

CENTRAL STATION

Operations Manual



San Bernardino County Sheriff's Department

Central Station

Central Station was established in 1890 and is the longest standing patrol division within the Sheriff's Department. The base of operation is out of the headquarters building and provides law enforcement services to the unincorporated areas of the central valley including; Arrowhead Farms, Colton, Devore, Muscoy and Glen Helen Amphitheater. In addition, Central Station is responsible for contract law enforcement in the cities of Grand Terrace and Loma Linda, as well as the San Manuel Indian Reservation and Casino.

Central Station continues to incorporate community-policing concepts in our enforcement operation. The approach has proven effective in detecting gang and criminal activity, and significantly impacting problems in the area. By working together with the citizens of our communities, Central Station deputies can provide more effective law enforcement and a higher quality of life.

CENTRAL STATION OPERATIONS MANUAL

PREFACE

The intent of the Central Station Operations Manual is to provide all personnel assigned to Central Station with policies, procedures, and guidelines in the day-to-day functions of the Station. In the event of any conflict with this manual and the Department Manual, the Department Manual will take precedent. The definition of terms used in this manual shall have the meanings defined in Sheriff's policy 1.232, 1.234, 1.236 and 1.238, unless it shall be apparent from the content that they have a different meaning.

Sheriff's Manual section 2.150.30

Approved by Chris Fisher, Captain
July 30, 2019

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Central Station Policy Manual

1.0 INTRODUCTION

1.1 Station Manual

The Station Manual is and shall be a composite of current explanations, objectives, principles, policies, procedures, rules and regulations, which govern the daily operations of a patrol station. This "Station Manual", is composed of new and previously established practices.

1.2 Purpose

The purpose of this manual is to establish guidelines and procedures for the day-to-day operations at Central Patrol Station. It is intended to provide both the safety and professional staff with uniform information and parameters for efficient operations of a patrol station. The Administrative Sergeant will issue revisions and supplements as necessary.

1.3 Scope

This manual addresses the official policies and procedures directly related to the operations of Central Patrol Station.

1.4 Manual Coordinator

The Administrative Sergeant is responsible for the maintenance of the Central Patrol Station Manual. Any changes in policy, procedure or construction of this manual should be addressed in the described manner below. See Revisions.

1.5 Revisions – Suggestions from Staff

Active participation in the revision process by an employee is strongly encouraged. Suggested revisions should be prepared in memorandum form and submitted to the Commander for review through the chain of command.

1.6 Glossary

VALUE – A value is a quality of performance or accomplishment. Values are the basis for the determination of objectives and may be both ethical and functional.

OBJECTIVE – An objective is a desired end for which efforts are expended expressing or dealing with facts or conditions as perceived without distorting by personal feelings, prejudice or interpretations.

PRINCIPLE – A principle is a conceptual guide arrived through logical deduction by evaluating experience with a view toward the attainment of objectives. A principle may be of assistance in the exercise of judgment in a duty-related activity and may be both ethical and functional.

2.0 ORGANIZATION / FUNCTION

2.1 History

Central Station dates to the formation of the Sheriff's Department in 1853. More recently it was located within the Central Courthouse and moved into the headquarters building when it opened in 1987.

2.2 Mission

The mission of Central Station is to reflect the mission of the Department by providing collaborative law enforcement solutions that meet the needs of our diverse communities and partners by delivering quality professional services to our contract cities, law enforcement contracts and our unincorporated areas of San Bernardino.

2.3 Personnel

2.3.1 Safety

2.3.2 Professional Staff

2.3.3 Job Descriptions

2.3.3.1 Commander

The Captain controls and directs all operations of Central Patrol Station. The Captain reports directly to the Deputy Chief of the Valley/Mountain Region.

2.3.3.2 Lieutenant (Operations)

Executive Officer, liaison and second-in-command for the incorporated city of Grand Terrace, San Manuel contract and County area.

Oversee, review and monitor liability issues for the city of Grand Terrace, San Manuel contract and county area in conjunction with the Administrative Sergeant.

Keep the Station Commander apprised of identified problem areas regarding personnel, criminal activity, community attitudes and politically sensitive issues.

Oversees and monitors the Sheriff's Service Specialist in conjunction with the Detective Sergeant.

Oversee, review and maintain evidence procedures in conjunction with the Detective Sergeant.

Liaison with citizens' groups and attends their meetings ensuring a written plan is developed to address their concerns.

- Muscoy MAC
- Arrowhead Farms
- Barton Neighborhood

- Del Rosa Home Owners Association
- Liaison with Parks and San Manuel Pavilion management (concerts)
- Participate in all planning meetings relating to events being held at venues within the jurisdiction of the station
- Attend Board of Supervisor Meetings as necessary

Lieutenant (Administrative)

Executive Officer, liaison and second-in-command for the incorporated city of Loma Linda.

Prepare and maintain the Central Station Master Work Schedule for all personnel assigned to this station in conjunction with the Administrative Sergeant.

Conduct weekly inspections of the station for cleanliness, safe-working conditions, and general maintenance needs.

Oversee and liaison with volunteers, coordinators and units operating within the station jurisdiction. Attends at least one meeting of each unit quarterly:

- Citizen Volunteer
- Line Reserves
- Search and Rescue
- Explorers

Oversee, review and monitor liability issues for the city of Loma Linda in conjunction with the Administrative Sergeant.

Oversee and monitors Field Training Officer personnel and assignment with the designated Sergeant.

Coordinate through the Administrative Sergeant special events, contracts, and grants as required in conjunction with the appropriate agencies and/or other Department personnel.

Liaison with citizen's groups and attends their meetings ensuring a written plan is developed to address their concerns.

- | | |
|------------|---|
| management | <ul style="list-style-type: none"> • Liaison with Parks and San Manuel Pavilion • Participate in all planning meetings relating to events being held at venues within the jurisdiction of the station • Attend Board of Supervisor Meetings as necessary |
| necessary | |

2.3.3.3 Administrative Sergeant (serves at the discretion of the station commander)

The Administrative Sergeant is responsible for the overall office operations and office supervision; administrative investigations; and relative administrative duties.

The Administrative Sergeant works closely with the Administrative Lieutenant. The Administrative Sergeant performs the following duties and functions, as required but not limited to:

- Provides direct supervision and guidance for the following personnel and functions:
 - Automotive Officer
 - Clerical Staff
- Coordinate station purchases and repairs of station equipment.
- Manage the maintenance, replacement and rotation of vehicles assigned to the Central Station.
- Conduct Administrative investigations when assigned in conjunction with the Administrative Lieutenant.
- Coordinate and monitor tow companies used by the Central Station.
- Liaison with citizen advisory groups and attend meetings when assigned.
- Update and maintain the Station and Department Policy Manuals as needed/or required.
- Act as Watch Commander when required.
- Ensure all Administrative personnel have a person cross-trained to perform their assignments.
- Assist in the preparation and maintenance of the work schedule for the Professional Staff in conjunction with the Lieutenant.
- Oversee, review and monitor the flow of reports for typing and distribution.
- Facilitate and manage - Ride-Along Program
- Conduct interviews and approved citizen “ride-alongs” on patrol shift.
- Maintain key and locker control, inventory and accountability.
- Supervise and coordinate administrative/office operations.
- Oversee and reviews inventory control.
- Conduct weekly inspections of the station for cleanliness, safe working conditions and general maintenance needs in accordance with the Department Inspection Matrix in conjunction with the Lieutenant.
- Act as the Emergency Operations Procedure (EOP) coordinator. Maintain and update the Station EOP Manual as required.
- Maintain personnel files in accordance with Department Policy.
- Supervise the personnel assigned to maintain the station armory, ensuring all weapons are in operable condition.

2.3.3.4 Detective Sergeant (serves at the discretion of the Station Commander)

The Detective Sergeant is appointed by the station commander and reports to the Operations Lieutenant.

The detective sergeant works closely with the operations lieutenant, specifically the detective sergeant performs the following duties and functions as required, but not limited to:

- County Investigations
- City Investigations
- Property/Evidence/Complaint Officer
- Sheriff's Service Specialists

Keep the Station Commander and Operations Lieutenant apprised of identified problem areas regarding criminal activity, personnel and politically sensitive issues.

Oversee, review and monitor liability issues in conjunction with the Operations Lieutenant and/or the Administrative Sergeant.

Oversee, review and maintain evidence procedures, in conjunction with the Operations Lieutenant.

Act as Liaison with the District Attorney's Office.

Assist in the preparation and maintenance of the work schedule for personnel assigned to investigations including the Property/Evidence/Complaint Officer in conjunction with the station's Sergeants and station's lieutenants.

Act as Watch Commander when required.

Conduct Administrative Investigations when assigned in conjunction with the Administrative Lieutenant.

Conduct weekly inspections of the station for cleanliness, safe working conditions and general maintenance needs in accordance with the Department Inspection Matrix in conjunction with the Lieutenant.

Ensure compliance with PC 290 registration laws.

Review and assign WeTip information.

Serve as the Central Station Gang Liaison between the Department and other units.

2.3.3.5 Traffic Sergeant

Attend council, staff and traffic committee meetings as needed.

Ensure traffic deputies are properly trained.

2.3.3.6 Patrol Sergeant

Acts as the Watch Commander as assigned.

Keep the Station Commander and Operations Lieutenant apprised of identified problem areas regarding personnel, criminal activity, community attitudes, and politically sensitive issues.

Oversee, review and monitor liability issues in conjunction with the Operations Lieutenant and/or the Administrative Sergeant.

Conduct weekly inspections of the station for cleanliness, safe working conditions and general maintenance needs in accordance with the Department Inspection Matrix in conjunction with the Administrative Lieutenant.

Assign, monitor and track follow-up assignments to patrol deputies, coordinate due dates and court filings with the Detective Sergeant.

Facilitate and manage the following:

- Central Line Reserve Unit
- Problem Oriented Policing (POP) concept

Maintain the SAW (Sheriff's Automated Warrants) files.

Conduct Administrative Investigations when assigned in conjunction with the Administrative Lieutenant.

Assist the Administrative Sergeant in monitoring reports.

Act as the Training Sergeant for the Safety Personnel assigned to this station. These responsibilities are diverse in nature necessitating the need to divide time between patrol functions and the administrative functions.

Coordinate with Field Training Officers (FTO's) in the maintenance and tracking of the training needs for those persons assigned to the Field Training Program.

2.3.3.7 Corporal

Act as Watch Commander as assigned.

Keep the Station Watch Commander and Operations Lieutenant apprised of identified problem areas regarding personnel, criminal activity, community attitudes and politically sensitive issues.

Coordinate with the Field Training Officers and the Training Sergeant for the maintenance and tracking of the training needs for those persons assigned to the Field Training Program.

Identify, with the aid of the sergeants and corporals, personnel who need training and/or remedial training and develop programs to address the needs in coordination with the Training Sergeant.

2.3.3.8 Detective/Investigators

There are five (5) positions in the Detective Division and are under the direct supervision of the Detective Sergeant.

Each Detective is responsible for conducting follow-up investigations, prepare and execute search warrants, and manage complicated cases in a manner likely to result in successful arrest and prosecution of law violators.

2.3.3.9 Patrol Deputy

Patrol deputies are assigned a specific beat by the shift Watch Commander. They are expected to provide quality public service and efficient law enforcement and attempt to resolve situations at the lowest possible level.

Clear, factual, concise reports will be completed and turned in at the end of shift unless otherwise approved by the shift Watch Commander.

Court cases should be prepared in advance and presented in a manner, which will most effectively support a successful prosecution.

Perform duties involving the community policing philosophy, interacting with the community and addressing problems within the patrol jurisdiction.

Maintain open communication within our Department and surrounding agencies regarding problem-solving efforts, community concerns, and enforcement actions.

2.3.3.10 Field Training Officer

The FTO's report to the Training Supervisor, while in the process of conducting a training program.

The Field Training Program is a mandatory 12-week course where a trainee is assigned to Field Training Officers to complete their training prior to being placed in a patrol position.

Coordinate with the Training Supervisor maintain and track the training needs for those persons assigned to the FTO program.

2.3.3.11 Automotive Officer (Motor Pool Service Assistant / SSS)

The Automotive Officer is expected to maintain all vehicles in good working order; initiate repair, ensure cleanliness, and maintain vehicle records. It is essential to maintain clear, factual, concise, and complete reports in accordance with Department guidelines, policies and procedures.

This position requires a self-motivated individual who is expected to conduct themselves in a manner, which protects themselves, co-workers, and others from harm, and equipment and facilities from damage.

2.3.3.12 Sheriff's Service Specialist (SSS)

Central Station currently has three (3) Sheriff's Service Specialists:

- City of Loma Linda
- Unincorporated area
- Property/Evidence/Complaint Officer

Each area is separate from the other, and the needs and responsibilities may differ.

The SSS is responsible for providing quality law enforcement services. They are expected to conduct themselves in a manner, which is most likely to promote good public relations and foster public support for the Department. The behavior and actions must be aligned with the Department values and philosophy.

The SSS for Loma Linda and the unincorporated area for the county have the following responsibilities:

- Community Service:
 - Provide quality law enforcement related to community services.
 - Coordinate/prepare law enforcement related presentations to schools, civic groups, etc.
 - Act as the Station representative at community functions and meetings.
 - Coordinate public information meetings such as “Coffee with a Cop”.

- Crime Prevention:
 - Coordinate Neighborhood Watch, Crime Free Multi-Housing Programs.
 - Review blueprints for CPTED issues.
 - Coordinate the “National Night Out” program.
 - Coordinate and participate in Safety Fairs.
 - Assist in training regular and volunteer employees in crime prevention methods.

- Community Policing:

Community policing is a vision of policing based on the idea that law enforcement employees and private citizens working together in creative ways, can help solve problems related to crime, fear of crime, and neighborhood problems.

- Help develop strategies to improve communications with the community.
- When appropriate, become involved in problem solving meetings with available resources to seek new innovative solutions.
- Coordinate with the Community Service Officers of other areas to address specific problems.
- Use the S.A.R.A. (Scanning, Analysis, Response, Assessment) model in the problem-solving effort in the community.

2.3.3.13 Property/Evidence/Complaint Officer (SSS)

The Detective Sergeant supervises the Complaint Officer (Court Liaison) who also serves as the Property Officer.

- Court Liaison

- Review all cases submitted for filing to assure all required information is included.
- Maintain lab result files and combine with reports when necessary.
- File cases in other jurisdictions as needed.
- Maintain a D.A. request file.
- Provide a copy of requests to the deputy or investigator assigned to the case.
- Prepare a monthly late follow-up report list.
- Enter complaint information derived from criminal reports and criminal complaints filed by the D.A.
- Retrieve data to prepare quarterly statistical reports reflecting the number of cases submitted, filed and rejected.
- Maintain backup collection ledgers, whenever computer system is down for repair, maintenance or upgrades.
- Comply with State Law and Department guidelines, Department Policy relating to data entry and retrieval.
- Follow Department policy, guidelines, stations orders and applicable laws related to:
 - Handling of evidence
 - Communicable diseases
 - Vehicles
 - Firearms
 - MDC and radio
 - County, city and other equipment

The SSS is responsible for the handling of evidence and ensuring the chain of custody from the time it's received from patrol personnel, until it is delivered to the Scientific Investigations Division.

- Receive and enter all evidence and property information into the PETS computer system.
 - Maintain, clean, and organize the evidence room and the main evidence storage area.
 - Ensure availability and maintain all evidence supplies.
 - Deliver evidence to the Crime Lab and Sheriff's property.
 - Release property.
 - Ensure the proper disposition of property through accurate batch report records.
- Collateral Duties and Special Assignments:
 - Traffic Division
 - Court Liaison

- Facility Maintenance
- Community Policing

2.3.3.14 Secretary

The station's secretary is under the direct supervision of the Station Commander.

- Administrative Duties and Word Processing
 - Type interoffice memorandums and other requested documents.
 - Maintain and update personnel and administrative station files per Department policy and station guidelines.
 - Receive and route telephone calls for the Lieutenant and Captain. Take complete and accurate telephone messages in their absence.
 - Prepare administrative reports from recorded dictation. Ensure these reports are forwarded to the appropriate recipients within Department policy time limits.
 - Process station personnel EMACS each pay period.
 - Process supportive payroll paperwork for station personnel.
- Data Entry, Fiscal Tracking and Retrieval
 - Compile overtime summaries and submit to the Station Commander at the end of each pay period.
 - Comply with State Law and Department policy relating to data entry and retrieval.
 - Process request for payment in an accurate and timely manner.
 - Reconcile City records of budget expenditures with Station records.
 - Prepare and process training, travel and expense account documentation.
- Collateral Duties
 - Prepare criminal reports associated with investigations from recorded dictation.
 - Ordering and inventory of Station supplies.
 - Community Policing.

2.3.3.15 Office Specialists

Central Station has Six (6) Office Specialists positions that are supervised by the Administrative Sergeant. Clerical duties include but are not limited to:

- Word Processing
 - Documents prepared from dictation shall be accurate and generally free from errors.
 - Prepare reports from recorded dictation (Should be without errors).
 - Type interoffice Memorandums and other requested documents.

- Data Entry and Retrieval
 - Enter statistical data derived from reports.
 - Prepare month-end and year-end reports.
 - Prepare a monthly late report list.
 - Enter citations in the appropriate database and route them to the court. Mail citation amendments.
 - Mail vehicle storage notices and make the appropriate computer entries.

- Computer Knowledge and Proficiency
 - Be able to enter and retrieve calls-for-service information from the CAD system.
 - Be able to retrieve vehicle and driver's license information through CLETS.
 - Be able to retrieve booking and status information about persons in custody through the Jail Information Management System (JIMS).
 - Be able to retrieve report and person information through the CNI computer system.
 - Must be proficient with the Tiburon system.

- Administrative and Collateral Duties:
 - Assist other clerical when necessary.
 - Restraining order entry.
 - Complete assigned crime analysis tasks.
 - Log in subpoenas and disseminate to employees. Process insurance requests.
 - Complete various administrative projects as assigned.

- Front Desk
 - If the counter clerk is with another visitor or on the telephone, acknowledge visitors within 30 seconds of arrival and give them an estimate of how soon they will be helped.
 - Answer telephone calls by the third ring. Route calls to the appropriate person by

- transferring to an extension. Frequently check calls that have been placed on hold.
- Provide detailed information on programs and services to the public; explain procedures, regulations, and policies.
- Receive restraining orders and proofs-of-service; update the computer accordingly.

2.3.3.16 Detective Clerk

When staffed, the Detective Clerk is an Office Specialist specifically assigned to the Detective Division. This position is under the direct supervision of the Detective Sergeant.

This position must meet the requirements of an Office Specialist.

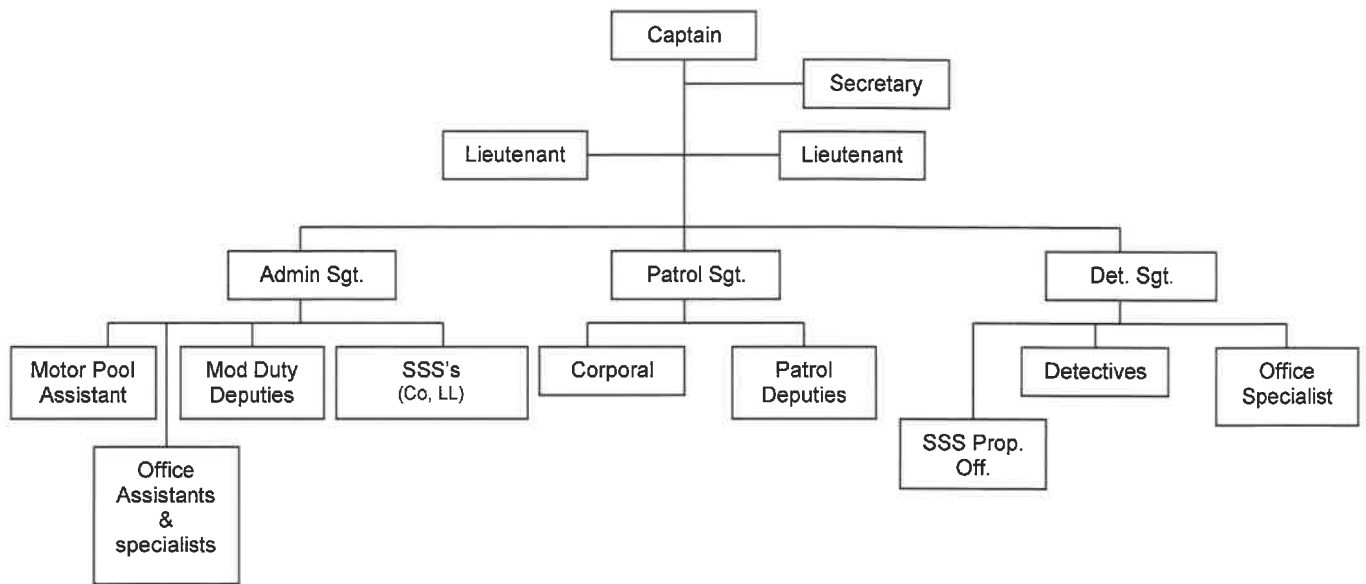
2.3.3.17 Office Assistants

This position is responsible for greeting the public in a professional and efficient manner.

- Front Desk
 - If with another visitor or on the telephone, acknowledge visitors within 30 seconds of arrival and give them an estimate of how soon you can help them.
 - Answer telephone calls by the third ring. Route calls to the appropriate person by transferring to an extension. Frequently check calls that have been placed on hold.
 - Provide detailed information on programs and services to the public; explain procedures, regulations and policies.
 - Receive restraining orders and proofs of service; update the computer accordingly.

- Records
 - Prepare reports for routing to the District Attorney and other requested routing.
 - Route citations and mail citation amendments. Make appropriate citation entries into the computer.
 - Sort and file reports and other materials per Station Policy.
 - Avoid patterns of error when entering data.
 - Comply with State law and Department Policy relating to data and retrieval.

2.4 Organizational Chart



3 ADMINISTRATION

3.1 Scheduling

3.1.1 Request for Schedule Change

The Administrative Lieutenant is responsible for creating and maintaining the schedule for the entire station. This responsibility does not preclude him from assigning these to duties to another. The Lieutenant will prepare and post the schedule three (3) months in advance.

The Administrative Lieutenant may (not required) take into consideration any special needs on a case-by-case basis. This request shall be submitted in writing before any request will be considered.

3.1.2 Sick Leave

The Administrative Sergeant/Watch Commander must be advised at least one (1) hour prior to the start of the employee's schedule tour of duty of a sickness on the first day of absence.

3.1.3 Overtime

All personnel will, as required, seek approval from their respective supervisor prior to working overtime. (MOU)

3.1.4 Vacation Schedule

The Vacation schedule is the responsibility of the Administrative Lieutenant. The Lieutenant will prepare the sign-up roster, which will be maintained in a binder and kept in the Lieutenant's office. The binder also contains a copy of the station Seniority List and a copy of Department Policy pertaining to Vacation and Annual Leave.

The Watch Commanders are responsible to get the sign-up sheet completed. The dates will be approved or disapproved by the Administrative Lieutenant. Special needs may be considered if submitted in memo form to the Lieutenant providing a vacancy exists on the date requested. This will be at the Lieutenant's discretion.

3.1.4.1 *Deputies*

The list for Deputies will be passed around by their date of hire.

3.1.4.2 *Detectives/Corporals*

Sign ups will be done by date of rank followed by the date of safety time on the Department.

3.1.4.3 *Sergeants*

Sergeants will sign up by date of rank followed by the date of safety time on the Department. Only one Patrol Sergeant can sign up for vacation at any one time.

3.1.5 EMACS

All employees must submit their EMACS every other Tuesday by 11 a.m.

3.2 Dress Code

3.2.1 Safety Employees

Safety employees will dress in accordance to their assignment.

3.2.2 Professional Staff Employees

Professional Staff employees will dress in accordance to their job specifications whether it is in uniform or professional attire.

3.2.3 Casual Friday

Employees are able to dress casual on Friday in accordance to Department Policy. Refer to Department Policy Manual – Section 6.230 Professional Business Attire.

3.3 Equipment

3.3.1 Mailboxes

Central Station provides mailboxes for all sworn employees. The mailboxes are located at the rear entry of the station. These mailboxes should be checked daily.

3.3.2 Key Control

The Administrative Sergeant will maintain control of the station keys. Each Supervisor with the rank of Corporal and above will have access to the Key Control box, which is located in [REDACTED]

Unit keys are also maintained by the Administrative Sergeant and will be issued to sworn personnel upon their appointment at Central Station.

When an employee transfers or terminates, he/she shall return all Department keys to the Administrative Sergeant.

3.3.3 Station Issued Equipment

Central Station equipment is under the direct supervision of the Administrative Sergeant and will be issued to the employee upon their initial assignment. It is the responsibility of each individual to properly maintain his or her equipment. In the event of lost, damaged or equipment failure, the Administrative Sergeant shall be notified.

All station issued equipment is the property of Central Station and is to be returned upon the employee's departure.

3.3.4 Equipment Inventory

It is essential that we maintain close control of some of Central Station's generally available equipment. The weapons, radios, patrol vehicles, PAS devices and radar guns have been identified as equipment that must be accounted for each day by the watch commanders.

If equipment is missing, a copy of the inventory sheet along with a note detailing the actions the Watch Commander has taken in trying to locate the missing equipment, should be forwarded to the Administrative Sergeant. The Administrative Sergeant will then expand the search.

The Administrative Sergeant is ultimately responsible for tracking all station equipment.

3.4 Injuries Sustained on Duty

3.4.1 Injury on Duty – No Medical Attention

Any injury that is sustained on duty shall be reported to a supervisor immediately. The 'Minor Injury Report' memo shall be completed by end of shift by employee and submitted to supervisor.

3.4.2 Injury on Duty – Supervisory Responsibility

The supervisor shall submit a cover memorandum to the Commander detailing the accident, and his/her opinion as to whether the injuries were caused by misconduct. The supervisor is responsible for the completion of all reports, including the "Occupational Injury or Illness" form.

3.5 Firearms/Qualifications

3.5.1 Firearms

Every safety member will carry a firearm in accordance with the Department's policies and procedures. The Department must approve any firearm carried by a safety member if the Department did not issue the firearm.

3.5.2 Qualifications

All safety members are required to attend and complete trimester Use of Force training.

3.5.3 Negligent Discharge

Any safety personnel who accidentally discharged a firearm while working will immediately notify the Watch Commander. An investigation will be conducted as per policy.

3.5.4 Shooting Incidents

Any safety employee who discharges a firearm during their performance of duty shall immediately notify the Watch Commander. At that time, the safety officer should request any medical aide, and give their exact location. The Watch Commander will conduct an investigation in accordance with the *Report Procedures Checklist – Discharge of Firearm or Lethal Force Encounter*.

3.5.5 Shotguns/Mini-14/Ammunition

These weapons are to be locked in the station's armory when not in use. Each weapon is to be inventoried on graveyard shift, monthly. At no time is either a rifle or shotgun to be left unsecured and unattended. When repairs are necessary, the weapon should be taken to the Sheriff's Range.

Central Station also maintains a supply of fixed ammunition for emergency contingencies. The amount and caliber of fixed ammunition kept on hand is subject to change as dictated by the needs of the station and its personnel.

3.5.6 Weapon Cleaning

Supplies for cleaning weapons are provided to all station personnel for the purpose of properly maintaining their duty weapon.

Extreme care should be used while handling weapons. There is a large red rectangular weapon clearing device outside the Northwest door of Central Station. This device is for the express purpose of safely clearing weapons.

3.6 Use of Force

In the event a use of force occurs, the Watch Commander will complete and follow procedures contained within the Customers Relations Management System (CRM). CRM will be used to report all uses of force.

3.7 Vehicle Accidents

3.7.1 On Duty

If an employee is involved in a traffic accident while on duty, he/she must report it to the Watch Commander immediately. The Watch Commander will respond to the scene and investigate.

The Watch Commander shall attach his/her memorandum regarding findings and recommendations and forward the report to Civil Liabilities through the appropriate Deputy Chief.

3.8 Credit Cards

Each vehicle is issued a Voyager Card. These cards are to be used for the vehicle to which assigned. Generally, use is for the obtaining of fuel and approved vehicle maintenance, i.e. light bulbs, and windshield washer replacement. At no time, will the card be used for personal vehicles.

Each vehicle must have a fuel log that needs to be completed each time the unit is fueled. Receipts must be obtained and attached to the log sheet. Log sheets must be turned in once completed or by the 25th of each month.

3.9 Patrol/Personnel Vehicle Parking

In accordance with the Headquarters building assignment of parking areas, Central Station Personnel may park their personal vehicle within the painted (white) parking stalls adjacent to the [REDACTED]. Those areas designated by specific unit numbers are reserved for Sheriff's vehicles only.

Parking of personal vehicles is limited. The Station Commander in advance must approve any extended parking in the Central Station parking lot.

3.10 Use of Patrol Units for Court and Training

Use of patrol vehicles for any reason other than uniformed Law Enforcement is discouraged. In those instances when it becomes necessary to use a marked patrol unit for other than patrol, arrangements shall be made through the appropriate supervisor, i.e. Watch Commander, Administrative Sergeant, Lieutenant's or Commander.

4 **PATROL OPERATIONS**

4.1 Operation Standards

All matters governing operating procedures will balance the right of citizens and the needs of Law Enforcement to detect, arrest and prosecute individuals engaged in unlawful activity.

4.2 Beat System

The Central Patrol beat system is comprised of reporting districts. The system has been modified to work the 12-hour plan. If a Robert unit is signed on and the beat unit is busy, then the system will suggest the Robert unit to handle the call. NOTE: The beat pattern will work if no Robert or Baker unit is signed on.

Loma Linda and Grand Terrace are assigned by priority; the county area is assigned by beats. Each beat is devised of reporting districts.

- **BEAT 1**
062 063 064 065 066 067
068 069 070 071 072 074
200 201 202 203
- **BEAT 2**
023 024 027 028 029 031 035
040 041 042 058 059 060 061
- **BEAT 3**
002 003 004 005 006 007 025 037
038 046 049 050 051 052 053 054
055 056 073 075

4.3 Patrol Shift Hours

Central Station works the 12-hour shifts.

- AM 1: 0700 – 1900
- AM 2: 0700 – 1900
- PM 1: 1900 – 0700
- PM 2: 1900 – 0700
- Cover Shifts: As needed or directed by command staff.
- Traffic: As needed or directed by command staff or Traffic Sergeant

4.4 Citizen Ride Along

Central Station actively participates in the Department Ride Along Program. The minimum age for an observer is fifteen (15) years old. Anyone under the age of eighteen (18) must have a parent or guardian sign a waiver and is to be witnessed by a member of this Department.

Refer to Departmental Policy Manual – Section 1.818.15.

4.5 In-Service Training

In-service training is conducted online through the Sheriff's Training Division.

This online training is not intended to replace the day-to-day training usually conducted during daily briefings.

4.6 Warrants

Incoming warrants are given to the Patrol Sergeants. The due diligence warrants are logged and distributed to deputies with a due date. The deputy receiving the assignment will verify the status of the warrant through CNI/SAW before attempting service. If the warrant is outstanding, the deputy will then serve the warrant. The warrant sheet should be completed and placed into the "Warrant In" basket located in the Briefing Room.

If deputies locate a subject with a misdemeanor warrant but decide not to book the subject based on the size of the bail or staffing considerations, the deputy will issue the subject a citation. The citation should include the following necessary information:

- **Name**
- **Date**
- **Address of Court**
- **Location of Service**
- **New Court Date**

(The court location must be the same as listed on the warrant.)

After the citation is issued, the deputy will type a message to Records at SB01. Advise the Name, DOB, Warrant Number, and that the subject was cited, not booked. The due diligence sheet must be placed into the "Warrant In" basket; it should indicate the subject was issued a citation for a misdemeanor warrant release and the citation number.

4.7 Sex Kits

When a sex kit is needed for a victim/suspect/involved party, it shall be conducted in a hospital setting by an attending physician or qualified nurse. After the evidence is collected and packaged in the sex offense kit envelope, the deputy shall take custody of the envelope, completing the portion marked "Chain of Custody". The completed envelope shall then be placed in the sex offense kit box and sealed with the supplied official seal. The kit shall then be submitted to the Scientific Investigation Division for examination.

****Sex kits must be kept refrigerated prior to transporting to S.I.D.****

4.8 Juvenile Arrest

Central Station does not have holding facilities. Therefore, juveniles being detained shall be under constant direct supervision. A Juvenile Detention Log is kept in the Watch Commanders office and shall be filled out when a juvenile is brought to the station. At the end of the month a copy of this log will be turned over to the Administrative Sergeant to be maintained in a station file.

4.9 Patrol Unit Breakdown

When a vehicle assigned to Central Station becomes disabled, the Automotive Officer should be contacted immediately (during regular business hours).

In the event the disabled vehicle needs to be towed, a tow truck from Sheriff's Automotive should be requested. If Automotive is unavailable a rotation tow should be used.

4.10 Overtime / Court Subpoena

Incoming subpoena's will be received and tracked by the subpoena clerk. The clerk will check the master work schedule in accordance with the vacation schedule to ensure the deputy will not be on vacation. The clerk will make a note of explanation on the subpoena and return them that the officers are not available.

4.11 Refueling Patrol Vehicles

It is the responsibility of each deputy to refuel their vehicle at the end of the shift.

4.12 Reports

All crime reports, missing persons, RAJ's, incident reports, etc., shall be completed in the Department's report writing system by the end of shift for the Watch Commander to review.

When circumstances exist that make it impossible to complete a report by E.O.W., arrangements must be made with the shifts Watch Commander.

If a report is incomplete, the Watch Commander will return it to the deputy with instructions. The deputy will complete the report and resubmit it in a timely manner.

Each Watch Commander is responsible for the reports taken on his/her respective shift.

4.12.1 Criminal Rap Sheets

Due to the sensitivity nature of information contained within the Criminal Offender Records, security must be afforded to their use and distribution.

Accordingly, each Criminal Offender Record will be handled in compliance with Department Policy.

4.12.2 DOJ Forms

Disposition of Arrest and Court Action Forms are completed and submitted by the Station complaint officer.

4.13 Misdemeanor Follow Ups

Follow up investigations may be assigned to any member of this station. Usually the Watch Commander distributes these assignments, or they may come from any higher-ranking officer, and will have a due date. It is the receiving officer's responsibility to ensure timely compliance.

4.14 Citations

All citations written during a shift shall have the proper supporting information (usually a Teletype) attached by a staple and be placed into the shift "IN" basket prior to leaving the station at EOW.

4.15 Watch Commanders

Generally, shift Watch Commanders will be the rank of Sergeant. In the case where a Sergeant is not available, a qualified Corporal may be designated to fill the position. In these cases, a Sergeant will be available for guidance and consultation.

4.16 Assignment/Equipment

Each shift Watch Commander will make daily duty assignments for his/her own shift. These assignments are usually indicated in the Master Roster, which is maintained in the [REDACTED] [REDACTED]. When fixed positions are assigned to contract cities the Administrative Lieutenant will enlist input from that shift's Watch Commander, to ensure the best choice is made.

Each Watch Commander will account for station equipment used on their respective shifts, by indicating on the daily shift assignment log.

4.16.1 Check Out Procedures

Prior to briefing, each on-coming field deputy will be assigned a vehicle by the Watch Commander. These assignments will be listed on the daily shift roster. No changes will be made to the assignments without the approval of the Watch Commander.

Prior to briefing time, each deputy will take a vehicle/equipment check out slip to his/her assigned vehicle and complete a thorough vehicle inspection.

Items of concern should also be noted (i.e. damage or repairs).

The vehicle/equipment check out sheet must be filled out and returned to the Watch Commander prior to leaving the station for tour of duty.

4.17 Special Project Event

Scheduling of special events will be the responsibility of the Administrative Sergeant. Positions will generally be filled from a sign-up sheet, usually posted several days prior to the event. Dates, times and locations for posting may vary.

Qualified reserve deputies may fill certain post; it is at the discretion of the Administrative Sergeant.

4.18 Modified Duty Deputies

These deputies will be under the direct supervision of the Administrative Sergeant.

4.19 Line Reserve Deputies

The primary function of the Line Reserve Deputy is to supplement Central Station with patrol duties. Uniform line patrol deputy Sheriff's are fully functioning peace officers on-duty therefore, while on duty, are regarded by the Department and the community as equal in authority and responsibility with regular deputies and as such are required to meet the same expectations.

The patrol line reserves are under the direct supervision of the Patrol Sergeant, at the direction of the Station Commander. The day-to-day operations and coordination is under the joint supervision of a patrol Corporal and a Deputy.

4.20 Explorer Scout Post #508

Sergeant Responsibilities

- Supervise the unit coordinators
- Ensure compliance of standards and policies for volunteers
- Provide division / station commander regular updates on explorer activities or issues
- Ensure adequate supervision is present for all volunteer functions including, meetings, trainings, call out missions, pre-planned events

Coordinator Responsibilities

- Management and supervision of the unit, including coordination and policy dissemination.
- Provide direction and supervision for recruitment and selection
- Maintain local records of unit members (including any financial reports)
- Meet regularly with the unit
- Ensure unit statistics are properly recorded and forwarded to Volunteer Forces (Go to [HTTP://sbcsdvolunteer.azurewebsites.us](http://sbcsdvolunteer.azurewebsites.us) at sign in use ID volf-membership@sbcsdorg and hit enter. At the next prompt enter ID Shrhq\volf-membership and use password V0lfpass! (the 0 is zero)
- Coordinate and attend trainings
- Be present at pre-planned unit events

Station Deputy Responsibilities

- Mentoring with a positive attitude.
- Explaining the calls for service.
- Teaching law enforcement concepts.
- Ensure the safety of the explorer.
- Supervising the participation of the explorer.
- Deputies should treat each explorer with the mindset that they are the future of the Department.

Explorer Scout Responsibilities

- Complete Explorer Manual Training.

- Complete Explorer Academy.
- Maintain a legible and accurate Activity Logbook.
- 14-17 years of age – obtain parental permission.
- Attend and participate in required activities.
- Comply with Department and explorer policy manual.

Explorer Scouts shall follow the rules and regulations of the San Bernardino County Sheriff's Department/Explorer Manual.

- Explorers are prohibited from photographing or video or audio recording during any ride along activity
- No Explorer shall loiter upon any Sheriff's facility. Every Explorer is required to have a supervised assignment
- Explorers shall never carry weapons, including knives, chemical weapons or batons
- Every Explorer shall have in their possession, or access to, their individual logbook. Explorers are responsible for their logbook to be up to date and accurate
- Every Explorer shall be in their authorized uniform, or professional casual business attire, while at a Sheriff's Facility or Activity. Uniform of the day for special functions may be designated and authorized by post advisors or their station command
- Explorer's under 18 years old may participate in special events after 22:00 hours with parental permission & command authorization.
 - *The Ride-Along Program is not a special event*
- Explorer Scouts are authorized to drive Sheriff and/or County vehicles provided they are 18 years old, have a valid California drivers license, have successfully completed a Drivers Awareness Course and have station commander's permission.

4.20.1 Explorer Ride-Along

- Requires graduation from an Explorer Academy and completion of explorer manual training to participate. *(No Exceptions)*
- Watch Commanders will ensure each explorer is not riding with the same deputy outside policy *(See below for restrictions)*
- Requires Watch Commander to approve. Only watch commanders will assign the ride-along Deputy. *(Requires log book Entry)*

Explorers Age 14-15 Years

- Maximum Two (2) patrol Shifts per calendar month
- Required to obtain written parental permission prior to the ride along in their activity logbook

- May only ride with the same Deputy Sheriff once every two calendar months
- May only ride-along from 0700-2400 hours
- Each Shift may not exceed twelve (12) Hours

Explorers Age 16-17 Years

- Maximum Four (4) patrol Shifts per calendar month.
- Required to obtain written parental permission prior to the ride along in their activity logbook
- May only ride with the same Deputy Sheriff once every two calendar months
- May only ride-along from 0700-2400 hours
- Each Shift may not exceed twelve (12) Hours

Explorers Age 18-20 Years

- Unlimited ride along patrol shifts at the watch commander's and coordinator's discretion
- Allowed to ride along on any 12-hour shift. Activity Logbook entry still required

NOTE- Explorer Sergeant Coordinator shall audit Explorer Activity Log Book monthly.

- Volunteer Forces will conduct annual audits of each station to ensure compliance with Department policy. The results of each audit will be submitted directly to the station commander.
- Explorer coordinators and Volunteer Forces shall ensure that the following information is noted and correct in the activity book.
 - Watch Commander signature.
 - Assigned patrol deputy.
 - Parent signatures.
 - Coordinator signature.

All other discrepancies or potential policy violations will be brought to the attention of the station commander.

4.20.2 CLETS

Explorers must take a CLETS class every two (2) years.

4.20.3 Fraternalization

Refer to Department Policy 2.264.20

4.21 Citizen Volunteer

A Citizen volunteer must meet the following requirements:

- Must be at least eighteen (18) years of age.
- Be a high school graduate or have a G.E.D. (If applicable)
- Must have a valid driver's license. (If applicable)

- Must pass an oral interview.
- Must pass a background investigation
- Must attend the citizen volunteer training course including an eight (8) hour driving course.
- May include physical exam and drug testing.
- Members shall be governed by the San Bernardino County Sheriff's Department "Notice of Confidentiality of Department Information".

Central Station has three (4) areas of responsibility where COP's can help.

- Grand Terrace
- Loma Linda
- San Manuel Casino
- Unincorporated area of San Bernardino

The Citizens on Patrol groups for each contract city under Central Stations umbrella will be under the direct supervision of the Detective Sergeant. The day-to-day supervision and coordination is the responsibility of the designated Sheriff's Service Specialist.

4.22 Handling/Accepting T.R.O.'s

When a Restraining Order (RO) is brought to the counter, the address needs to be checked to make sure it is within our jurisdiction.

If the order is not our jurisdiction, we will keep a courtesy copy only.

If the order is in our jurisdiction, check to see if there is a proof of service attached to the order.

If no proof of service, advise the person bringing the order in the importance of getting the proof of service documented and delivered to us.

4.23 Citation Sign Offs

When a citizen comes to the counter at Central Station and requests to have a citation signed off for a correctable violation, a deputy will verify the correction has been made and then sign the back of the citizen's copy of the citation listing his/her name, employee number and date. There is no charge for this service.

5 **TRAFFIC**

5.1. Traffic Enforcement

Traffic enforcement deputies in the contract cities are to maintain an atmosphere of service and safety within the community by providing high quality service to the public through the effective enforcement of the California Vehicle Code.

5.2 Traffic Deputy

These positions are assigned to the contract cities as described within the contract for those cities.

CHP will handle traffic and related issues within the unincorporated areas as his/her primary assignment.

5.3 Selection of Traffic Personnel

Generally, the selection process consists of staff recommendations and decisions are made in accordance with the needs of the Station. The deputy should have already had the Department's basic Traffic Investigation Course. Other courses available are the Intermediate and Advanced Traffic Collision Investigations along with Accident Reconstruction / M.A.I.T. training, as well as specialized equipment training such as LIDAR, Preliminary Alcohol Screening Device (P.A.S.), Intoximeter and DUI investigation classes.

5.4 Training of Traffic Personnel

Training for the Traffic detail is handled through the Sheriff's Training Division.

5.5 Traffic Unit Designation

Loma Linda traffic designation will be 15-Xray-1 and 15-Xray-2. The unincorporated county area does not utilize traffic units.

5.6 Traffic Accident Investigation

As outlined in the Collision Investigation Manual (CIM) investigations are to be documented on the CHP 555 form when:

- Any injury or complaint of pain is alleged.
- Involved party(s) is transported by ambulance to the hospital.
- CVC 20001 (Felony Hit and Run)
- CVC 20002 (Misdemeanor Hit and Run) as outlined in the collision manual.

5.6.1 Traffic Accident Reports

Reports may be taken for documentation when:

- There is no anticipation of prosecution.
- Single or two parties are involved, and no other investigation is required.
- Property damage only requirements are met.

5.6.2 Property Damage Only (P.D.O.) Report Traffic Accident

P.D.O. Reports will only be taken when there is no injury involved, the damage to the property is minor to moderate and when there is no expectation of prosecution.

Reports may be taken in either of two ways:

- At the scene by the deputy, if one of the involved parties requests to file a report.
- Be filed at the station as a Late Counter Report.

There are two exceptions to taking P.D.O. Reports:

- Minor property damage on private property. No controls present.
- Minor property damage where “ALL” parties involved request that a report NOT be taken.

5.6.3 Traffic Collision Citation Policy

- Citation may be issued for violations of the CVC but only by deputies who are qualified to issue such citations.
- Deputies cannot cite on violations to an investigation unless the deputy has completed the Basic Traffic Collision Course.

5.6.4 Citation Policy Moving Violations

- Attach a teletype printout listing the driver’s history to each citation.
- Complete and turn in prior to end of shift.
- DR Numbers are not required on infraction traffic citations.

5.6.4.1 Equipment/Registration Violations

- Officers will attach a teletype printout listing the R/O information to each citation.
- Complete and turn in prior to end of shift.

5.6.4.2 Traffic Reports

- Traffic Reports require a DR Number.
- Complete all traffic reports and turn in within 24 hours or make special arrangements with the Watch Commander.
- All traffic accident reports must have a CHP 555 form completed prior to end of shift.

5.6.4.3 Voiding Citations

- CVC 405000(d) makes it a misdemeanor for any person (including the issuing deputy), to cancel, modify or nullify a citation once issued.
- If the agency or issuing deputy feels he/she has just cause to void a citation, written justification must be submitted to the magistrate.

5.6.4.4

Correcting or Changing Citations

If the correction pertains to the violations, the issuing deputy will write a new citation with the correct violating, writing “**AMENDED**” across the top of the citation. The deputy will also fill out a Notice of Amended Citation form and submit to the Traffic Clerk for processing.

If the correction pertains to anything other than the violation, the deputy will fill out just the Notice of Amended Citation form and submit it to the Traffic Clerk for processing.

The Traffic Clerk will process the corrected citation as follows:

- Yellow copies of the “Amended” citation and a photocopy of the Notice of Amended Citation form will be filed with the pink and blue of the violator.
- A photocopy of the Notice of Amended Citation form will be filed with the pink and blue of the first citation.
- The white copy from the first citation and the corrected citation will be attached to the original of the Notice of Amended Citation then sent to the court.

5.7 Primary Alcohol Screening Device

Primary Alcohol Screening (P.A.S.) device is secured in the Equipment Room at Central Station. To obtain a P.A.S. device you will be required to check them out at the start of your shift and check them back in at the end of your shift, using the following procedures:

- Locate the checkout form in the Equipment Room for each P.A.S. device (match the serial to the respective form).
- Log the date and time you take the device out and the time and date it is returned.
- Record how many times the device was used during your shift and if there are any problems with it.
- We need to keep accountability due to the cost of repairs and replacement.

The log will assist in the accountability of the devices and will also give us a record on each device for court purposes if that need should arise. The devices have been calibrated and we will need to do accuracy checks on the devices every two (2) weeks.

The calibrations will be assigned to a Sheriff’s Service Specialist for completion.

6 INVESTIGATIONS

6.1 Detective Personnel

These assignments are at the discretion of the Station Commander.

6.2.1 Detective Sergeant
The Station Commander appoints this assignment.

6.2.2 Detective
These positions are held by Corporals and generally assigned to a specific area(s) as primary responsibility. They are under the direct supervision of the Detective Sergeant. Acting Detectives can be appointed to the Detective Bureau and fall under the supervision of the Detective Sergeant.

 Detective Clerk
The Detective Clerk is under the direct supervision of the Detective Sergeant and is responsible for typing reports and search warrants generated by the station detectives. Additional duties include but not limited to answering phones and taking messages for the Detective staff, occasionally providing relief for the front counter clerk.

6.2.3 Call Out Procedures
Prior to any Detective being called out after 1700 hours or before 0800 hours, Monday through Friday or on holidays, the Detective Sergeant is to be notified of the circumstances. The Detective Sergeant will make the decision which detective will respond. In those instances, when the on-duty Watch Commander needs a detective immediately he/she may call a detective directly. Then as soon as possible he/she will notify the Detective Sergeant.

6.2.4 Acting Detective Sergeant
In those instances, when the Detective Sergeant will be away from the station prior arrangements will be made for an on-duty Detective to serve as the temporarily or acting Detective Sergeant.

In his/her absence, the Acting Detective Sergeant will be responsible to keep the station Executive Officers abreast of the status of any ongoing or new investigations.

7 EVIDENCE/PROPERTY

For specific procedures in handling and packaging of property and/or evidence items refer to the Evidence/Property Packaging Procedures Manual, which are located in the supply room, watch commander office and property officer's office.

7.1 Bar Code Labels

Bar code labels, also referred to as OPT Tags, has two identical portions. They are utilized when packaging evidence, found property or safekeeping items that will be placed in the station Property/Evidence Lockers. One tag is to be placed on the original evidence report; the matching tag shall be placed on the upper right-hand corner of the envelope or package. The original evidence report will accompany the item and be placed in the evidence/property locker. A copy of the evidence page will remain with the report.

- **Evidence Property** – Defined as those items which may be directly or indirectly connected to a crime. Such property has a high probability of being entered into court as evidence.

- **Found Property** – Defined as those items which have no known connection to a crime. These are usually lost, or misplaced items turned over to the Sheriff's Department by a citizen.
- **Safekeeping Property** – Defined as those items which are not connected to a crime but are taken for public safety or when the owner is unable to take possession of the item. One example of this is certain types of prisoner's personal properties which are not allowed in Department Jail facilities.

7.2 Receiving Property

All items collected as Found Property, Evidence, Safekeeping will be tagged accordingly and then placed into the metal storage lockers outside the briefing room.

Sex, Blood and Urine kits are to be placed in the refrigerator located in the supply room.

Large items too big to fit into the lockers (i.e. bicycles, lawnmower, equipment) should be placed into a vacant holding room with a note attached. The room should be secured with the door locked. The original evidence or property sheet is to be placed into the metal storage locker.

7.3 Monies

All currency taken as evidence/property is to be placed into a currency envelope and must be sealed with evidence tape, the deputy's initials written on the bottom edge of the tape.

Important: Currency envelopes are for genuine U.S. currency only. Counterfeit and foreign money should be packaged as general evidence.

7.4 Bulk Property

Bulk property must have a toe tag completed. When filing out the evidence or property sheet, the complete inventory must be of the bulk property and must be listed. **(DO NOT WRITE BULK PROPERTY)**. Do not place any perishable food items in bulk property.

7.5 Disposition of Property/Evidence

When items are taken as evidence the property officer is responsible for supplying the information on that items disposition once the case has reached its conclusion.

7.6 Batch Reports

The disposition of property that has been seized and placed into evidence will be routed back to the initial deputy who placed it into evidence. The disposition "D", "H", "R" is be placed on three correspondence lines along with the deputy's employee number, name and date on the batch report that comes from S.I.D.

- **D = Disposition** – This applies to destroy the property or route to Bureau of Administration.

- **R = Release** – This requires the subjects name and address, so the property release can be sent. If no address is available or unknown the item must be destroyed.

Batch Reports shall be returned to the property officer within three (3) weeks from the date of distribution.

7.7 Destruction of Contaminated Items – Blood Borne Pathogen Materials

All items of evidence will be treated in accordance with Departmental Policy.

The following procedure is for destruction of items, which may have been, expose to Blood Borne Pathogens such as **Hepatitis A or HIV**.

- Hypodermic needles or small sharp items suspected of containing infectious material will be placed in the “**Sharps**” container, labeled “**Biohazard Infectious Waste**” located in the briefing room.
- All other materials (i.e. gloves, mask, etc.) suspected of containing infectious material will be packaged in the red plastic bags located next to the “Sharps” container. The Property/Evidence officer **Must** be notified and will transport the bag to S.I.D. and turn it over to a Biotox technician.
- The Property/Evidence officer is also responsible for taking the “Sharps” container to S.I.D.

7.8 Handling Wet Blood-Soaked Material

Prior to an officer submitting an article or garment to the lab, he/she should ensure that the bloodstain is completely dry. If the article or garment is wet or damp, he/she should allow it to air dry in the auxiliary room by hanging the article by a rod over a drip pan.

The officer must notify the Watch Commander and mark each item directly and mark every item submitted.

Do not use artificial heat or a fan to expedite the drying process.

7.9 Releasing Property

The Property/Evidence officer is responsible for releasing any property and will do so by appointment only.