

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**TABLE OF CONTENTS**

<b><u>SECTION 1</u></b>	<b><u>GENERAL POLICY</u></b>	<b>1/000</b>
1/000.10	Previous Documents Revoked	
1/000.20	Distribution	
1/100	Mission Statement	
1/200	Geographic Jurisdiction	
1/200.10	Baker Substation Jurisdiction	
1/200.20	Trona Substation Jurisdiction	
1/205	Beat Assignments	
1/210	Shifts	
1/220	Briefing	
<b><u>SECTION 2</u></b>	<b><u>STATION SECURITY</u></b>	<b>2/000</b>
2/110	Lobby	
2/120	Station Entry/Exit Doors	
2/130	Cameras	
2/140	Employee Parking Lot	
2/150	Jail Yard	
2/160	Jail Entry/Exit Doors	
2/170	Visitors	
2/180	Workplace Violence Procedure	
<b><u>SECTION 3</u></b>	<b><u>LAW ENFORCEMENT OPERATIONS</u></b>	<b>3/000</b>
3/100	Front Desk Area	
3/200	On Call	
3/200.10	Detective Callout	
3/200.20	Search and Rescue Callout	
3/200.30	Resident Deputy Callout	
3/200.40	Notifications	
3/300	Vehicles	
3/300.10	Inspection	
3/300.20	Repair	
3/300.30	Fueling	
3/500	Weapons	
3/500.05	Cleaning of Weapons	
3/500.10	Ammunition	
3/500.20	Station Issued Equipment	

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**SECTION 3    LAW ENFORCEMENT OPERATIONS continued**

**3/000**

3/500.30	Station Issued Supplies
3/500.40	Flashlights/HT's
3/510	Key Control
3/520	Television/VCR Use
3/520.10	Interview Room Operation
3/600	Evidence
3/600.10	Evidence Supervisor
3/600.20	Packaging
3/600.25	Digital Forensic Photography Protocol
3/600.30	Department of Justice Teletypes
3/600.40	Tagging of Property
3/600.50	Interim Storage Lockers
3/600.60	Receiving Procedures
3/600.70	Batch Reports
3/600.80	Housing of Property
3/600.90	Evidence Personnel Responsibility
3/610	Property Destruction
3/700	Press Releases
3/800	Confinement of Juveniles

**SECTION 4    ADMINISTRATIVE**

**4/000**

4/100	Schedule Change Requests
4/100.10	Day off Requests
4/100.20	Vacation Scheduling
4/200	Personnel Lockers
4/300	Break Room
4/300.10	Mandated Employee Notices
4/400	Use of Telephones
4/400.10	Messages
4/500	Fingerprinting-General
4/500.10	PC290/HS11390 Registrants
4/500.20	Gang Member Registrants
4/500.30	Megan's Law Computer
4/600	Mail Routing
4/700	Report Processing
4/700.10	CHP 180's
4/800	Briefing Board
4/800.10	Briefing Activity Log
4/900	Cash Receipt Process
4/1000	Annual Employee Evaluations
4/1100	Civilian Complaint Procedure

July 2019

***SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL***

**SECTION 1**

**GENERAL POLICY**

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**1/000      GENERAL POLICY**

**000.10 Previous Documents Revoked.** This manual replaces all Barstow Station operations manuals existing prior to 2014 and all revisions predating those listed herein, are hereby revoked.

**000.20 Distribution.** The person charged with the maintenance of this manual shall insure revisions are distributed and all copies are updated.

Copies of this manual shall be maintained at the following locations:

- 1) Captain's Office
- 2) Watch Commander's Office
- 3) Jail Bridge
- 4) Baker Satellite Station
- 5) Trona Satellite Station

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**1/1000      GENERAL POLICY**

**100 Mission Statement.** As employees of the Barstow Station, our principal objective is to provide quality law enforcement services to the citizens within the Barstow Station Jurisdiction. We shall at times promulgate the values and ideals in the Department's Vision Statement while providing said services.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**1/000      GENERAL POLICY**

**200 Geographic Jurisdiction.** The Barstow Sheriff's Station is one of the oldest Sheriff's Stations within the County. It was established in 1890 and moved to its current location in November 1967. The men and women assigned to the station are responsible for law enforcement services to the unincorporated communities surrounding the City of Barstow. Outlying communities include the communities of Hinkley, Lenwood, Yermo, Daggett, and Newberry Springs. The military bases of Ft. Irwin, China Lake, and the Marine Corp Logistics Base; and resident deputy stations at Baker and Trona, are also located within our area of responsibility.

The service areas for the Barstow Station encompass more than 9,200 square miles of the northeast portion of the County, totaling approximately one half of the total square miles within the County. The types of terrain range from semi-mountainous to remote desert, including a portion of Death Valley and Mojave National Parks.

**200.10 Baker Substation Jurisdiction.** The Baker Sheriff's Satellite Station is a satellite of the Barstow Sheriff's Station. The satellite station is located at 73730 Baker Blvd., Baker.

The remoteness of the Baker Satellite Station requires the deputies assigned there to be residents of the community and available to respond to serious calls for service from on-call status. County housing is provided for the deputies for a minimal fee. There are two patrol deputies assigned to the Baker Satellite Station, responsible for the unincorporated communities of Baker, Sandy Valley, Primm Valley, Nipton, and part of Death Valley and Mojave National Parks, covering more than 5,000 square miles of a population of about 2,000.

**200.20 Trona Substation Jurisdiction.** The Trona Sheriff's Satellite Station is a satellite of the Barstow Sheriff's Station. The satellite station is located at 13207 Jones Street, Trona.

The remoteness of the Trona Station requires the deputies assigned there to be residents of the community and available to respond to serious calls for service from an on-call status. In 1999, the Board of Supervisors approved County Housing for a minimal fee for deputies assigned to Trona. There is one corporal and two patrol deputies responsible for the unincorporated communities of Trona, Red Mountain, and parts of Ridgecrest, covering nearly 1100 square miles of a population of about 2,000.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**1/000      GENERAL POLICY**

**205 Beat Assignments.**

**BEAT ONE**

- 001 Irwin Estates
- 002 Irwin Road/Waterman
- 003 Hinkley Road N/Hwy 58
- 004 Hinkley Road S/Hwy 58
- 005 Superior Valley
- 006 Kramer Jct/Harper Lake Road
- 007 Cuddeback Road

**BEAT TWO**

- 008 Fort Irwin
- 009 Irwin Road/Skyline East
- 010 Leona Road/Skyline East
- 011 Skyline North
- 012 Soapmine Road Area
- 013 Yermo
- 014 Calico Area
- 015 Minneola Road to Afton

**BEAT THREE**

- 016 Barstow Heights
- 018 Lenwood
- 019 Grandview
- 020 Hodge/Wild Wash Road
- 021 Slash X

**BEAT FOUR**

- 022 East Barstow
- 023 Daggett
- 024 Newberry Springs
- 025 Ludlow and East
- 026 MCLB
- 027 Barstow City
- 028 Ord Mountain Area

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**BEAT FIVE - BAKER**

- 029 Zzyzx to Halloran Springs/Baker
- 030 Kingston Range/Dumont Dunes
- 031 Halloran Springs Road to Cima Road
- 032 Kelso and Cima Area
- 033 Afton Road to Zzyzx and Afton Canyon

**BEAT SIX – BAKER**

- 034 Cima Road to Stateline, including Clark Mountain/Kokoweef
- 035 Kingston Road/Mesquite Mountains, includes Sandy Valley
- 036 Mid Hills/Invapah/Nipton
- 037 Providence Mountains/Cedar Canyon Road

**BEAT SEVEN – TRONA**

- 040 Pioneer Point
- 041 Trona
- 042 Argus/West end

**BEAT EIGHT – TRONA**

- 043 China Lake/Salt Wells Valley
- 044 Mojave Range
- 045 Cuddeback to Hwy 178, includes Red Mountain/Windy Acres

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**1/000      GENERAL POLICY**

**210 Shifts.** The Barstow Station employees currently work 3/4-day, 12-hour shift schedules for most patrol personnel and general employees working in the jail.

**220 Briefing.** Shift briefings are conducted twice a day, at the beginning of each patrol shift. The Watch Commander that is currently on-duty at the beginning of the patrol shift will conduct the briefing.

***SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL***

**SECTION 2  
STATION SECURITY**

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**2/000 STATION SECURITY**

**110 Lobby.** The Barstow Station lobby is open to the public from 8 AM until 5 PM, Monday through Friday. The doors are secured from 5 PM until 8 AM, Monday through Friday, all day Saturday and Sunday, Court holidays, or during an emergency situation or threat to station personnel. The front desk is staffed 8-hours per day by a Sheriff's Custody Assistant (SCA). [REDACTED]

**120 Station Entry/Exit Doors.** [REDACTED]

**130 Cameras.** [REDACTED]

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**2/000 STATION SECURITY**

**140 Employee Parking Lot.**

[REDACTED]

**150 Jail Yard.**

[REDACTED]

**160 Jail Entry/Exit Doors.**

[REDACTED]

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**2/000 STATION SECURITY**

**170 Visitors.** Persons other than employees of the department frequently visit the station. These may include media personnel, maintenance personnel, and other law enforcement agency personnel.

Visitors are required to sign in and sign out. This log is located at the front desk, adjacent to the lobby entry door. The front desk SCA must identify the visitor visually, or by identification card prior to entry. If the person requesting entry is not an authorized visitor, the front desk SCA shall not allow entry, and will advise the Watch Commander or other Safety employee. Visitors other than regular county maintenance and law enforcement personnel must be escorted while in the building.

## **SECTION 3**

# **LAW ENFORCEMENT OPERATIONS**

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**100 Front Desk Area.** The front desk area is utilized for greeting the public, monitoring radio traffic, and clerical duties.

Due to its demanding responsibilities and close proximity to the public, the front desk area is a restricted area. Access by station personnel shall be limited to "business only," no loitering. No loud, boisterous, or vulgar language will be tolerated in close proximity to the front desk area.

Also due to its exposure to the public and visitors, it is important to maintain a professional office appearance. With this in mind, the front desk area shall remain free of personal items and food items.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**200 On Call.** On any given day, there may be several persons On Call for a variety of duties. These may include an Administrator, Detective, Detective Sergeant, and Search and Rescue personnel.

The On Call board is located near the Watch Commander's office. This board reflects the current status of personnel On Call. It is the responsibility of the On Call personnel to ensure this board accurately reflects their On Call status.

**200.10 Detective Callout.** When necessary, detectives may be called out to respond to major crimes or incidents. The determination as to whether a detective is to be called out rests with the Watch Commander.

When the On Call detective is called out, they shall be contacted via their Department-issued cell phone. If there is no response to the call in a reasonable amount of time, a call will be made to their homes.

Whenever a detective is called out, the Detective Sergeant shall be contacted and briefed, describing the circumstances of the incident.

**200.20 Search and Rescue Callout.** When necessary, Search and Rescue personnel may be called out in response to a report of a missing or stranded person. The determination as to whether the Search and Rescue team is to respond rests with the Watch Commander. The following procedure will be utilized when Search and Rescue is to be called out:

- The Watch Commander or front desk clerk will initiate a call via cell phone to either the Search and Rescue hasty team or the entire squad. Minimum details of the callout will be given in the phone call.
- The on-call Search and Rescue coordinator will be notified and briefed.
- The on-call Search and Rescue coordinator will contact the Search and Rescue commander or vice commander. One of these two individuals will coordinate the response of the unit.
- The Watch Commander will notify the on-call Administrative Officer and as a courtesy, notify the Search and Rescue Sergeant Coordinator and Sheriff's volunteer forces.
- Any use of OHV equipment shall be approved by the Barstow Station Captain or Lieutenant prior to mobilization or use.

**200.30 Resident Deputy Callout.** When necessary, a resident deputy may be called out to respond to a call for service. The determination as to whether a resident deputy is to respond rests with the Watch Commander. Notification is accomplished through Dispatch.

***SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL***

**200.40 Notifications.** When an incident of significance occurs, the Watch Commander shall notify the on-call Administrator. A list of these types of incidents is located in the Watch Commanders Guide Notification Matrix.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**300 Vehicles.** There are several different types of vehicles assigned to the station; marked patrol vehicles, marked Citizen Patrol cars, marked Search and Rescue vehicles, Off-highway vehicles (OHV), and unmarked detective and administrative cars.

Marked patrol vehicles are to be utilized by safety personnel for patrol purposes. When a general employee or citizen volunteer drives a marked patrol vehicle for administrative or maintenance purposes, they shall place an "Out of Service" sign in the rear passenger windows.

Unmarked vehicles shall not be utilized for patrol purposes without the expressed approval of the Watch Commander.

OHV equipment shall be operated by employees who have successfully completed the OHV Certification Course classroom and practical skills assessment. Mobilization of State Grant OHV equipment shall be approved by the Barstow Station Captain or Lieutenant before use. OHV equipment use shall be in line with existing Sheriff's policy regarding pursuits. Transportation or use of any trailer shall have a driver with the correct and current classification of driver's license.

- Example: Due to Gross Vehicle Weight Rating (GVWR) and California law, a Class "A" license is required when a trailer GVWR exceeds 10,000lbs. or the actual weight of the trailer exceed 10,001lbs. To tow the OHV Command Post or the 32-foot trailer or any trailer with GVWR over 10,000lbs requires a Class "A" driver license.

All department vehicles shall be locked when not in use.

**300.10 Inspection.** Prior to going in service, all marked vehicles shall be inspected by the driver of the vehicle. They shall complete the vehicle inspection sheet and place it in the "automotive" tray located near the front desk area.

**300.20 Repair.** If a vehicle needs repair, the driver shall note it on the inspection sheet and list it on the vehicle status board. If a vehicle is damaged or in a state of disrepair which inhibits its use, the driver shall note it on the vehicle inspection sheet. They shall also write "deadline" and a description of the problem on the vehicle status board located in the deputy report writing room.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**300.30 Fueling.** For safety purposes, all marked vehicle fuel tanks shall be kept at a minimum of one half tank of fuel at all times. Marked vehicle fuel tanks shall be refueled at the end of watch or operation, regardless of the miles driven.

There are 2 methods of fueling department vehicles. These are listed below in order of preference:

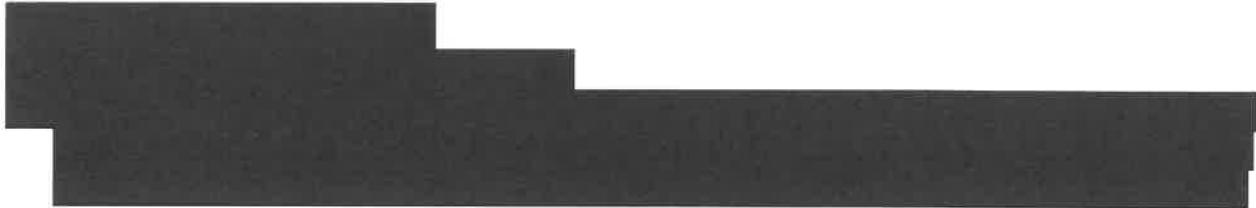
1. County fuel yard.
2. Retail fuel outlets that can be accessed with the Voyager fuel card.

**300.40 Towing.** When a department vehicle is disabled and needs to be towed, a rotation tow shall be used.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**500 Weapons.** Each patrol unit shall be equipped with the following weapons:



Each weapon will be marked with an identifying number. This number will be used when identifying the weapon on the vehicle inspection sheet.

All weapons must be removed at the end of shift and secured in an armory or safe in the building per Department policy 3.132

**500.05 Cleaning of Weapons.** Twice yearly, the weapons shall be taken to the Barstow Police Department Range to be checked for needed maintenance, firing, and cleaning. This is to be done by the deputy assigned as the armorer. Any weapon needing maintenance or repair shall be taken out of service and sent to the Sheriff's Range. The cleaning, test firing, and sighting will be logged on the Barstow Weapons Maintenance Log, dated, and initialed by the deputy performing the aforementioned work. The Barstow Weapons Maintenance Log shall be maintained in the ammunition storage area.

**500.10 Ammunition.** Each deputy is issued four .00 buck rounds or slug rounds for patrol purposes. The deputy shall load the patrol shotgun at the beginning of shift, then download the shotgun at the end of shift. Mini-14 rifles shall remain loaded when secured in the patrol vehicles.

Stunbag ammunition shall remain in the gun case in the rear cargo area of the patrol vehicles.

Old ammunition shall not be re-issued, but utilized for sighting-in of weapons.

Backup or emergency 12-gauge and .223 ammunition will be maintained at the Barstow Station and shall be audited monthly.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**500.20 Station-Issued Equipment.** Each Patrol Deputy, Detective, and Sergeant is issued the following equipment:

- 1 identification kit.
- 1 digital camera
- 1 biohazard kit
- 1 road vest
- Ear piece (patrol)
- Bail Out bag
- Tac Flashlight for long gun
- HT radio
- Binoculars

The Administrative Sergeant maintains an equipment issuance log.

**500.30 Station-Issued Supplies.** The following supplies are issued as needed to patrol personnel:

- Steno notepads
- Batteries
- Citation books

A supply of these items are located in the storage cupboard, which should remain unlocked, in the hallway. When citation books are issued, a paper slip (on the book) shall be filled out and forwarded to the clerks.

**500.40 Flashlights and HT's.** Flashlights are available for use by patrol personnel. Flashlights are issued to deputies through the range.

**510 Key Control.** [REDACTED]

**520 Television/Recording Equipment Use.** Televisions and Recorders/Players in the Barstow Station are to be used for business purposes only.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**520.10 Interview Room Operation.** The interview room is located adjacent to the Investigations Office. This room can be monitored and recorded by video and audio recording equipment. [REDACTED]

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**600 Evidence Officer.** The Barstow Station Commander will assign the Evidence Officer to maintain the evidence room and interim storage areas. In addition, the Evidence Officer will transport evidence for analysis, transfer property to the main evidence section, release property, maintain the evidence lockers, and related duties.

**600.10 Evidence Supervisor.** An assigned station Sergeant will have the responsibility to ensure compliance to all applicable laws and regulations relating to evidence.

**600.20 Access to Evidence/Property Storage Areas.** Access into evidence and property storage areas is restricted. Only the Evidence Officer and the Alternate Evidence Officer will maintain keys to the property storage areas. Only personnel assigned to property/evidence duties are authorized admittance. Authorized personnel will only enter evidence/property storage areas in the performance of their official duties. For purposes of court access to evidence, one of these two persons must be immediately available during court hours.

**600.25 Digital Forensic Photography Protocol**

1. All photographs shall be downloaded on a compact disc and placed into evidence.
2. Document in your report or memorandum who took the pictures and who did the duplication/packaging/processing of the discs and images.

**600.30 Department of Justice Teletypes.** Serialized property which has been seized as stolen, lost, found, or recovered under observation shall be entered into the appropriate Department of Justice System for stolen firearms, stolen bicycles, stolen vehicles, or other stolen property.

It shall be the responsibility of the recovering deputy to ensure the appropriate Teletype is sent. They shall also ensure a copy of the Teletype is attached to the property prior to being placed in the interim locker. The Property/Evidence Officer will verify the appropriate Teletype is attached to the official property tag. Any property placed in the interim locker without the appropriate teletypes attached shall be returned to the recovering deputy for correction.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**600.40 Tagging of Property.** Property requiring tagging will be completed in accordance with Department Manual Section 5.115

Items not requiring a property tag include: urine analysis kits, film, latent prints, marijuana kits, blood alcohol kits, and urine alcohol kits. These items shall be logged manually by the Property Office on the Evidence Tracking Form prior to transfer to the Scientific Investigation Division.

**600.50 Interim Storage Lockers.** There are 23 evidence lockers and an evidence refrigerator located in the recessed room on the west side of the hallway. 17 of these lockers are secured by key lock and are available for most evidence/property. Each locker is supplied with a push lock. Once evidence is placed into a locker, the locker is pushed shut and becomes securely locked. Access can then only be gained by the Evidence Officer or alternate.

One locker is dedicated for use as a syringe drop. One locker is dedicated for use as a drop for film and fingerprints to be processed.



**600.60 Receiving Procedures.** Property received at the station will be packaged in accordance with Scientific Investigation Division guidelines. The property/evidence will then be stored in an interim locker. Large items, such as bicycles, furniture, etc., will be placed in the station's exterior property storage area. Property or evidence will never be placed, kept, or stored in an employee's locker or other unauthorized location. Only the evidence room, exterior property storage, and interim storage lockers are authorized locations for the storage of the property/evidence.

**600.70 Batch Reports.** Batch reports are received at the station quarterly. The batch report will be forwarded to the deputy who initially seized the property. The deputy will review the case and indicate on the batch report how the item is to be dispositioned. If the item is to be returned to the owner, it is the deputy's responsibility to fill out the Blue Property Release Notification Card and attach it to the completed CR-4. The Evidence Officer shall enter the date the card is mailed into the property evidence tag system. The Evidence Officer shall also maintain a file consisting of copies of the sent cards. Evidence submitted for disposition without a batch report requires a completed CR-4 listing the OPT number(s) and a brief description of the evidence. Only the deputy or case agent seizing the property can authorize its release. The Evidence Officer will ensure the claimant of any released property has valid photo ID. A copy of the claimant's valid photo ID shall be attached to the CR-4 and forwarded to Records.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**600.80 Housing of Property.** The Evidence Officer shall check the lockers routinely to ensure the lockers are available for evidence storage. It shall be the responsibility of the Evidence Officer to remove items from the interim lockers and assign them a storage space in the evidence room or outdoor secure storage. The Evidence Officer shall use the CR-3 to enter the evidence/property information into the PETS System. The storage locations of the evidence will be entered into the PETS System.

**600.90 Evidence Personnel Responsibility.** Generally, the Evidence Officer's duties will cover, but are not limited to:

- The Evidence Officer will record all property transaction on the computer, tracking location, disposition, release, and other pertinent information
- Oversee the Barstow Station Evidence System
- Maintain the Bar Code Labels and all appropriate paperwork associated with evidence/property
- Keep the interim lockers clean
- Organize and maintain the evidence room
- Keep evidence supply room stocked with appropriate paperwork and packaging material
- Coordinate and maintain BATCH reports
- Maintain all necessary files on evidence
- Keep evidence supervisor apprised of any evidence/property problems
- Process guns through AFIS (Automated Firearms Identification Systems)
- Receive, store, and release property and evidence obtained at crime scenes; transfer evidence to and from storage
- Enter, track, and remove property on the Property Evidence Tracking System; maintain chronological reports of the property system
- Maintain chain of evidence for all property and evidence for the station and prepare evidence for viewing and release

**610 Property Destruction.** All property not released to its rightful owner shall be forwarded to the Central Property Detail in San Bernardino for destruction according to Departmental policy 5.540.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**700 Press Releases.** All Press Releases must be approved by the Watch Commander prior to release. Once a Press Release is approved, the Front Desk SCA will email it to public affairs who will distribute it to all necessary media outlets.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**3/000      LAW ENFORCEMENT OPERATIONS**

**800 Confinement of Juveniles.** Juveniles will not be housed in the jail facility unless they are remanded to adult court.

Juveniles may be detained temporarily in the station prior to transport or release. All juveniles will be monitored at all times while detained. Whenever a juvenile is detained in the station, the arresting deputy must complete the juvenile detention log. This log is maintained on the door of the report room.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**SECTION 4  
ADMINISTRATIVE**

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000      ADMINISTRATIVE**

**100 Schedule Change Requests.** All requests for schedule changes must be directed to the Station Lieutenant for approval. If the request is for a trade of shifts between employees, a memorandum shall be prepared and signed by all employees involved in the requested trade.

**100.10 Day Off Requests.** If a request for time off is for 2 days or less, the memorandum shall be directed to the Watch Commander of the days in question for approval. If the request for time off is for more than 2 days, it shall be directed to the Station Lieutenant for approval.

**100.20 Vacation Scheduling.** The vacation schedule signup shall be distributed starting in September of each calendar year. The schedule signup is circulated among employees. Each employee may sign up for up to 4 consecutive weeks of vacation at one time. Once the schedule has been distributed to all employees, it will be circulated a second time. Employees can then sign up for 2 more consecutive weeks of vacation (or up to their accrued amount). Vacation requests in excess of the six total weeks shall be directed to the Station Lieutenant for approval.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000 ADMINISTRATIVE**

**200 Personnel Lockers.** Personnel lockers are available for use to all patrol personnel. Lockers are also available for Professional Staff on an available basis. All employees will be provided with the combination for their locker.

Employee lockers are for storage of personal clothing, equipment, and station-issued items only. Evidence and other property taken for safekeeping shall not be stored in employee lockers.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000 ADMINISTRATIVE**

**300 Break Room.** There is a station break room in the main hallway across from the male locker room. This room is to be utilized for employee breaks and meals. Employee food items may be stored in the refrigerator in the break room. This refrigerator will be cleaned out and all items thrown away once every two weeks. It is incumbent upon all employees to remove their food and storage containers on a regular basis.

**300.10 Mandated Employee Notices.** All Federal and State mandated employee notification posters shall be displayed in or near the break room.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000 ADMINISTRATIVE**

**400 Use of Telephones.** Station telephones are to be used for business purposes. When answering an incoming call, the employee will answer, "Barstow Sheriff's Station," along with their title and name, and "how can I help you?" Every effort shall be made to answer incoming calls by the third ring.

Call transfers shall be conducted utilizing the following procedure:

- The Front Desk SCA shall transfer the call
- When the receiver of the call picks up, the Front Desk SCA shall advise who is calling and why prior to connecting the caller

**400.10 Telephone Messages.** If an employee is unavailable, a message shall be taken that shall include the following information:

- Name and title of caller
- Return telephone number
- Date and time of message
- Brief message
- Name of employee taking the message

If the call is urgent, every effort shall be undertaken to contact the employee and advise them of the telephone call and message.

All incoming telephone calls for the Captain or Lieutenant shall be transferred to the Captain's Secretary. If the Captain's Secretary is off duty, a message shall be taken that shall include the above information. The employee taking the call shall also inquire as to whether the message is urgent. If it is, the employee may contact the Captain or Lieutenant by telephone to determine if the call should be transferred.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000      ADMINISTRATIVE**

**500 Fingerprinting - General.** The Barstow Sheriff's Station provides applicant fingerprinting services to the general public on Thursdays, 0900 to 1100 hours and 1300 to 1520 hours.

Fingerprint cards are \$ 26.00 per card and are to either be provided to the applicant or brought in by the applicant themselves.

The Livescan basic rolling fee is \$26.00, not including the additional costs of DOJ, FBI, Child Index, or Firearm checks. If applicants bring in a County Voucher, there is no charge to them.

**500.10 PC 290/H&S 11390 Registrants.** Registration for PC 290 and H&S 11390 persons shall also be done daily (Monday – Friday), 0900 to 1100 hours and 1300 to 1600 hours. There is currently no charge for fingerprinting associated with registration.

**500.20 Gang Member Registrants.** Registration for gang members shall also be done daily (Monday – Friday), 0900 to 1100 hours and 1300 to 1600 hours. There is currently no charge for fingerprinting associated with registration.

Only Safety employees shall conduct the registration for gang members.

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**4/000**      **ADMINISTRATIVE**

**600 Mail Routing.** All interoffice mail is picked up from the mailbox in the hallway daily by County Mail Services. All outgoing interoffice mail shall be placed in the interoffice mail box located in the mailbox area in the hallway. All outgoing U.S. mail that has postage affixed will be placed in the outgoing mailbox in hallway for pick up. Any incoming mail, whether interoffice or US Mail shall be routed through the station secretary for distribution.

**600.10 Subpoenas.** Subpoenas are received electronically from the District Attorney's Office. The Front Desk SCA is responsible for receiving and disseminating the subpoenas according to the following procedure:

The subpoena is received via computer. The Front Desk SCA will check the schedule to see if the deputy is available. If the deputy is not available, the SCA will reply via computer as to the reason the deputy is not available.

If the deputy appears to be available, the subpoena shall be printed, logged into the subpoena spreadsheet, and placed in the deputy's mailbox.

If the subpoena is requiring an appearance shortly after the receipt of the subpoena, it shall be forwarded to the Watch Commander. The Watch Commander will then attempt to contact the deputy and advise them of the subpoena.

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**4/000 ADMINISTRATIVE**

**700 Report Processing.** All In-Custody reports must be turned in by the end of the deputy's shift. If overtime is required to finish the report, prior Watch Commander approval must be obtained. All other reports must be turned in by the end of the deputy's shift unless Watch Commander approval is obtained for extension.

Reports that need follow-up or correction:

Reports that are not approved for stating by the clerks until the corrections are made:

- Reports that are not approved by the Watch Commander will be "Rejected" in INFORM and sent back to the deputy with comments for correction.

Reports that are approved for stating by the clerks and returned to the deputy for follow-up:

- Once an initial report is complete and approved by the Watch Commander, but still needs follow-up by the deputy, shall be stated in INFORM and the clerk will hit the "Distribute" button, put in Deputy's name, and send back to them for the follow-up. By doing this, a message with report attached will be sent to the Deputy's work email.

Upon completion of the follow-up or correction:

- Once a correction is complete, the deputy shall once again resubmit their report through INFORM to the Watch Commander for approval. Once it is approved by the Watch Commander it is sent through INFORM and ready for the clerk to stat.
- If a follow-up is completed after the initial report is done, the Deputy shall complete a supplemental report in INFORM with the follow-up information and that report is submitted through the same process as the original.

**700.10 CHP 180's.** If a CHP 180 is one part of a report, a copy of the CHP 180 will be attached to the report. The original CHP 180 will be placed in the "CHP 180" box located in the Watch Commander's Office.

If the CHP 180 is a stand-alone report, a CR-4 shall be created in INFORM with the appropriate disposition. It shall then be placed in the "CHP 180" box located in the Watch Commander's Office.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000 ADMINISTRATIVE**

**800 Briefing Board.**



**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
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**4/000 ADMINISTRATIVE**

**900 Cash Receipt Process.** When station personnel receive cash for services rendered (such as applicant fingerprinting citation corrections, vehicle tow releases and records checks, etc.), they shall generate a receipt and give a copy to the person making payment.



Cash collected throughout the work day is placed into the locked cash box with the corresponding receipts. At the end of the business day, the cash box is opened and cash is counted and confirmed with the collected receipts. The cash and receipts are verified by the supervisor. A fee record is completed with the current balance in the box. The fee records are maintained by the administrative sergeant.



At least once a week the collected funds and receipts are placed in a locked bank bag, transported to the Bureau of Administration and released for further processing.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000 ADMINISTRATIVE**

**1000 Annual Employee Evaluations.** At the time a supervisor is providing an employee with their annual evaluation, the supervisor shall also have the employee review their performance standards and the sexual harassment policy located in the employee's work file. After review, the employee shall then initial and date each document.

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT -  
BARSTOW STATION OPERATIONS MANUAL**

**4/000 ADMINISTRATIVE**

**1100 Civilian Complaint Procedure.** Internal Affairs no longer tracks Civilian Complaint Forms. The complaint process is explained on the public access San Bernardino County Sheriff's Department website. This is available to anyone with an internet connection. Civilians should be encouraged to use the internet and follow the instructions in filing a complaint.

The following are the steps to file a complaint:

1. Access a web browser (Google, Firefox and Google Chrome are commonly available).
2. Query: "San Bernardino County Sheriff's Department".
3. Open the Sheriff's Website. Under the quick links, click on "Complaint." This will open the civilian complaint procedure page.

Civilian Complaint Forms can be printed in English or Spanish directly from this page. If the person making an inquiry does not have internet access, they can be provided a printed complaint form by any employee and then be advised to mail the completed form to:

San Bernardino County Sheriff-Coroner Department  
Internal Affairs Division  
655 East Third Street  
San Bernardino, CA 92415-0061