



Big Bear Station Manual

GENERAL INFORMATION **1/000**

Intent of the Station Manual **1/005**

The intent of the Big Bear Sheriff's Station Manual is to provide all personnel assigned to this station direction through policy and guidelines in the day-to-day operation of this command. The San Bernardino Sheriff's Department Manual shall be followed without amendment.

Revisions / Updates **1/015**

The Administrative Sergeant shall be responsible for updating the station manual. In accordance with the Department Manual, any revisions or additions to this policy manual must be approved by the station commander or their designee.

Jurisdiction **1/020**

The Big Bear Sheriff's Station is responsible for providing 24-hour law enforcement protection to citizens living in the unincorporated areas of the Big Bear Valley, as well as within the City limits of the City of Big Bear Lake. The Big Bear Valley is a geographic area of approximately 258 square miles encompassing the communities of Big Bear Lake, Big Bear City, Sugarloaf, Erwin Lake, Baldwin Lake, Lake Williams, and Fawnskin. The Big Bear Sheriff's Station also maintains jurisdiction over those wilderness areas contiguous to the communities listed above.

ADMINISTRATION AND MANAGEMENT **1/200**

Employee Work Files **1/205**

Employee work files below the rank of Sergeant, are maintained in the Captain's Secretary's office. Sergeant's employee work files are maintained in the Lieutenant's office.

Watch Rotation Periods / Hours **1/210**

The duration of watch rotations will be every six pay periods.

Sergeants assigned to patrol will only rotate between two shifts. The AM-1 and PM-2 shift is one rotation. The AM-2 and PM1 shift is the other rotation. This can be altered due to seniority watch preference, and shift trade requests.

Deputies not participating in Seniority Watch Preference will rotate as follows: AM1 to AM2 to PM1 to PM2.

All watch hours shall be in accordance with Department Policy and the MOU.

STATION SCHEDULING **1/300**

Seniority Watch Preference and Rotation **1/305**

Per the MOU, the Big Bear Station participates in Seniority Watch Preference.

Watch Assignment Trades

When a proposed watch assignment is posted, deputies wishing to trade shall submit a trade request to both affected watch commanders for approval. If both watch commanders approve the trade, the request shall be submitted to the Administrative Sergeant for final approval.

Scheduling Requests/Shift Preferences **1/310**

Requests for specific days off, vacations, holidays, and/or shift preferences shall be directed to the station lieutenant via memorandum including the reason for the request. Except in cases of emergency, these requests are to be submitted no later than two weeks prior to the posting of the schedule affected.

Requests for up to (3) days off and requests for schedule trades during a current schedule (or within two weeks of schedule change) are to be directed to the watch commander(s)

STATION SCHEDULING (Continued)**1/300**

whose shift(s) will be affected. Requests for longer periods of time must be submitted to the lieutenant for approval.

Scheduling Process**1/315**

The schedule is designed to achieve the most efficient deployment of station personnel attainable, allowing for staffing levels, vacations, holidays, sick days, etc. The scheduling process may be adjusted periodically to meet the station's needs in providing service to the public.

The schedule will regularly provide for manpower in excess of minimum acceptable staffing levels. This shall not be interpreted as providing **extra** personnel on a shift, and watch commanders are cautioned against granting time off to their personnel without good cause.

Scheduling Guidelines**1/320**

- 1) The proposed schedule will be 6 months in advance. Because of manpower turnover, requests for time off, and other needs, the proposed schedule may change repeatedly. Personnel shall check the proposed schedule frequently for changes.
- 2) Any requests or conflicts reference shift assignments should be brought to the attention of the station lieutenant via memorandum as soon as possible. Except in cases of emergency, these requests are to be submitted no later than two weeks prior to the schedule affected.
- 3) Vacation requests will be granted based on seniority.
- 4) Generally, the following rules apply in the scheduling of vacations:
 - a) One sergeant or corporal/detective off at a time,
 - b) Three deputies total off at one time,
 - c) One deputy per watch off at one time,
 - d) One station clerk off at one time,
 - e) All other positions-one off at a time.
- 5) The watch commander(s) are responsible for day-to-day adjustments of their shift schedule. watch commanders may grant short-term requests for time off up to three consecutive days off. All other requests must be submitted to the station lieutenant as per #2 above.
- 6) The current schedule will cover a time period of:
 - a) For Safety Employees – 12 weeks (6 pay periods)
 - b) For General Employees - 8 weeks (4 pay periods)
- 7) Employees assigned to shift work may be rotated. Shift assignments and days off may be changed.

KEY CONTROL **1/400**

Location of Key Control **1/405**

[REDACTED]

Possession/Ownership of Department Keys **1/410**

All keys to the Big Bear Sheriff's Station door, vehicles, gas pumps, and outbuildings are the property of the Big Bear Sheriff's Station. Unauthorized duplication of station keys is contrary to Department Policy

Newly Assigned Personnel **1/415**

[REDACTED]

Use of Key Control **1/420**

[REDACTED]

Key Control Audit and Log **1/425**

[REDACTED]

KEY CONTROL (Continued) **1/500**

Responsibilities of watch commanders **1/505**

[Redacted text block]

[Redacted text block]

Jail keys **1/510**

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SECTION TWO
PATROL AND JAIL OPERATIONS

GENERAL INFORMATION**2/000**

Patrol and Jail operations at the Big Bear Sheriff's Station are perhaps the most visible components of the station's mission. Many times, people have their only contact with law enforcement through one of these venues, and it is critically important that the personnel performing these functions put forth the best service possible.

The Big Bear Sheriff's Station is a dual command, covering law enforcement operations in the City of Big Bear Lake, as well as the unincorporated area within its geographical jurisdiction. The City of Big Bear Lake contracts for a certain number of officers for coverage within the city limits, and a certain number of officers are assigned to county operations.

City/County Scheduling**2/005**

To better administer the City of Big Bear Lake law enforcement contract, the Big Bear Sheriff's Station has bifurcated its patrol operation: assigning specific officers to the city and county patrol shifts. Generally, city units will not be dispatched to county calls, unless an emergency exists or backup for the county unit is required.

Department Equipment: Member's Responsibility**2/010**

Lost or damaged department equipment shall be reported to the Watch Commander as soon as practical. A lost or stolen property report shall be taken to document lost or stolen items with affixed serial numbers. The Watch Commander or their designee will report the lost or damaged equipment to the Administrative Sergeant.

The Watch Commander shall replace the lost or stolen property in the Administrative Sergeant's absence.

Rifles and Shotguns: Storage in Vehicles**2/015**

Rifles and shotguns shall not be stored in the patrol vehicles (marked or unmarked) when not in service and parked unattended in the station parking lot. All long guns, including the shotgun, less-lethal shotgun and mini-14 rifle, shall be checked out of the armory prior to a safety member's start of shift and returned to the armory upon their end of watch.

The long guns shall be inspected, by the deputies, before starting their shift.

GENERAL INFORMATION (Continued)**2/000****Division Ammunition Cache**

The station will maintain a minimum amount of ammunition, which will be stored in the armory. To accommodate the different types of calibers used in the field, the station will maintain a cache of .223, Slug, 00 Buck, .45 and 9mm ammunition.

Department Vehicles**2/020**

At the time the vehicle is checked out, staff members will fill out a vehicle checkout sheet, assuring the vehicle and all the equipment is in good functioning order. Staff will conduct a search of the vehicle for any equipment, evidence, or contraband left from the prior operator. Any items located shall be given to the Watch Commander. Staff will be responsible for emptying the trash out of the vehicle at the end of shift.

Minor damage, such as a small dent or scratch, need only be listed on the inventory once. If driving a unit that has had damage previously reported, the deputy need only note new damage. Major damage to the body, undercarriage, engine, etc. should be brought to the immediate attention of the watch commander. The watch commander shall then conduct an investigation as to the cause of the damage and attempt to identify the individual responsible.

Vehicles will be maintained and serviced by the assigned Sheriff Service Specialist (SSS). The SSS will determine what vehicles are available for service and will indicate it on the vehicle board next to the unit number. Those vehicles which are not available for service, as determined by the SSS, will be notated next to unit number. These vehicles are not to be placed into service by any staff member.

Shift Logs**2/025**

The watch commander or OIC is responsible for preparing the shift log. The shift log contains the beat assignment for the patrol deputies, the jail assignment for the jailer(s), and should also reflect any absences of personnel.

Once this log has been completed, the original should be kept in the sergeant's office. Logs are to be completed in advance of the tour of duty. Each watch commander shall project logs for the entire work week, the previous week.

Completion of the Shift**2/035**

At the completion of each shift the deputy will make sure that his or her assigned vehicle is filled with gasoline and oil. The deputy will return the unit keys to the patrol unit keyboard in the squad room.

PATROL DUTIES**2/100****Ski Theft Reports****2/105**

The Big Bear Sheriff's Station has an agreement with area ski resorts reference the theft of ski equipment, snowboards, and other items. These resorts are provided with forms which are to be given to the victims of thefts. The victim will fill these forms out, and then either turn them into the resort or the Sheriff's Station. When the station receives these forms, a deputy will be assigned to complete the crime report, draw a DR number, and submit the finished product.

Incident Reports**2/110**

If a patrol deputy is assigned to investigate a situation that does not fit into the category of a crime, the deputy may generate an incident report. An incident report may be taken to document potentially dangerous situations, threats, when a person demands a report, or when possible, civil liability exists against the Department or its personnel. An incident may be thought of as a "catchall" for non-criminal situations in which documentation is needed.

Assigned Follow-ups**2/115**

Deputies will be assigned follow-ups, based on the nature of the case and the availability of further information. Generally, watch commanders will assign all misdemeanor follow-ups at the patrol level, as well as those felony follow-ups determined to be best handled at the patrol level.

Cases assigned to patrol officers for follow-up are generally due within ten (10) days of the assignment. A logbook will be kept by the watch commanders to record case number and date assigned.

Station Call-Out Protocol**2/120**

The on-call station captain or lieutenant shall be notified of all major crime and/or incidents. The station captain or lieutenant will authorize additional manpower where the situation dictates.

Radar Trailer**2/125**

The station SSS is to deploy the radar trailer within the City of Big Bear Lake or unincorporated areas of Big Bear Valley on a routine basis; typically, three to four times per week, weather permitting. The location for the deployment is to be determined by the watch commander based upon traffic flow, acute traffic problems, etc.

Marine Enforcement Unit**2/200****TRAINING****2/205**

It is the responsibility of the Boating Supervisor to schedule all required training to comply with Department Policy, POST, DBW, and Unit mandates.

MAINTENANCE**2/210**

- 1) Vessel Check-Out Sheets shall be completed each shift to document any specific trouble or problems with a vessel. If a problem can be easily fixed, it should not be marked as deficient on the Check-Out Sheet.
- 2) Other than routine maintenance, all purchases for equipment and parts, etc. will require prior approval of a Supervisor.
- 3) All maintenance records for vessels and vehicles assigned to the Boating Enforcement Program are maintained by the M. E. U. corporal.
- 4) Generally, these vessels should be serviced every 100 hours of operation.

VESSEL ACCIDENT CALL OUT PROCEDURES**2/215**

When a Vessel Collision occurs involving any of the following circumstances, the Boating Accident Investigation Team should be notified. If circumstances dictate, B.A.I.T. personnel shall be dispatched to conduct an investigation. Since all incidents differ in their severity and potential criminal/civil liability, it shall fall upon the watch Commander, and/or On-Scene Personnel, to determine if a call out of B.A.I.T. Investigators is warranted. Ultimately, the watch commander and/or Boating Supervisor or his/her designee shall initiate the response of B.A.I.T.

1. All fatal accidents
2. Major injury accidents with life threatening injuries or injury likely to cause permanent disability.
3. Collisions involving municipal liability.
4. Collisions involving Sheriff's Vessels.
5. Other boating related crime scenes by special request.

Marine Enforcement Unit (Continued) **2/200**

SAFETY **2/220**

- 1) You are expected to conduct yourself in a manner, which protects you, your co-workers, and others from harm and equipment from damage.
- 2) Avoid unsafe conduct, which could result in accidents or injury to persons and/or damage equipment.
- 3) Take necessary action to prevent, correct, or report unsafe conditions that you observe.

OPERATION **2/225**

The operator of the San Bernardino County Sheriff's Department vessels must attend the 40-hour boat operators' course prior to operation of any Department vessel unless the Colorado River Station training staff gives authorized optional training or with a watch commanders approval.

SECTION THREE

SUPPORT STAFF

SUPPORT STAFF**3/000**

The Big Bear Sheriff Station recognizes general employees assigned to the station are integral to the successful operation of the office and to the achievement of the station's law enforcement mission.

CLERICAL POSITIONS**3/100**

There are six clerical position assigned to the Big Bear Sheriff's Station (1 secretary 1, three office specialists- Record, and 2 office specialists-Public Counter). The duties and responsibilities of these positions may vary in order to balance the workload, provide cross training, to complete work in a timely manner, and to accommodate specific situations. Each position's job description is subject to review and modification by the station commander. For more specific information refer to the position performance standards.

Work Schedule**3/105**

All clerical positions schedules shall be in accordance with Department policy and the MOU.

Duration of Breaks; Clerical Staff**3/110**

The breaks taken by the clerical staff, shall be in accordance with the Department Policy and the MOU.

Captain's Secretary**3/115**

The captain's secretary is responsible for maintaining the station's administrative records and files. Additionally, the captain's secretary processes the station's payroll, accounts payable, maintains all station personnel files, prepares type-written reports and forms (sometimes confidential), screens in-coming calls, and assists in the preparation and staffing arrangements of special events.

Records Clerk**3/120**

The clerks assigned to this position are generally the back-up for typing reports. Priority assignment for this position is statistical entry, CNI entry, the processing of released-inmate paperwork, the processing of cites, generation of homeowner letters, and other corrections.

CLERICAL POSITION (Continued) **3/100****Release of Reports** **3/125**

Generally, the Records clerks will be responsible for handling requests for the release of crime reports. To determine whether a report is eligible to be released to a certain individual, the clerk shall consult the matrix provided by Central Records.

Clerical Supervision **3/130**

The Administrative/Detective sergeant directly supervises the Office specialists. The secretary shall regularly inspect the records area to determine work progress, etc. of the office specialists assigned to those position.

Office specialists may be assigned, from time to time, specific tasks or duties outside their normal routine for the purpose of “catching up” work that is lagging, or to be expediting the processing of special projects.

The station lieutenant and/or the station commander directly supervise the captain’s secretary.

Standing Orders for Office specialists **3/135**

Due to the important nature and significant volume of work that exists in the records area, it is important that all clerical personnel strive to work together efficiently, smoothly, and with an eye toward completion of assignments in the most accurate and expeditious manner.

If one clerk is caught up in all the duties of his/her assigned position, it is expected that the clerk will then “pitch in” to help catch up in other clerical duties.

AUX. RESPONSIBILITIES-CLERICAL **3/200****Sex, Arson, and Narcotics Registrants** **3/205**

The Office specialists are responsible for properly registering all PC 290 sex, narcotics, and arson registrants that report to the Big Bear Station. There is no charge to the registrant for this service.

AUX. RESPONSIBILITIES-CLERICAL (Continued) 3/200

Children's Fingerprints 3/210

The Big Bear Sheriff's Station clerks shall fingerprint any juvenile brought into the station by a parent or guardian for the purpose of securing identification of the juvenile in case he/she becomes missing or lost. This will be done anytime during normal business hours. There is no charge for this service.

Payment for Reports & Fingerprints 3/215

The Big Bear Sheriff's Station accepts cash only in payment for fingerprinting.

Month-end Statistical Reporting 3/220

The records clerk is responsible for completing the month-end statistical reporting for the station. This duty involves assuring that all reports taken during the month have been received, properly stated, and reported to Central Records prior to the 5th day of the new month. The records clerk is to work closely with the sergeant to ensure that all reports are turned in on time and that proper reporting has been done.

Sheriff's Service Specialist 3/250

The Sheriff's Service Specialist at the Big Bear Sheriff's Station is responsible for coordinating the crime prevention efforts at the Station, supervising the "Citizens on Patrol" program, preparing press releases, dealing with the media and other such duties as assigned by the station commander.

The Sheriff's Service Specialist administers the Youth Accountability Board function at the Big Bear Station.

The position requires extensive public contact, contact with various media (print and electronic), and contact with deputies, elected/public officials, and in some cases, victims.

Press Releases 3/330

The Sheriff's Service Specialist will act as liaison between the station and the news media. He/she will assure that basic information is provided to the news media upon request, and that follow-up information is passed on as requested.

FRONT OFFICE **3/400**

Front Office Hours **3/405**

The Big Bear Station front office will generically be open to the public Monday-Friday 8:00am-5:00pm, excluding some holidays.

Alarms: Inside the County Building **3/410**

The Front Counter personnel monitor alarms in the Big Bear Superior Court, the court clerk’s office and in the County Supervisor’s office. The alarm for the Big Bear Station’s evidence room(s) is monitored by a commercial provider who, upon alarm activation, notifies Sheriff’s Dispatch.

In the event of activation of any alarms, the front counter Office specialist or other person staffing this position shall immediately notify the watch commander or on duty officer in charge. Additionally, in the event of a fire alarm, the fire department shall be notified by means of the 9-1-1 system.

Jail Doors and Gate **3/415**

[REDACTED]

[REDACTED]

SECTION FOUR

PAPER FLOW

GENERAL INFORMATION

4/000

Generally, all paperwork generated by patrol (reports, cites, referrals, forms, etc.) shall be submitted to the watch commander for review. All hard-copy correspondence arriving at the station (faxes, letters, teletypes, etc.) not addressed to a specific employee or position shall be routed to the watch commander for review.

Paperwork generated by the jail (i.e. booking jackets, court lists, logs, etc.) will generally be routed to the Office specialists for distribution/filing. Other paperwork (i.e. discipline/special housing memorandums, inspections, etc.) shall be routed to the Jail sergeant or watch commander for review and disposition.

Watch commander Review

4/005

The watch commander will review all incoming reports. In times when the previous watch commander was unable to review reports, the on-coming watch commander shall do so.

All in-custody reports and vehicle towing/storage reports shall be reviewed as soon as possible and forwarded to the Office specialists for further processing.

Those reports determined by the watch commander to be deficient shall be returned to the deputy for correction.

Routing of Reports

4/010

Generally, it is the reviewing watch commander who determines the routing of a particular report. A deputy, however, can assign himself a follow-up, by including this information in the disposition of the report.

Detective Copies

4/015

All in-custody reports and reports designated for routing to the detectives shall be automatically done so by the Office specialists.

CRIME / INCIDENT REPORTS (Continued) **4/100****CHP 180's** **4/120**

Vehicle towing and storage reports are submitted to the Office specialists for generation of the locate/storage/impound notification letter. This letter must be done immediately upon receipt of the tow report. The Office specialist generating the letter shall indicate on the CHP 180 the date the letter was mailed to the registered owner and shall include a copy of the letter in the report file.

Vehicles Towed by City Code Enforcement **4/125**

City of Big Bear Lake Code Enforcement officers may occasionally tow vehicles within the city limits. If this is the case, the Code Enforcement officer will complete the CHP 180 in the field and then deliver it to the front counter clerk. The front counter clerk will enter a police incident and assign a DR# to the call. The front counter clerk shall then deliver the call printout and the CHP 180 to the city deputy, who will complete the report, teletype, and turn the finished report in.

ADMINISTRATIVE REPORTS **4/300****Jail Administrative Reports** **4/305**

The Big Bear Jail generates records reference the day-to-day operation of the facility. These reports include the inmate observation log, the maintenance request log, the daily activity log, jail facility and fire alarm inspection, shakedown memorandums, and intoximeter inspection forms. Routine reports of this type (not pertaining to a particular inmate) are to be maintained in appropriate station files for not less than 18 months.

Reports related to a specific inmate and /or event, such as inmate disciplines, injury reports, special housing memorandums, etc. are to be routed to the watch commander for review, approval, and/or distribution. Copies of these types of reports are to be maintained in appropriate station files as necessary and included in the inmate's booking jacket.

Blood Alcohol Machine **4/315**

The Big Bear Jail has one Drager Alcotest 7110 blood alcohol machine. The assigned jail deputy shall calibrate this machine on a weekly basis in order to ensure its proper operation. The deputy shall complete the calibration form and then fax it to Sheriff's Scientific Investigation Division. One copy of this form shall be kept in the calibration logbook in the jail, and one copy shall be submitted to the jail sergeant for inclusion in the weekly jail inspection.

ADMINISTRATIVE REPORTS (Continued) **4/300**

Food Orders **4/320**

Each week, the assigned deputy shall inventory all foods kept at the Big Bear jail and complete the food order request. This order shall be faxed to Food Services. The deputy shall make an entry on the daily log as to the date and time of the fax transmission and retain a copy of the food order request until the food is delivered.

Maintenance Requests **4/325**

All requests for maintenance reference the jail facility shall be documented in the maintenance request log which is kept in the booking office of the jail. Requests for maintenance reference the station at large may also be documented in this logbook.

SECTION FIVE
EVIDENCE/PROPERTY
PROCEDURES
ADMINISTRATION

EVIDENCE **5/000**

Evidence Officer **5/005**

The Evidence Officer (and back-up Evidence Officer) shall be appointed by the station commander. This person shall be responsible for the proper organization, processing, storage, and disposition of property taken as evidence, for safekeeping, or in recovery. The Evidence Officer is also responsible of conducting property audits as required by the Department. In the evidence officer's absence, the backup Evidence Officer shall assume all duties related to evidence and property at the Big Bear Station.

Evidence/Property Rooms **5/010**



ON-CALL DUTY **5/100**

Various members of this station by virtue of their rank or assignment are considered on call at various times. The purpose of this "on call" status is to provide for adequate notification and manpower allocation to meet the demands of non-routine events that occur from time to time.

The station commander and the station lieutenant are to be notified of any major/unusual occurrences within the station's jurisdiction.

Detectives **5/105**

Personnel assigned to the detective bureau (Either deputy or corporal/detective) shall be on call for major investigations. The on-call rotation is at the discretion of the Administrative/Detective sergeant but is normally scheduled on a weekly basis.

ON-CALL DUTY (Continued) **5/100**

Sergeants **5/105**

The Administrative/Detective sergeant shall be on-call for major incidents/investigations.

Volunteer Unit Coordinators **5/110**

The deputy coordinators assigned to the various volunteer units are subject to call reference the activity of their respective units. If volunteer participation is necessary or required, these personnel shall be responsible for coordinating the unit's response.

Search & Rescue **5/115**

Volunteer members of the Bear Valley Search and Rescue team are on call at all times to respond to emergency search situations within the station's jurisdiction, as well as jurisdictions throughout the county. Members of the Search and Rescue can be contacted at most times during the day.

Deputy coordinators for this unit are assigned to on-call status and are to be notified in the event a callout is necessary, so they may coordinate the response.

Posse **5/120**

Deputy coordinators for the station's Mounted Posse unit are assigned to on-call status and are to be notified in the event their volunteer unit is needed.

Reserve **5/125**

Volunteer members of the Line Reserve Unit may be contacted when necessary via the telephone. They are, however, not on-call.

Explorers and Citizen Patrol **5/130**

Neither Explorers nor Citizen Patrol personnel have on-call status. Their coordinators are generally not on call pursuant to their duties with these volunteer units.

EQUIPMENT **5/200**

Vehicle Maintenance Protocol **5/205**

Generally, the station's patrol units have the highest maintenance priority, followed then by the un-marked vehicle, the utility vehicle (Search & Rescue and Posse), and then the other volunteer vehicles. station staff, a local provider, Sheriff's automotive, or dealership may accomplish maintenance of these vehicles.

Shotguns/ Mini 14 Rifles **5/210**



Citation Books/Receipt Books **5/215**

The watch commander will issue citation books and receipt books to patrol deputies and detectives upon their request. These items are kept in the watch commander's Office. When these books are issued, the watch commander will make an entry into the appropriate log book, listing the date of issuance, the number range of the books, and the deputy the book was issued to.

EMERGENCY OPERATIONS PLAN **5/300**

The Big Bear Valley is an isolated community, and therefore must rely upon its own resources in the event of a catastrophic emergency. Because of this, the Big Bear Sheriff Station must establish procedures and protocols prior to the anticipated emergency event in order to better provide for its employees as well as the community at large. All personnel shall become familiar with the fire/natural disaster protocol established.

EMERGENCY OPERATIONS PLAN (Cont'd) 5/300**Damage Assessment 5/305**

Employees of the Big Bear Sheriff Station are responsible for accurately assessing damage to structures, etc. in the Big Bear Valley in the event of a disaster, whether it is natural or man-made. Patrol deputies shall observe conditions within their patrol beat keeping in mind that they may have to drive past injured persons and emergency situations in order to perform the damage assessment as quickly as possible. (Normally, 16P1 is responsible for responding to the dam and judging its status).

The jailer is responsible for assessing damage to the jail facility, as well as identifying any security problems caused by the disaster.

All important information must be relayed to dispatch and/or the watch commander at the earliest possible opportunity so that proper resources may be requested and implemented.

The watch commander and/or station personnel shall be responsible for assessing the damage to the county facility at large and taking such steps as are necessary to provide for the safety of staff.

Alarms 5/310

The Big Bear Sheriff Station has a number of alarms dedicated to signaling in the event of emergency:

Fire Alarms: These fire alarms cover the jail attic area, the building vent system, and the building at large. Fire alarm panels are located in the Records office, and in the emergency generator room.

Smoke Detectors: The Big Bear Jail maintains smoke detectors in various inmate housing areas and rooms in order to provide additional warning in the event of a fire.

Sprinkler Alarm: The sprinkler is equipped with a “dry pipe” alarm which monitors the pressure in the sprinkler lines. Normally the sprinkler system is dry; however, when this alarm is tripped, it charges the pipes and allows the sprinkler to operate.

EMERGENCY OPERATIONS PLAN (Cont'd) 5/300

Utility Shut-Offs 5/315

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Emergency Tool Set 5/320

Emergency tools are located in the maintenance garage in the rollaway toolbox. All tools necessary for performing the above functions are there. These tools are not to be used for general maintenance, etc, and are to be returned to the toolbox as soon as possible after use.

Emergency Generator 5/325

[REDACTED]

[REDACTED]

Fire hoses 5/330

There are two fire hoses in the Big Bear Jail. One is located on the west wall of the pipe chase behind the female section. To open the pipe chase, the #3 key must be used. The other fire hose is located on the south wall of the storage room behind the male housing unit. To open the storage room, the #5 key must be used.

EMERGENCY OPERATIONS PLAN (Cont'd) 5/300

Fire Extinguishers 5/335

There are two fire extinguishers located within the Big Bear Jail. One is located in the kitchen, mounted on the east wall to the right of the doorway. The other is located under the counter in the booking office.

There is a fire extinguisher located in the hallway outside the conference room and there is another fire extinguisher located in the hallway outside the sergeant's office.

These extinguishers are checked on a weekly basis as part of the weekly station inspection in order to ensure their readiness for use.

First Aid Kits 5/340

First aid kits are located in the briefing room, and in the booking office of the jail. Items kept in the kits are to be replaced as they are used.

These kits are to be checked during the weekly station inspection in order to ensure their readiness for use.

EMERGENCY OPERATIONS PLAN (Cont'd) 5/300**Emergency Resources 5/345****Fire Departments:**

Bear City Fire	(909) 585-2362
Big Bear Lake Fire	(909) 866-4668
Fawnskin	(909) 866-4878

Bear Valley Community Hospital:

Emergency Room	(909) 878-8201
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City of Big Bear Lake:

	(909) 866-5831
Emergency page	Use VoComm

Utilities:

Dept of Water & Power	(909) 866-5050
Bear Valley Electric	(909) 866-5468
South West Gas	(909) 866-5811
	(800) 762-9294
Contel/GTE	(619) 245-0200
Community Services District (water & sanitation)	(909) 585-2567
County Animal Control	(800) 472-5609
Animal Shelter	(909) 866-4943
Big Bear Disposal	(909) 866-3942
	(909) 585-1242
McCoy's Mtn. Disposal	(909) 866-3942
	(800) 654-5843
BEVIS	(909) 585-8822

Rental Services

Twin Bears Rentals	(909) 585-2888
	(909) 585-8822
Prime Equipment	(800) 222-7777

Emergency Construction/Repair:

Knight Plumbing	(909) 585-1800
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