events and the lieutenant shall notify the captain. In the event that the lieutenant is unavailable, watch commanders shall notify the captain directly.

Watch commanders shall utilize the station call out/response matrix as a guide for notifications. Such notifications shall be made, regardless of time of day or day of week, regarding all unusual and/or major incidents including, but not limited to, the below listed events:

- On-duty injuries or illnesses to Apple Valley Station personnel that require medical treatment.
- Incidents resulting in treatable injury to any member of the Sheriff's Department occurring in the Town of Apple Valley, regardless of circumstances.
- Traffic collisions involving Apple Valley Station vehicles.
- Non-natural deaths, including homicides, suspicious deaths, and traffic collision fatalities.
- Unusually serious crimes and/or crimes involving unusual circumstances (e.g., uncommonly violent robberies, assaults with particularly serious injuries, kidnaps, unusual gang activity, etc.)
- Barricaded suspects, with or without hostages, before SWAT is requested.
- All search and/or rescue operations within the Town of Apple Valley that are not quickly and easily resolved.
- Timely notifications of significant events will allow the lieutenant and captain to appropriately brief officials of the Sheriff's Department and Town, answer questions intelligently, and satisfy department policy.

CIVILIAN COMPLAINT PROCESS - 2/540

Prior to any employee handing out a *CIVILIAN COMPLAINT FORM*, every effort shall be made to contact an on duty supervisor personally or by phone to speak with the complainant. The supervisor may be able to resolve the complaint to the citizen's satisfaction.

COMPLAINT TAKEN BY OTHER THAN A SUPERVISOR – 2/540.2

When a *CIVILIAN COMPLAINT FORM* is accepted by anyone other than a supervisor, that employee shall inform the watch commander as soon as he/she is available.

Apple Valley Police Department – Policy Manual

ROUTING OF COMPLAINT – 2/540.4

When a *CIVILIAN COMPLAINT FORM* is received by a supervisor, he/she shall forward it to the lieutenant. When the form is received by the lieutenant, he/she shall call Internal Affairs, obtain a “P” number and forward the copy to them starting the investigation.

COLLATERAL DUTIES - 2/600

Each sergeant at the station will be assigned a variety of collateral duties for which they are responsible and accountable. These duties are an important and integral part of the efficient functioning of this station. The collateral duties are not to be overlooked or taken lightly. Supervisors who have employees delegated to assist in these duties should ensure their subordinate employees are completing their tasks as assigned.

VOLUNTEER FORCES SERGEANT - 2/700

Each volunteer unit (C.O.P., Explorers and Reserves) will have a sergeant assigned to oversee the unit and its leadership. Each sergeant is responsible to ensure the unit commanders and their advisors are in compliance with the rules and policies of sheriff's volunteer forces, local laws and 501c3 compliance where applicable.

SHERIFF'S SERVICE SPECIALIST POSITIONS - 2/800

The Apple Valley Station has several SSS positions being utilized in patrol, administratively and in the investigations unit. Each SSS shall maintain uniforms in clean and good repair to be donned during emergency or special occasions. Although the SSS personnel are assigned to specific duties, shifts or areas of expertise, any of them may be utilized to assist in patrol or investigative operations as required.

COMMUNITY SERVICE OFFICER - 2/810

In addition to other duties, the community services officer (CSO) shall serve as the station's public information officer and, as such, shall manage the station's relationship with the news media.

When available, the CSO should be the first point of contact for reporters, except for providing approved press releases upon request at the public counter.

Notwithstanding other duties and responsibilities, the CSO shall:

Constantly communicate and coordinate with the Town of Apple Valley community relations officer to ensure that the Town's public relations objectives are understood, considered and accommodated by the police department, within the parameters set forth by Sheriff's Department policy:

- Provide unsolicited press releases to the news media, as appropriate;
- Provide copies of all police department press releases to the Town's Community Relations Officer
- Provide copies of press releases to the Sheriff's Public Affairs Division, as appropriate;
- Insure that arrangements are made to accomplish these duties during all planned absences of the CSO from the station.

Apple Valley Police Department – Policy Manual

PATROL SHERIFF SERVICE SPECIALIST - 2/820

Patrol SSS personnel are expected to respond to a variety of calls for service. Cold case reports of property crimes and traffic related incidents will be their primary duties. Cases requiring suspect do not preclude SSS personnel from contacting the victim or reporting party, conducting the preliminary investigation and then requesting follow-up of a patrol deputy sheriff. SSS are expected to assist in crime scene photographing, scene documentation, evidence collection and other general assistance.

DA LAISION / AUTOMOTIVE OFFICER - 2/830

Manage the Town of Apple Valley Station's automotive fleet, consisting of marked and unmarked police vehicles. Maintain the vehicles in clean, proper working order.

Duties:

- Check that units are equipped with safety equipment
- On a daily basis check units oil, battery, transmission and tires.
- Make minor repairs and adjustments when applicable such as head lamps, spotlights, fuses, etc.
- Plan and schedule units for radio repair by communications when necessary.
- Prioritize and expedite service repairs and replacement of vehicles or equipment.
- Maintain maintenance records for each unit assigned to the Apple Valley Station. This will be accomplished by putting a unit number on each file and maintaining records for each unit.
- Review vehicle check-out sheets daily for repairs and safety items needing repairs or replacement.
- Maintain file vehicle check-out sheets, then purge after thirty days.
- Order and maintain file supplies pertinent to vehicles and general cleanliness of the station.
- Maintain the vehicle/equipment status board on a daily basis and report status to the Watch commander.

PROFESSIONAL STAFF - 2/900

The professional staff perform a variety of administrative functions to include: the front desk reception, the typist positions and the statistics position.

FRONT DESK - 2/905

The front desk staff member is often the first and only person a citizen of Apple Valley may come into contact with who represents the police department. Exceptional interpersonal skills must be utilized when dealing with members of the public. Customer service is the first priority; therefore other duties of the front desk position do not supersede our need to provide valuable service to our citizenry visiting the police department. Some of the duties of the front desk are:

- Phones: answer phones and transfer calls to appropriate locations and answer general questions for the public, forward to dispatch at end of day

Apple Valley Police Department – Policy Manual

- Handle counter traffic: enter calls for service for counter calls and late traffic collision reports
- Run CDL's for all towed vehicles before collecting fees. Collect money for stored/impounded vehicles, repossession fees, and live scan fees. Complete impound release forms when applicable.
- Subpoenas: Print out from email, log, distribute, and return all vacation subpoenas via email and hard copy to the DA and forward form to subpoena file in computer.
- CHP 180s: Copy face page for CHP180 folder, stat 180s, send out notifications of stored, impounded, and recovered vehicles, copy and file all 180s, handle returned CHP180s by post office. Maintain 180 impound/impound release folders.
- Restraining orders: file and maintain current
- CFS & APS referrals: Follow the T.O.P. for CFS (CPS) and APS referrals. A new policy will be created by the end of 2011. Enter CFS/APS referrals into the excel spread sheet then enter the referrals as calls for service.
- Conduct Livescan on scheduled days, schedule live scan appointments for fingerprinting, H&S registrants and PC290 registrants.
- Keep brochures in lobby filled and updated.
- Maintain an updated help and manual files of Bank info, personnel home/telephone information, gate codes for businesses and gated communities in town.
- Conduct pawn slip entries when time and work load permits.
- Assist with other positions as needed: PC290 logs, entering traffic citations, etc.
- Other duties as assigned

BACK-UP - 2/910

When the front desk staff member is at lunch, days off or on vacation, the back-up position covers the front desk and all those duties assigned. When not assuming the role of the front desk operator, the back up position has certain responsibilities:

- Back-up answering phones: assist front desk clerk with answering phones: transfer calls to appropriate locations and answer general questions for the public.
- Registrants: complete the registration process for PC290 Sex, HS11590 Narcotic, and PC457.1 Arson registrants, which include entries into numerous computer systems for D.O.J. as well as the department's systems.
- Type PC290 log and maintain PC290 files.

Apple Valley Police Department – Policy Manual

- Traffic citations: enter in RMS daily and send to traffic court.
- Report requests: Handle all report requests including insurance, parole, probation, etc. by mail or fax.
- Warrants: Issue, enter into warrant system,. Delete from the system when a warrant is returned by a deputy.
- Livescan on scheduled days and make appointments for same when the front desk is unable to do so.
- Conduct pawn slip entries when work load permits.
- Other duties as assigned.

STATISTICS - 2/915

The statistics staff member has a variety of duties, some of which are:

- Stat all reports, criminal & traffic, and route to typist if typing is needed. Do cite entry on VC violations that are attached with a report.

Copy and file reports and route to file or deputy follow-up and to DA office. Forward original reports to detective bureau for detective follow-up.
- Update tow rotation in Help & Manual computer and hard copy folders and maintain and update court schedule as needed.
- Compile criminal month end reports and do DOJ entry in Internet for report.
- Conduct pawn slip entries when your work load permits.
- Mail all DMV and child abuse forms.
- Other duties as assigned.

Professional Staff - 2/920

All professional staff have the following duties:

- Prepare deputy reports from digital transcription according to the following priority:
 - In-Custody Reports: Juvenile & Adults
 - High Priority

Apple Valley Police Department – Policy Manual

- Investigative Leads
 - Traffic Collision Reports
 - All Others / Low Priority
 - Assist Front Desk
- Copy in-custody reports for court liaison to route to the district attorney's office.
 - Live scan on scheduled days
 - Conduct pawn slip entries when work load permits.
 - Assist with other positions as needed: enter traffic citations; back up front desk, etc.

DETECTIVE SECRETARY - 2/925

The detective secretary must be attentive to the detectives' caseloads and cognizant of the goings-on of the detective bureau relating to cases pending, crime sprees and trends, and persons of interest. The following is a summary of some of the regular duties the detective's secretary is expected to perform regularly:

- Log detectives on each morning
- Complete monthly validation list and ensure it is returned to central records by the required date.
- Type detective bureau reports and enter into case management
- Copy and assign detective reports for follow-up.
- Handle 'C' Cases. Fill out CR4, and enter into case management system and dispo case status
- Print from case management reports the AC – (cases assigned) for the previous 3 months on the 1st of each month for each detective. Give to each detective their report and give detective sergeant all reports
- Assign PC653m, harassing phone call reports for deputy follow-up
- Update detectives on-call List in CAD and in help and manual
- Enter information and keep track of monthly stats for detectives.
- Assign we-tips to deputy responsible for that RD
- Furnish criminal history and Department of Motor Vehicles information to Town of Apple Valley officials per California Penal Code Section 11105 and 13300. "REQUEST FOR VEHICLE / DRIVER LICENSE INFORMATION" form has been made for this purpose. This form will be filled out by the requesting town official and signed by the supervisor.
- Pawn slips are input when time permits.
- Responsible for any other duties as assigned by detective sergeant
- Livescan fingerprinting on scheduled day
- Enter gang cards into Cal-Gangs system as well as in the field interview node in Tiburon. Download all Photos into a file and upload to Cal-Gangs.
- Assist with other positions as needed: typing in-custodies and/or other priority reports, phones, front-desk, entering citations, etc:

Apple Valley Police Department – Policy Manual

POSITION ROTATION - 2/930

Traditionally the clerical operations do not rotate on any set schedule. Although there may be a certain level of comfort in keeping employees in positions in which they have grown accustomed, there are certain positions that are more hectic, time consuming or over-whelming which will require occasional job rotations in order to offer an employee a different working environment.

VOLUME THREE – ADMINISTRATIVE PROCESSES & PROCEDURES

SCHEDULE SELECTION - 3/100

The schedule selection is based on a numeric rotation. All of the deputies are listed numerically based on an initially random selection years ago. When it is time to put out the new schedule, the bottom five names are inverted and placed on the top of the list creating a new 1-5 from the previous roster of the five last picks. This process continues every selection process in the same manner, thereby creating an ever changing top pick selection with each new schedule, with the exception of 20 year deputies who will always remain the top selections based on seniority.

EMACS – TIME AND ATTENDANCE - 3/110

Time and Attendance (T&A) Records are to be completed and submitted by the individual member when due. It is the individual member's responsibility to ensure the T&A is accurate and completed on time. In those cases when the member is on an extended vacation or ill, the administrative secretary will complete the T&A.

OVERTIME - 3/115

Overtime will be compensated pursuant to the current MOU.

Overtime is not authorized without pre-approval from a supervisor. In those instances when assigned by dispatch to a call that you know (or reasonably anticipate) will require overtime, you must obtain overtime approval from your watch commander.

VACATION SELECTION - 3/120

Vacation selection for the following year will generally begin circulating for selection in late fall. Each deputy will be allowed to sign up for a single block of vacation, up to but not to exceed four (4) weeks. Additional vacation time may be awarded on a case by case basis after submitting a memo to the lieutenant.

SUBPOENA OF PERSONNEL - 3/125

Employees who receive a subpoena for criminal or traffic court are expected to be prepared for testifying, be on time and stay in communication with the district attorney's office regarding their appearances when special arrangements are made in lieu of a personal appearance as scheduled. AM patrol shifts should advise their district attorney and the court of their on-duty status so they can better coordinate testimony appearance and remain available for calls for service as long as possible.

Records of the receipt of subpoenas will be maintained by the front desk staff.

Apple Valley Police Department – Policy Manual

PHONE MESSAGES - 3/130

Personnel receiving a phone message from the public are expected to return phone calls as soon as possible. Victims and witnesses should not be made to wait extended periods of time for returned phone calls. Front desk personnel should advise callers wishing to leave a message that a deputy is on extended days off or vacation so the caller knows not to expect an immediate return call.