

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

Table of Contents

0.000 General Provisions

- 0.100 Station Manual
- 0.101 Maintenance of Station Manual
- 0.102 Location of Station Manual
- 0.103 Purpose of Station Manual

1.000 Administration

- 1.101 Administrative Sergeant Responsibilities
- 1.102 Work and attendance
- 1.103 Work Periods
- 1.104 Leave Requests
- 1.105 Schedule Changes
- 1.106 Overtime
- 1.107 Sick Leave
- 1.108 Time Limits for Investigation of Personnel Complaint

1.200 Telephone Procedures

- 1.201 Calls Requesting Service
- 1.202 Counter Calls
- 1.203 Telephone Messages
- 1.203.1 Telephone Calls Received During Briefing

1.300 Station Security

- 1.301 Building Security
- 1.301.1 Access to Secure Areas
- 1.302 Access Doors

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

- 1.303 Station Squad Room Access
- 1.304 Euclid and Cedar Satellite Stations

- 1.400 Station Equipment**
- 1.401 Failure of Radio/Telephone 9-1-1 System
- 1.402 Handheld Radios
- 1.403 Key Control
- 1.404 Key Inventory
- 1.405 Electronic Key Cards

- 1.500 Community Affairs**
- 1.501 Press Releases
- 1.502 Release of CAD Information to the Media

- 2.000 Patrol Operations**
- 2.100 Area Assignments
- 2.101 Beat System
- 2.102 Call Signs

- 2.200 Briefings**
- 2.201 Briefing Information
- 2.202 Briefing Board Audit and Purge

- 2.300 Ride Alongs**
- 2.301 Civilian Ride-Alongs

- 2.400 Warrants**
- 2.401 Warrant Information Sheets

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

2.500 Shift Responsibilities

- 2.501 Watch Commander Shift Summary
- 2.502 Patrol Vehicle Inspection Slip Procedure
 - 2.502.1 Deputy Responsibility
 - 2.502.2 Sergeant Responsibility
 - 2.502.3 Automotive Officer Responsibility

2.600 Field Procedures

- 2.601 Animal Complaints
- 2.602 Counterfeit Currency
- 2.603 **Towing Procedures**
 - 2.604 Tow Requests
 - 2.605.1 Registered Owner Notification
 - 2.605.2 Impounded Vehicles
 - 2.605.3 Hearing Officer
 - 2.605.4 Hearing Dates
 - 2.605.5 Evidence Tows
 - 2.605.6 Release of Impounded Vehicles for Evidence
- 2.606 **Parking Citations**
 - 2.606.1 Deputy's Responsibility
 - 2.606.2 Office Assistant's Responsibility
 - 2.606.3 Office Specialist's Duties
- 2.607 Restraining Orders
 - 2.607.1 Emergency Restraining Orders
 - 2.607.2 Deputy's Responsibilities
- 2.608 Industrial Accidents
 - 2.608.1 Reporting Industrial Accidents

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

- 2.608.2 Investigations of Industrial Accidents
- 2.609 Criminal History Inquiries
- 2.610 Pursuit Policy
- 2.611 CPS Referrals
- 2.612 Department of Alcoholic Beverage Control Notifications
- 2.613 Juvenile Procedures
 - 2.613.1 Fingerprinting Juvenile Suspects
 - 2.613.2 Dental Release Forms – Missing Juvenile
 - 2.613.3 Telephone Access Provided to Juveniles
- 2.614 Sexual Assault Victim Advisals
- 2.615 TEST Team
- 2.616 W&I 5150 Juvenile Detentions

2.700 Reports

- 2.701 Completing Reports
- 2.702 Document Distribution and Review
- 2.703 Supplemental Reports
- 2.704 Report Review and Follow-up Assignment Procedures

2.800 Sheriff's Service Specialists

- 2.801 Duties and Responsibilities
- 2.802 Supervision
- 2.803 Call Signs

3.000 Investigations

- 3.100 Notifications
 - 3.101 Specialized Investigation Units
 - 3.102 Station Commander

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

- 3.103 Wildland Fires
- 3.104 Station Detectives
- 3.105 Search and Rescue
- 3.106 U.S. Forest Service

- 4.000 Evidence/Property**
- 4.100 General Provisions**
- 4.101 Property/Evidence Lockers
- 4.101.1 Contaminated/Drying Evidence Locker
- 4.102 Handling of Found Currency
- 4.103 Handling of Found Property
- 4.104 Latent Print Handling Procedures
- 4.105 Cal-ID Coordinator Responsibilities
- 4.106 Narcotic Evidence Procedure
- 4.106.1 Narcotic Field Testing
- 4.107 Property at Suicide Scenes
- 4.108 Sex Kits, Blood and Alcohol Kits, Marijuana Kits
- 4.109 Property Release Protocol

- 4.200 Evidence Room**
- 4.201 Evidence Storage Room Access

- 5.000 Prisoner Observation Procedures**
- 5.100 Holding Cell Policy
- 5.101 Adult Confinement Log
- 5.102 Prisoner Movement
- 5.103 Vandalism of Cells

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

5.300 Work Release

- 5.301 Work Release Inmates
- 5.302 Work Release Procedures
- 5.303 Rules and Regulations

5.400 Station

5.401 Parking Lots

- 5.402 Parking Lot Security
- 5.503 Unattended Department Vehicle
- 5.404 Remote Controlled Gate Openers

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0.000 GENERAL PROVISIONS

0.100 STATION MANUAL

0.101 MAINTENANCE OF STATION MANUAL

Maintenance of the Station Manual will be a collateral duty assigned to the station Lieutenant. Inserts into the manual will be approved by the Station Commander, prior to being implemented.

0.102 LOCATION OF STATION MANUAL

The Station Manual is kept in the station Watch Commander's Office. A digital version of the manual is stored in the Font-share drive, listed under "Station Procedure Manual."

Once a year, the manual should be reviewed and updated as necessary. The "revision date" at the bottom of each page should be changed to reflect the most recent review.

0.103 PURPOSE OF THE STATION MANUAL

Refer to Sheriff's Department Policy 1.216, Station Manuals.

Only Fontana Station administrative duties and station specific procedures will be described in the Fontana Station Manual.

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1.000 ADMINISTRATION

1.101 ADMINISTRATIVE SERGEANT RESPONSIBILITIES

The Administrative Sergeant is responsible for any specific duty assigned by the Captain or Lieutenant. Additionally, all public gathering events, specifically those held at the AAA Speedway, are the responsibility of the Administrative Sergeant. The Administrative Sergeant is also responsible for overseeing:

- All station equipment issues to include armory security and accounting
- All evidence locker/storage issues
- The supervision of all professional staff
- The supervision of the station automotive SSS
- The supervision of the station evidence SSS
- All facility maintenance issues (Sheriff's facility maintenance covers all station maintenance demands)

1.102 WORK AND ATTENDANCE SCHEDULES

Refer to Department Policies for Scheduling 2.252 through 2.260.

The Fontana work and attendance schedules are posted in the glass cased bulletin board in the hallway outside of the station briefing room. The Fontana Station participates in Seniority Scheduling.

1.103 WORK PERIODS

Schedule rotations are based on a twelve (12) week period consisting of six (6) pay periods. Shift rotations and days off will rotate at the end of the twelve (12) week period.

Graveyard is the first shift of each scheduled calendar day and begins on the preceding evening. For example: a Saturday graveyard shift begins on Friday at 2000 hours and ends on Saturday at 0800 hours.

1.104 LEAVE REQUESTS

Refer to San Bernardino County Safety, Safety Supervisory/Management and Professional Staff M.O.U.

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

1.105 SCHEDULE CHANGES

Refer to San Bernardino County Safety, Safety Supervisory/Management and Professional Staff M.O.U.

1.106 OVERTIME

Refer to Sheriff's Department policy 2.258.

1.107 SICK LEAVE

Refer to San Bernardino County Safety, Safety Supervisory/Management and Professional Staff M.O.U.

1.108 TIME LIMITS FOR INVESTIGATION OF PERSONNEL COMPLAINTS

Refer to Sheriff's Department Policy 3.806, Citizen Complaints

1.200 TELEPHONE PROCEDURES

1.201 TELEPHONE CALLS REQUESTING SERVICE

Refer to Department policy 1.722, Answering Department Telephones

1.202 COUNTER CALLS

When a citizen comes to the Fontana Station to request a crime report, the front desk personnel will attain the necessary information to establish a call for service. The front desk personnel will create an entry into the CAD system as a call for service. If there is a 3Desk unit, they will handle the report if they are available. If it appears there will be a time delay before a deputy can respond to the station, the citizen will be advised of the option to return to their house and wait for the deputy there.

1.203 TELEPHONE MESSAGES

In the event a telephone call is received for an off-duty employee, a message will be obtained from the caller. The message should include the name of the caller, a call back number, and a brief description of the reason for the call. The message will be left in the concerned employee's mailbox located in the briefing room. The concerned employee shall return the call within a reasonable time period, generally within two working days.

1.203.1 TELEPHONE CALLS RECEIVED DURING BRIEFING

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

During the briefing period (shift change to 15 minutes past the hour) when front desk personnel receive a non-emergency phone call for a deputy, they will advise the caller that the deputy is in briefing and cannot be interrupted. However, if they will leave their name and number, the deputy will return their call as soon as possible after briefing.

1.300 STATION SECURITY

1.301 BUILDING SECURITY

The Fontana Station lobby entry has double doors on the west side of the building to allow access from both parking lots. These doors are to remain unlocked during normal business hours, which are posted as 8:00 AM to 5:00 PM daily, except weekends and holidays. The front doors of the lobby are closed promptly at 5:00 PM. The watch commander is responsible for verifying all exterior doors and gates are secured when the building is closed to public access.

1.301.1 ACCESS TO SECURE AREAS

Any detained subjects brought into the Fontana Station shall be transported into/out of the Station through either the secured entrance on the north and east sides of the building. No arrestee, prisoner or detainee may be escorted through the clerical area of the office during normal business hours.

1.302 ACCESS DOORS

All exterior doors shall remain closed and locked to prevent unauthorized access to the interior of the building. The doors may be left open or unlocked when under the direct observation of a department employee, only.

1.303 STATION SQUAD ROOM ACCESS

The squad/briefing room is for station personnel use and is not to be utilized as a holding area or interview room for suspects without approval from the Watch Commander. All suspects shall be detained and/or interviewed in designated interview rooms.

As a general rule, interviews with victims and/or witnesses should not be conducted in the soft room/ office area, across from the station evidence room. Victim/witness interviews should be conducted in an available interview room, office, or soft room.

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

Exceptions to the victim/witness procedure are to be considered on a case-to-case basis and cleared by the Watch Commander or Detective Sergeant

1.304 EUCLID and CEDAR SUB STATIONS

Both the Euclid and Cedar substations are deputy work spaces, not manned by civilian personnel and not open to the public. The Euclid sub-station is located at 2433 N. Euclid Avenue, Upland, California and is accessed by the general Fontana Station key. It is the responsibility of the user deputy sheriff to secure all doors at the sub-station after use. A computer and telephone are available at this location. Maintenance of the electronic infrastructure of the building is the responsibility of county facilities management. All other maintenance and repair issues should be referred to the sitting landlord, who's information is indexed and maintained by the Fontana Captain's secretary.

The Cedar substation is located at 10549 Dream Street, Fontana, California and is accessed by the Fontana Station key. It is the responsibility of the user deputy sheriff to secure all doors at the sub-station after use. There are no telephones or computer infrastructure at the location. All repairs or other property issues should be referred to the sitting landlord, who's information is indexed and maintained by the Fontana Captain's secretary.

1.400 STATION EQUIPMENT

1.401 FAILURE OF RADIO/TELEPHONE/9-1-1 SYSTEM

If the radio, telephone or 9-1-1 system at Valley Control Center fails, the procedures to be followed are:

1. Valley Control Center will activate the Alternate Routing Switch in their facility and all 911 lines will be diverted to Desert Control Center.
2. If C.A.D. is operational, enter counter calls into C.A.D. and dispatch as necessary.
3. If C.A.D. is not operational, use "Manual Dispatch Procedures." As directed by the facility Watch Commander or designee.
4. USE THE FOLLOWING EMERGENCY TELEPHONE NUMBER FOR FIRE AND MEDICAL AID (909) 356-3811
5. Notify the Station Watch Commander and insure that 9-1-1 protocol is used for emergencies.

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

1.402 HANDHELD RADIOS

Handheld Radios are issued to each deputy and may be taken home from the station. Spare radios are maintained in the Administrative Sergeant Office. A checkout sheet is kept with the spare radios to document their use.

1.403 KEY CONTROL



1.404 KEY INVENTORY

Each station employee will be issued a set of station keys. This inventory will be noted on a station form and retained in the employee's station personnel file until the employee leaves this command. The Captain's Secretary will issue the keys appropriately and maintain a Master List of those keys to be kept in a file cabinet and a digital file in the Secretary's computer.

1.405 ELECTRONIC KEY CARDS

Each station employee will be issued an electronic key card. This inventory will be noted on a station form and retained in the employee's station personnel file until the employee leaves this command. The Captain's Secretary will issue the electronic key cards appropriately and maintain a master list of those key cards to be kept in a file cabinet and a digital file in the Captain's Secretary's computer.

1.500 COMMUNITY AFFAIRS

1.501 PRESS RELEASES

Refer to Sheriff's Department policies 1.456 and 1.828.20, Press Releases and Media Relations

Electronic copies press releases are maintained by the Captain's Secretary.

1.502 RELEASE OF CAD INFORMATION TO THE MEDIA

Refer to Sheriff's Department policy 1.840, Release of Computer Calls and Print Outs.

2.000 PATROL OPERATIONS

2.100 AREA ASSIGNMENTS

2.101 BEAT SYSTEM

Beat areas are generally assigned by the Watch Commander at the beginning of each shift.

Generally, deputies are expected to remain in their assigned beat areas during their shift. If an area deputy needs to leave his/her area for a follow-up or other department business, he/she should complete the business and return to their beat. If the deputy leaves the Fontana station jurisdiction, the deputy shall notify the Watch Commander and dispatch of his/her intentions. Dispatch notification may be accomplished through a self-generated call for service as a "FU" for follow-up and the intended location.

Deputies are encouraged to complete their reports in the field using their MDC. Any attachments or uploads may be accomplished at the station just prior to their end of watch.

2.102 CALL SIGNS

Call signs for Fontana Station beat assignments will be as follows per policy 2.508.15:

Captain- 3C

Lieutenant- 3L

Beat One: 3P11, 3P21

Beat Two: 3P12, 3P22

Beat Three: 3P13, 3P23

Beat Four/ SAH/ Mt. Baldy community deputy: 3P24, 3P34

SRO: 3P50

DET/ CPL: 3D

SGT/ WC: 3S

RESERVE: 3B

VOLUNTEER(s): 3V, 3SR

CPL WC: 3P60

2.200 BRIEFING

2.201 BRIEFING INFORMATION

The briefing board is used to hold and disseminate current and relevant information to all station personnel. It is important that this board remain organized and free of unnecessary information and clutter. To that end, information authorized for the briefing board will be limited to the following:

1. Officer Safety Alerts
2. Crime and Suspect Bolos
3. Parole and Probation Information
4. Special Patrol Requests
5. Official Department Memos/Correspondence

Any other information proposed for the briefing board will first be submitted to one of the station sergeants for approval.

2.202 BRIEFING BOARD AUDIT AND PURGE DATE

The Briefing Board will be audited and purged the last day of each month by the Administrative Sergeant. The information removed will be automated and held on the station hard drive.

2.300 RIDE ALONGS

2.301 CIVILIAN RIDE-ALONGS

Refer to Department Policy Sections 1.818 through 1.818.30.

All Ride-Alongs at the Fontana station will check in at the front counter with the Office Assistant and will be assigned to ride with a deputy by the Watch Commander. Ride-Alongs who are not Department volunteers will not be allowed to attend briefings.

2.400 WARRANTS

2.401 WARRANT INFORMATION SHEETS

Warrant Information Sheets (or W.I.S.) come to us from the Records Division via the printer in the front office. The warrants are to remain on the printer until collected by the Office Assistant or designee in his/her absence. The Warrant information shall be queried in JIMs for jurisdiction validity and status. After, the active warrants will be given to the Administrative Sergeant for dispersal and service. Deputies who serve warrants shall fill out the "due diligence" portion of the warrant and return to the Administrative Sergeant for routing via the Office Assistant.

2.500 SHIFT RESPONSIBILITIES

2.501 WATCH COMMANDER SHIFT SUMMARY

At the end of each shift, a “Shift Summary” will be completed by the Watch Commander or Officer in Charge. The summary will be emailed to all sworn personnel at the station.

2.502 PATROL VEHICLE INSPECTION SLIP PROCEDURE

At the beginning of every shift, all deputies and volunteers will complete a vehicle inspection slip. These slips will be given to the Watch Commander or OIC for review, then placed in the Automotive Officer’s mailbox outside of the Evidence office. Per County policy, smoking is not allowed in any county vehicle.

2.502.1 DEPUTY RESPONSIBILITY

At the beginning of each shift, the responsible deputy is required to complete an inspection slip on the unit he/she will be driving. This slip is to be filled out thoroughly and completely, including a detailed description of any damage found on the unit. If there are mechanical or safety problems, they should be noted on the slip and on the white board in the Briefing Room. The watch commander should be notified of any deficiencies.

2.502.2 SERGEANT RESPONSIBILITY

The Watch Commander should review each slip to ensure it is complete. He/ she should note any new damage and specific or significant areas that require action by the Automotive Officer and forward all original slips to the Automotive Officer for filing in a master automotive file.

2.502.3 AUTOMOTIVE OFFICER RESPONSIBILITY

The automotive officer (SSS) shall review each inspection slip when received. They are required to check for new damage, new mechanical problems etc., and take necessary action to effect repairs in a timely manner.

Establish a master file for all station units. Note the action taken and the date it was taken in the involved unit’s file. Keep the Administrative Sergeant apprised of all action taken.

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

Keep all inspection slips for a minimum of one year. At the end of the year, purge and shred the slips.

2.600 FIELD PROCEDURES

2.601 ANIMAL COMPLAINTS

San Bernardino County Animal control is responsible for the handling of lost animals, found animals, conducting animal bite investigations and quarantining the animals involved. During the regular business hours and non-emergency situations, you may direct citizens to call Animal Control at their toll-free number (800) 472-5609.

Vicious animals and dog bite calls will be entered as a regular call for service with a priority level appropriate for the circumstances. Deputies will respond in a timely manner to ensure the public safety and prevent any further injury.

Refer to Department Policy 3.174.20, Destroying Animals.

2.602 COUNTERFEIT CURRENCY PROCEDURES

The following procedure is suggested by Secret Service Officials:

- Date and initial the counterfeit note.
- Have the victim initial and date the counterfeit note.
- Place note in an envelope and preserve for prints.
- Attempt to secure consent to search the suspect's vehicle, wallet and residence or execute a search warrant.
- Call the Secret Service before releasing the suspect.
- Send the investigative report, with the counterfeit note or notes, to the Secret Service as soon as possible.

The local Secret Service Office is located at 4371 Latham Street, Suite 203, Riverside, California. Phone: (909) 276-6781. The mailing address is P.O. Box 1525, Riverside, CA 92502. This office is responsible for investigating all Secret Service related matters in Riverside and San Bernardino Counties.

2.603 STATION TOWING PROCEDURES

2.604 TOW REQUESTS

A deputy-initiated tow request is made through dispatch by beat number and/or area, not by the name of the tow agency. The dispatcher has a rotating tow list. The deputy shall complete a CHP 180 form with the appropriate boxes checked, the mileage if available, a complete

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

inventory of all items within, and an estimated value of the vehicle being towed. If the owner is present a copy of the tow notification shall be provided and the box checked to indicate notice was personally served.

The exception to this is if a driver-initiated request is made for a particular tow service or insurance tow service club, such as AAA, then the name of the tow service may be used.

2.605.1 REGISTERED OWNER NOTIFICATION

CHP 180's, along with teletypes, will be placed in the Watch Commanders "IN Basket." The Office Assistant will collect them from the bin on the sergeant's desk and disseminate the letters of notification to the registered & legal owners. Thirty day impound notices are to be mailed certified to the Legal Owner. The Office Assistant will log the mailing onto RMS.

2.605.2 IMPOUNDING VEHICLES

Refer to Department policies 3.564 thru 3.567, 4.190.10 and 4.435

2.605.3 HEARING OFFICER

The designated "Towed Vehicle" hearing officer at the Fontana Station is the station Watch Commander or Administrative Sergeant.

2.605.4 HEARING DATES

Due to the infrequent number of requests for this type of hearing, no set schedule exists. When a request is made for a hearing, the requesting person's information will be forwarded to the Watch Commander or Administrative Sergeant and an appointment will be made for a hearing within four days (weekends included).

2.605.5 EVIDENCE TOWS

Vehicles may be stored/impounded as evidence at the Fontana Station if necessary to continue an investigation, however, prior permission must be received from a Sergeant prior to towing from the scene.

2.605.6 RELEASE OF IMPOUNDED VEHICLES FOR EVIDENCE

The purpose of impounding vehicles is to collect evidence related to a criminal investigation. Once the investigation of recovering evidence has concluded, it is the investigating deputy's responsibility to release the vehicle as soon as possible. It is also the investigating deputy's responsibility to insure the appropriate notifications are made in accordance with CVC 22655(a)

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

and CVC 22852, notifications sent to the registered owner and / or legal owner by certified / registered mail. Vehicles can only be released to the registered owner and a licensed driver.

2.606 PARKING CITATION PROCEDURES

2.606.1 DEPUTY'S RESPONSIBILITY

When a citation is written for one of the violations listed on the standard "County of San Bernardino Notice of Parking Violation," the envelope with directions is left on the violator's vehicle. The yellow copy is returned to the station and placed in the report "In Basket" with any appropriate computer printouts attached. The white copy is forwarded to the Office Specialist for mailing.

2.606.2 OFFICE ASSISTANT'S RESPONSIBILITY

Upon receipt of the yellow copy of a parking violation from the "In Basket," the Office Assistant will place this copy in numerical order in the citation file.

2.606.3 OFFICE SPECIALIST'S DUTIES

Parking citations will come to the Office Specialist in the same way other Sheriff's Department citations are. They shall be processed and routed accordingly.

2.607 RESTRAINING ORDERS

Refer to Department Policies 2.444 and 3.306.10 thru 3.306.25

2.607.1 EMERGENCY RESTRAINING ORDERS

Effective July 1, 1998, law enforcement officers may write and issue Temporary Restraining Orders under certain circumstances (AS AUTHORIZED BY A SUPERIOR COURT JUDGE), therefore, all personnel shall carry a supply of "**Emergency Protective Order**" forms.

2.607.2 DEPUTY'S RESPONSIBILITY

When a deputy is present at a domestic violence call and it is determined a restraining order is necessary for one of the parties, he/she will fill out the Emergency Protective Order form as follows:

- Check the appropriate boxes and include a statement of facts on a report.

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

- Place a phone call to the on-call judge and present the facts.
- When the judge approves the issuance of the order, sign it and serve it.
- Complete the “proof of service” portion at the bottom of the form.
- The white copy goes to the court, canary copy to the restrained person, pink to the protected person and the yellow copy to the station’s Watch Commander “In Basket.”

2.608 INDUSTRIAL ACCIDENTS

Various provisions of the California Administrative Code, Labor Code, and Penal Code, relate to the investigation and reporting industrial accidents.

2.608.1 REPORTING

Any State, County or local Fire or Police Agency called to the scene of an accident, in which an employee (not a SBSB employee or volunteer) suffers death or serious injury, is required to make a telephone report to the California State Division of Industrial Safety; CAL-OSHA. An employee is defined as anyone employed by another. A serious injury is defined as loss of any member of the body or any serious degree of permanent disfigurement.

This telephone notification is to be made to the 24-hour number as soon as possible under the circumstances. In the event notification must be made by our department, Civil Liabilities Division shall be advised prior to contacting CAL-OSHA. Civil Liabilities Division should make the notifications to CAL-OSHA at the following address/telephone number:

**CAL-OSHA
303 W. 3rd Street, #640
San Bernardino, CA 92401
(909) 383-4321 (24-hr.)**

The following information must be provided when making the phone report:

- **Date and time of accident.**
- **Employer’s name, address and telephone number.**
- **Name and job title and badge number of person reporting.**
- **Address of site of accident.**
- **Name of person in charge of accident site.**
- **Name and address of injured employee.**
- **Where injured employee is now.**
- **List and identity of other law enforcement/fire agencies present.**

The notification to CAL-OSHA shall be the responsibility of the first agency to arrive at the scene. If another agency is already on scene, be sure you come to an understanding as to who

San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual

will make the telephone notification. According to law, all agencies have an equal responsibility to make the report, but it only needs to be made once.

If another agency handles the accident and then notifies us after the fact, it is solely their responsibility to make the notification to the state, unless there is a death involved or great likelihood that death will result.

2.608.2 INVESTIGATIONS OF INDUSTRIAL ACCIDENTS

In addition to the required telephone report, the responding deputy will conduct an investigation and prepare a report in INFORM. Our investigative goal is to rule out any possibility of foul play and, at the same time, provide sufficient information to allow outside follow-up investigation. This will allow them to make a determination as to liability and any possible violation of mandated safety practices. In these investigations, we are simply the gatherers of fact for other agencies once we have ruled out foul play.

2.609 CRIMINAL HISTORY REQUESTS

When running a request for a criminal history on anyone, the case number shall always be listed in the “reply to” section. The employee should consider entering enough information into the justification section to ensure the request can be explained months later if audited by the Department of Justice.

2.610 PURSUIT POLICY

Refer to Departmental Policy Sections 3.166 through 3.166.75.

2.611 CFS REFERRALS

To ensure compliance with state statutes governing the reporting of suspected child abuse cases, the following procedures will be adhered to when processing and/or handling referrals from Child and Family Services (CFS) or Adult Protective Services (APS): Also see Department Policy 3.310.15

- CFS and APS referrals are received via email/ fax to the Office Assistant (OA). The file will be checked every morning for reports and those reports received will be logged into CFS/APS excel spreadsheet. The weekend Watch Commanders are responsible for checking the email file to ensure there are no “Immediate Response” reports inadvertently sent by email instead of being reported to dispatch.
- The OA will enter a call into CAD as a call for service and give the paperwork to the assigned deputy for the appropriate Beat. If the referral is received on day shift during the hours the CPS/ APS deputy is on duty, it should be routed accordingly.

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

- All referrals shall be investigated and documented on a crime report. The only circumstance a referral's call for service may be closed without drawing a new report number is if the call is a duplicate. If the referral allegation is unsubstantiated or unfounded, the DR shall be drawn as a CFSFU or APSFU and documented as follows:
 1. Document all interviews in narrative form in INFORM to show how the case was determined to be unsubstantiated or unfounded.

All interviews shall be recorded, downloaded onto a compact disc, and documented as evidence in INFORM.

2.612 DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL NOTIFICATIONS

Section 24202(a) of the Business and Professions Code states "All state and local law enforcement agencies shall immediately notify the department (of Alcoholic Beverage Control) of any arrests made by them for violations over which that department has jurisdiction which involved a licensee or licensed premise. Notice shall be made within 10 days."

The Fontana Station Office Specialist shall forward a copy of all reports of criminal offenses involving any licensee, or occurring on any licensed premise in the Fontana jurisdiction, to the Riverside office of the Department of Alcoholic Beverage Control. These reports shall be forwarded as soon as reasonably possible.

**Department of Alcoholic Beverage Control
3737 Main Street, Suite 900
Riverside, California 92501
(951) 782-4400**

2.613 JUVENILE ARREST PROCEDURES

2.613.1 FINGERPRINTING JUVENILES

Refer to Department Policy 3.492.15

2.613.2 DENTAL RELEASE FORMS – MISSING JUVENILES

Refer to Department Policy governing missing persons

2.613.3 TELEPHONE ACCESS PROVIDED TO JUVENILES

Refer to Department Policy 3.492.20

2.614 SEXUAL ASSAULT VICTIM ADVISALS

Penal Code Section 293(a) requires “any employee of a law enforcement agency, who personally receives a report from any person alleging that the person making the report has been the victim of a sex offense, shall inform that victim that his/her name will become a matter of public record unless requested otherwise.”

Any employee of this station receiving a report of a criminal offense relating to any of the below listed Penal Code sections shall ensure the victim is advised of this information and provided a copy of the Department confidentiality form (found in the forms room). This form shall then be attached to and become a permanent part of the crime report.

Because reports are taken sometimes in a digital manner the victim's confidentiality will be assumed unless otherwise requested by the victim. Applicable sections include: PC 220, 261, 261.5, 262, 264, 264.1, 286, 288, 288a, 289.

Note: A separate confidentiality form shall be used for each victim.

2.615 TEST TEAM

The Department of Behavior Health assigned a social worker to the Fontana station as part of the county TEST team. The test team member has access to the station like other employees and maintains an office. The TEST team member assists deputies in the field and carries the call sign: 3DBH1.

Deputies may share information from calls for service and deputy reports with the TEST Team Members if the content is relative to assisting a citizen or providing services.

2.616 WI 5150 JUVENILES

Juveniles who are being transported to a mental health facility, may be turned over to the County Behavioral Health Crisis Intervention Team (CIT) or the TEST Team as long as the juvenile is

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

not violent, the CIT team will take the juvenile to a mental health facility and wait with them until they are admitted.

IN NO EVENT WILL A SUBJECT CLASSIFIED UNDER W&I 5150 BE HELD AT FONTANA STATION PENDING PICK UP OR TRANSPORTATION.

2.700 REPORTS

2.701 COMPLETING REPORTS

Refer to Departmental Policy 3.146

2.702 DOCUMENT DISTRIBUTION AND REVIEW

Each morning, the report forms, documents, and citations will be picked up from the Watch Commander's office by the Office Assistant. The Office Assistant will stamp each form for future scanning into the report writing system.

2.703 SUPPLEMENTAL REPORTS

Supplemental reports will be handled in the same manner as a regular report.

2.704 REPORT REVIEW AND FOLLOW-UP ASSIGNMENT PROCEDURES

All reports will be completed pursuant to Department Policy. Reports will be reviewed daily by the shift Watch Commander. The Watch Commander will direct/route the report for the appropriate function.

After the original report has been approved the reports needing follow-up work will be returned to the deputy. Generally, the deputy will be given 10 days to complete the follow-up and turn it in. If additional time is needed, the deputy can request it from the Watch Commander.

2.800 SHERIFF'S SERVICE SPECIALIST

2.801 DUTIES AND RESPONSIBILITIES

The Sheriff's Service Specialists assigned to the Fontana station are general employees charged with a variety of duties. Those duties will include, but are not limited to, the following:

REPORTS:

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

The SSS's will be trained and able to take criminal reports with no known suspects, collect evidence, photograph crime scenes as well as found/lost property reports both at the counter and in the field.

Crime Prevention Officer

Works with the community and various organizations to educate the business owners and citizens on how to live and work in a safe community. Interacts with the School Resource Officer to assist the schools in promoting a safe learning environment.

Property / Evidence Officer

Ensure all the provisions of the department policies are complied with regarding the storage, transfer and release of property and evidence.

Automotive Officer

Manage the station's automotive fleet of marked and unmarked vehicles to include routine maintenance, minor repairs, ensure radio and computers are working, maintain vehicle logs, supervising inmate workers and all other duties as required.

2.802 SUPERVISION

Generally, the immediate supervisor for the Sheriff's Service Specialists is the Station Administrative Sergeant. The SSS's shall report to the Sergeant and keep them advised of their daily activities and status on a regular basis.

2.803 SSS RADIO CALL SIGN

The Sheriff's Service Specialist assigned to the Fontana Station shall use the radio call signs 3-Adam-1 and 3-Adam-2. Whenever leaving the station the SSS shall keep dispatch updated of their location via radio.

3.000 INVESTIGATIONS

3.100 NOTIFICATIONS

3.101 NOTIFICATION OF SPECIALIZED INVESTIGATION UNITS

When the situation arises that a specialized detail (narcotics, homicide, arson/bomb, coroner or any other detail not assigned to the Fontana station) needs to be notified, the deputy will advise the Watch Commander and they will determine who and if the phone call needs to be made.

Follow the Department Notification Matrix on Starlink.

Generally, if specialized units are called out, the Commander or station lieutenant should be notified by phone. He or she will determine if other notifications need to be made.

3.102 NOTIFICATION OF COMMANDER

The Commander shall be notified A.S.A.P. by the Watch Commander of any of the following issues. (ALSO SEE NOTIFICATION MATRIX IN STARLINK)

CRIMINAL MATTERS

1. Lethal Force Encounters
2. Officer injured by suspect
3. PC 187
4. Death investigations with suspicious circumstances
5. Armed robbery with injuries or known suspects
6. Assault with a deadly weapon, major injury
7. Hostage situations/barricaded subjects
8. Kidnapping
9. Suspect injured by officer and with AB71 Injuries
10. Pursuits

NON-CRIMINAL MATTERS

1. Officer injuries, where medical examination is necessary
2. Citizen injuries involving deputies, medical examination is necessary
3. Traffic accidents involving our vehicles with **MAJOR** damage or injuries requiring medical examination to either safety members or civilians
4. Search & Rescue call-outs
5. **Any wildland fire** or Major commercial structure fire
6. Plane crashes

3.103. NOTIFICATION OF STAFF REFERENCE WILDLAND FIRES

The Watch Commander shall respond to the scene of any structure fire or report of wildland fire.

They will assess the potential of the fire and immediately notify the Commander and/or the Administrative Sergeant in the Captain's absence.

If the fire is of a serious enough nature (danger to life, necessitating evacuation or potential for additional extensive damage), the Administrative Sergeant and / or Commander designee shall respond.

For the Fontana Station wildland fires are a MAJOR hazard. The first deputy or sergeant who arrives on scene will immediately find the fire department member in charge and get information to be passed on to all personnel. If evacuations are deemed necessary the deputy or sergeant should make the call for whatever additional resources are needed immediately including other SBSB station personnel, CHP and volunteers.

3.104 NOTIFICATION OF STATION DETECTIVES

The On-Call station detective shall be notified by the Watch Commander or Detective Sergeant and **shall** respond when requested in the following instances:

1. Murder
2. Rape by force
3. Kidnapping
4. Felonious assaults with major injury
5. Armed robbery
6. Major commercial or residential burglaries where immediate follow-up is indicated
7. Lethal Force Encounters
8. Officer injured by suspect with AB 71 injuries
9. Suspect injured by officer with AB 71 injuries

The Detective may be called out by the Watch Commander or Detective Sergeant in the following instances, as deemed necessary:

1. Death investigations with unusual circumstances
2. Felony assaults
3. Arson
4. Adults missing under suspicious circumstances
5. Incidents involving law enforcement personnel or outside agencies
6. Child molestation

The Detective Sergeant may respond with a Detective if additional manpower is required or as the situation dictates.

3.105. NOTIFICATION OF SEARCH & RESCUE

The Sheriff's Department is charged with the responsibility of all search and rescues for any missing/lost persons. If a situation arises for a Search and Rescue callout, the Watch Commander will contact the On-Call S&R Deputy or Sergeant. The S&R safety member will evaluate the circumstances, then contact the team members via a text message on the member's personal cell phone.

The team members subscribe to "Twitter" account as their primary means of communication for call out notifications. The coordinator will provide pertinent information regarding the circumstances in the message requesting available personnel to respond.

The Watch Commander or safety member for S&R will contact the Commander as soon as possible to advise them of the search.

3.106. NOTIFICATION OF U.S. FOREST SERVICE IN THE EVENT OF RESCUE/ACCIDENT

In the event of a traffic accident or other emergency incident occurring on National Forest Land, notification by our station will be made to the U.S. Forest Service dispatcher. This notification will be made by our station watch commander, or designee, as soon as possible.

It shall be the Forest Service dispatcher's responsibility to notify their appropriate personnel.

The 24-hour number to reach the U.S. Forest service is 909 383-5651.

4.000 EVIDENCE/PROPERTY

4.100 GENERAL PROVISIONS

All evidence will be handled in accordance with the Department Policy Manual Volume 5, Property and Evidence.

4.101 PROPERTY/EVIDENCE LOCKERS

After proper packaging, all evidence/property will be secured in one of the station's evidence/property lockers. The locker doors have a self-locking device on the inside. Once set and the door closed, it can only be opened from the inside by the evidence/property officer. (No key is involved.)

4.101.1 CONTAMINATED/DRYING EVIDENCE LOCKER

Occasionally, an item collected as evidence may be contaminated with fluids. The Fontana Station evidence packaging room is available for drying contaminated at the direction of the Watch Commander.

4.102 HANDLING OF FOUND CURRENCY

Refer to Department Policy 3.266 and 5.310

4.103 HANDLING OF FOUND PROPERTY

Refer to Department Policy 3.266

4.104. LATENT PRINT HANDLING PROCEDURES/ INVESTIGATING OFFICER RESPONSIBILITIES

All latent prints lifted at a crime scene will be secured in a standard department “Latent Print File” envelope. The deputy will insure to write the number of prints that are submitted on the envelope. The cards and envelopes will then be attached to a department “CAL-ID” request (pink form) and locked by the investigating officer in the Evidence / Property lockers.

4.105 CAL-ID COORDINATOR RESPONSIBILITIES

The CAL-ID coordinator (station evidence SSS) will examine the forms and print envelopes to ensure they are each filled out completely and correctly. They will then be logged and forwarded, by way of the station evidence officer, to the S.I.D.

4.106 NARCOTIC EVIDENCE PROCEDURE

Refer to Evidence Collection, Packaging and Processing Guidebook and Department Policy.

4.106.1 NARCOTIC FIELD TESTING

The field testing of suspected narcotics is not authorized. All suspected controlled substances shall be properly packaged and submitted to the Sheriff's SID Division Crime Laboratory for testing.

4.107 PROPERTY AT SUICIDE SCENES

Refer to Department Policies 5.530 and 5.530.10

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

Suicide notes shall be retained as evidence by the Station or Coroner's Division.

Any poisons, drugs, or their containers suspected of being connected with a suicide should not be seized as evidence. These items shall be collected by the Coroner's Division for toxicology testing.

4.108 HANDLING OF SEX KITS, BLOOD ALCOHOL AND MARIJUANA KITS

Once complete, all sex kits held at the station shall be locked in the refrigerator identified for this purpose and located in the hallway by the evidence room. Blood/alcohol kits must have a property tag and are placed directly in the evidence refrigerator. The blood/alcohol kit must also have a corresponding property sheet. Note: All unused crime lab kits are kept in the station supply room in the closet under the evidence refrigerator.

4.109 PROPERTY RELEASE PROTOCOL

Refer to Department Policy 5.380 and 5.380.10

Deputies shall ensure the Batch Reports are completed and property/evidence is released in a timely manner. The following procedure will be followed:

1. The public will be directed to call the Fontana Station and make an appointment with the property officer.
2. If the property officer is not in the office, a message will be taken with the name and contact phone number of the person calling. The property officer will return the call as soon as possible.
3. The property officer will determine if the property can be released and if the person requesting the release is legally entitled to the property.
4. Once it has been determined the property can be released, the property officer will arrange for the release of the property.

4.200 EVIDENCE ROOM SECURITY

4.201 EVIDENCE ROOM ACCESS

The Evidence Storage Room shall be maintained by the Fontana Sheriff's Station Sheriff's Service Specialists assigned to evidence. Access to the Evidence Storage Room is limited to maintain proper chain of custody to the Sheriff's Service Specialists and the Administrative Sergeant are the ONLY persons authorized access to the Property Room or Evidence Lockers. The Evidence Storage Room shall be keyed separately than the station keys, including the

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

master, with the only copies possessed by the Service Specialists and the Administrative Sergeant.

5.000 PRISONER DETENTION/ ARREST

5.100. PRISONER HANDLING

5.101. DIRECT TRANSFER TO JAIL

For detention of juveniles age 14 and over arrested by sheriff's personnel pending transportation to Juvenile Hall or release to a parent or guardian. W&I Code 207.1 specifies that only those juveniles classified under W&I 602 (that are 14 and over) may be held in a secure lock up facility for a maximum time of four (4) hours. If a juvenile is held at this station, an entry shall be made on the Juvenile Secure Detention Log, located in the station briefing room.

For the detention of un-booked adults pending their release at the station. These arrestees are to be held for no longer than four (4) hours.

All subjects placed into an observation room will have a Secured Housing Log filled out and placed on the cell door. The subject's welfare shall be checked at least once an hour and the check documented on the Housing Log. These logs will then be archived in the holding binder kept in the station briefing room.

When possible, only one arrestee will be housed to a cell. Male and female arrestee will never be housed together. Juveniles will never be housed with adults.

If an arrestee is intoxicated, violent or uncooperative, he/she shall be taken directly to jail.

No subject will be placed into a Holding Cell if they are on a WI 5150 hold.

When arrestees are in the holding cells, a sworn officer must be in the station. At no time will professional staff be left alone with an arrestee. Video monitoring of the station holding cells is located in the front office of the station on the north wall.

5.202 ADULT CONFINEMENT LOG

A monthly Adult Confinement Log will be maintained in the briefing room of the station for all prisoners that are held in the holding cells.

The log will consist of the arrestee's name, sex, reason for confinement (arrest), date and time confined, when released, total time confined and type of release, e.g. citation, jail.

The arresting officer will be responsible to log those arrested in and out.

5.203 JUVENILE CONFINEMENT

For all minors held in secure detention and non-secure custody: Refer to Penal Code Sections 4555, 4556, 4561, 4566 as well as WIC 207. Under no circumstances are juveniles to be securely confined in our facility for longer than four hours.

5.204 VANDALISM OF CELLS

Arrestees are to be advised that if they deface a cell they will be prosecuted. Cells are to be checked before and after each use and appropriate action taken if the cell is defaced.

The dayshift watch commander will ensure a daily inspection is made of each cell and the surrounding areas. Any damage found will be noted and the appropriate county agency will be notified for corrections.

5.300 WORK RELEASE

5.301 WORK RELEASE INMATES ASSIGNED TO THE FONTANA STATION

Work release inmates are assigned to perform community service upon conviction of a criminal offense in lieu of being placed in custody. A work release inmate is, however, considered to be in custody and, as such, is subject to all Department rules and regulations as if physically in custody while at the station.

5.302 WORK RELEASE INMATE PROCEDURES

The worker's information and photo will be placed on a clipboard in the automotive SSS's office. The photograph will be plainly visible on the outside of the clip.

If the inmate is late or doesn't show up for work, they will need to return to the Work Release office for paperwork for clearance to return to work (no exceptions).

All inmate workers shall be directly supervised while in any administrative office.

5.303 RULES AND REGULATIONS

The station SSS will ensure the worker has his issued identification and will give the worker a list of rules on their first day of work. The list will include the following:

*San Bernardino County Sheriff's Department – Fontana Station
Station Procedure Manual*

- Expected hours of work. Monday through Friday (unless otherwise stated in court paperwork), 8:00 a.m. to 4:00 p.m., with one half hour off for lunch. These hours will be in effect unless otherwise stated by the court.
- A dress code, which excludes sandals and shorts. All workers will wear long pants, a polo shirt, T-shirt or long-sleeved shirt. T-shirts will not contain any advertising or writing that includes references to drugs or any profanity. The worker will wear an orange or green vest with “WRP” on the back.
- Perimeter boundaries where they can and cannot go on the ground. The station S.S.S. will also walk the worker around these areas to ensure there is no misunderstanding.
- The issued identification will be worn at all times when on duty
- The designated smoking area, away from public view.
- The worker will report to the station SSS or the Watch Commander.
- Any violations of procedures will result in dismissal from the program.

6.000 PARKING

6.100 PARKING POLICY

6.101 STATION PARKING LOT SECURITY

In order to ensure station security, the east and west department vehicle parking area gates will generally be kept closed at all times. If the gates are locked open or not functioning properly, all building entrances shall be secured or immediately supervised by an employee.

6.102 UNATTENDED DEPARTMENT VEHICLE

Refer to Department Policy 3.132

All shotguns, mini 14 rifles and Less Lethal shotguns will be removed from patrol units per Department policy and secured in the Station's armory.

6.103 EMPLOYEE VEHICLES

Employees may park within the gated security area.