

**HESPERIA POLICE DEPARTMENT  
Station Operations Manual**

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### **Chain of Command:**

The Chain of Command at the Hesperia Station is as follows:

1. Captain
2. Lieutenant
3. Administrative Sergeant

Generally, the Captain or the Lieutenant shall be on-call and available for contact and to respond at all times; however, in the rare case in which neither of those individuals are available, the Administrative Sergeant shall assume the duties and responsibilities of division command.

### **General Responsibilities – Line Supervision:**

The Watch Commander oversees a patrol shift, and therefore has functional supervisory responsibilities over all personnel who participate in that shift. Although there may be personnel participating in the patrol shift that are not specifically assigned to patrol (traffic, gang, etc.), they are directly responsible to the patrol watch commander in the absence of their assigned supervisor.

The Administrative Sergeant is responsible for directing the activities of the deputies and Service Specialists, as well as the Property/Evidence Officer, the DA Liaison Officer, and the Public Information Officer. The Administrative sergeant is also responsible for scheduling for supervising the Office Specialist assigned to the Detective Unit and remaining office specialists assigned to the station, including part-time personnel assigned to the station by the city.

The Detective Sergeant is responsible for scheduling and directing the activities of the detectives assigned to the Detective Unit, as well as the deputies assigned to the acting detective and the CFS/APS positions.

The Gang/Traffic Sergeant oversees deputies assigned to the gang enforcement and traffic details.

### **Additional Supervisory Responsibilities – Watch Commanders:**

Sergeants and corporals assigned to the Hesperia Sheriff Station may be assigned to supervisory duties in addition to those required in their primary work assignment. Examples of these additional supervisory responsibilities include:

1. Volunteer Unit Coordinator (Citizens on Patrol, Explorers, Reserves, etc.)
2. Key Control
3. Equipment inventory

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4. Station Christmas Party Committee
5. Volunteer Installation Dinner Committee
6. Other collateral duties as assigned

### **Shift Responsibilities for Watch Commanders:**

Personnel assigned to watch commander duties shall ensure that the following tasks are accomplished:

1. Prior to conducting the shift briefing, check for calls pending.
  - a. EP and 1P priority calls shall be assigned immediately.
  - b. Calls that have been pending for an extended amount of time shall be handled as soon as possible.
  - c. Generally, briefing shall last no more that 15 minutes. Ensure that this time is utilized efficiently.
2. Watch commanders shall routinely check with field personnel to ensure that their vehicles are clean and in good working order. The watch commander shall ensure that mechanical problems are brought to the attention of the Automotive Officer.
3. The watch commander shall make every effort to allow a deputy with an "in-custody" report enough time to complete the report prior to the end of shift.
4. Generally, all "in-custody" reports shall be completed prior to the end of shift. Overtime shall not be used except in extreme circumstances, and then only with watch commander approval.
5. Watch commanders are expected to offer guidance and support for all personnel assigned to their shift. Watch commanders are expected to be present in the field when administrative assignments allow, in order to provide direct supervision of field personnel.

### **Standing Directives for Watch Commanders:**

The off-going watch commander shall brief the on-coming watch commander about events that occurred during the previous shift and shall advise of potential situations which may arise during the next shift.

The watch commander shall prepare the shift roster, brief the watch, and deliver roll call training. The watch commander shall inspect the office, work areas and locker rooms for cleanliness, and shall ensure that necessary cleaning is done.

One of the watch commander's primary responsibilities is the training, development and mentoring of personnel assigned to the shift.

The watch commander shall respond to all calls for service involving a death, a use of force, whenever his assistance is requested by an employee or when the nature of the call requires a patrol supervisor. The watch commander shall also respond to all calls for service involving an injury to an employee, traffic collisions involving Department vehicles and injury to a citizen inflicted by an employee.

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The watch commander shall review reports and citations submitted during each shift; ensuring accuracy, compliance with policy and procedure, and thoroughness. Watch commanders shall check to ensure employees are completing reports within the required time frames.

The watch commander shall be responsible for ensuring that necessary resources are requested and deployed as reasonable to ensure the proper investigation and disposition of law enforcement incidents occurring during their shift. If on-call personnel are needed, such as a detective or a MAIT investigator, the watch commander shall ensure that the Detective Sergeant, Administrative Sergeant, or the Gang/Traffic Detail Sergeant is notified of the callout.

The watch commander is responsible for limiting overtime to that which is absolutely necessary to accomplish the critical, immediate law enforcement purpose.

### **Mandatory Advisals:**

Refer to Department policy and the Department's Notification Matrix.

### **Change of Watch and Briefing:**

Generally, the on-going watch commander shall allow himself enough time prior to the beginning of his shift to receive pertinent briefing information from the supervisor he is relieving. He shall update himself on major occurrences on the previous shift and check the status of units in the field and the calls for service holding.

Shift briefing shall be a time used for ensuring that all scheduled personnel are present and in proper uniform/attire, are properly assigned, have been issued the appropriate equipment (if applicable), and are given instructions, updates and training as appropriate.

### **Vehicle Inventory Sheets:**

All personnel operating vehicles assigned to Hesperia Station are required to perform a complete inspection of the vehicle prior to each shift. The employee shall complete and submit a vehicle inventory sheet before going in-service.

Body damage, mechanical problems, cleanliness of the vehicle should all be listed on the inventory sheet. The employee shall also record additional equipment that is being taken into the field on the inventory sheet.

Hard copies of the inventory sheet shall be turned into the watch commander prior to leaving the parking lot to assume field duties. The watch commander shall review all vehicle inventory sheets for completeness and shall take action on any deficiencies noted therein.

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After review, the watch commander shall forward the completed vehicle inventory sheets to the station Automotive Officer for disposition and filing. The Automotive Officer shall retain vehicle inventory sheets in a file as long as the vehicle is assigned to the station.

### **Vehicles at End of Shift:**

It is the employee's responsibility to ensure that the vehicle they were driving is filled with fuel, and trash, papers, evidence, etc. are removed at the end of shift. Any mechanical problems or damage that occurs during the shift shall be reported to the watch commander.

### **Observation Rooms:**

The (California) Corrections Standards Authority (CSA) has determined that Hesperia Station detention rooms fall within the definition of temporary "lockup" facilities; therefore, the maintenance of logs and CCSA inspections are not required with respect to adult secure detentions.

However, the following guidelines shall be followed when utilizing the observation rooms for all detentions:

- The detainee shall be searched for contraband, weapons, or any other item that may be used to cause injury or vandalism.
- Adults and juveniles shall not be placed together in detainee rooms.
- Whenever there is a detainee in a detention room, a sworn member shall be present in the Observation Area monitoring the activity and safety of the detainee.
- The watch commander may monitor the detainee via closed-circuit TV in his office during a deputy's temporary absence from the Observation Area.

### **Interim Property Lockers:**

The interim property lockers are keyed metal lockers located in the hallway near the Evidence Office. This is where property is stored after being properly tagged, and awaits transfer into the station property room. The key shall be removed and placed into the round key receptacle after the items are secured. The Evidence Officer will replace the key for future use after the item(s) have been removed.

The Evidence Officer shall check the lockers routinely to ensure the lockers are available for evidence storage.

### **Receipt Books:**

Property receipt books shall be issued to employees by the Evidence Officer, who shall keep records as to who the book was issued to, the receipt numbers and the date and time of issuance.

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The distribution of the receipts shall be as follows:

1. The white copy (original) and light-yellow copies shall be attached to the report.
2. The pink copy shall be given to the person from whom the item was seized.
3. The goldenrod copy shall be left in the book until all receipts are issued.

When an entire receipt book is used up, the employee will turn the book in to the Evidence Officer and a new receipt book will be issued.

### **Work Schedules:**

The daily work schedule for all personnel other than the clerical staff is completed on a quarterly basis by the Lieutenant and is posted in the briefing room. Requests by employees for any shift modifications after the work schedule has been posted shall be directed to the watch commander whose shift will be affected.

The Administrative Sergeant is responsible for completing the work schedule for the clerical staff.

Generally, each proposed work schedule will be posted approximately 2 months in advance.

As a result of manpower shortages, turnover and requests for time off, the proposed schedule may be revised after its posting. Personnel are reminded to check the proposed schedule frequently for changes that might affect them.

Any conflicts related to shift assignments, vacation requests, etc. should be brought to the attention of the Lieutenant, Administrative Sergeant or watch commander as soon as possible.

### **Vacation Scheduling:**

Generally, the following rules apply in the scheduling of vacations:

1. One sergeant from patrol operations and one from the specialized details may be scheduled for vacation at a time.
2. Only one detective/corporal shall be scheduled for vacation at a time.
3. Only three patrol deputies shall be scheduled for vacation at a time (ideally, one for each shift).
4. Gang and Traffic personnel are separate from patrol for vacation scheduling purposes. Generally, only one deputy in these assignments shall be scheduled for vacation at a time.
5. Only one field SSS shall be scheduled for vacation at a time.
6. Only one administrative SSS shall be scheduled for vacation at a time.
7. Only one member of the clerical staff shall be scheduled for vacation at a time.

Vacation selection is based on seniority as described in Department policy. The vacation sign-up schedule for the following calendar year will be initiated in September. Personnel

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may only select one continuous vacation period of up to four weeks in length during the first round of selection. Once all employees have had an opportunity to select their "first choice" for vacation, the vacation sign-up schedule will be passed around a second time for a "second choice" of vacation.

### **Department/Division Keys, Key Cards, and Credit/Gas Cards:**

All Department and Division keys, key cards, and all credit and/or gas cards issued to employees are property of the Department. Unauthorized or inappropriate use of these items will result in discipline. Duplication of department and division keys or key cards is prohibited.

### **Key Control:**

One sergeant shall be assigned to supervise key control as a duty in addition to his work assignment. This sergeant is responsible for completing a comprehensive inventory of the division's keys at least once per calendar year, generally in January.

1. Generally, master keys shall not be loaned to anyone.
2. Access to locked areas shall generally be accomplished by the watch commander, based on need. Lending watch commander keys to employees is discouraged.
3. The key control box is not to be left unlocked when not in use.

When an employee is transferred, or is no longer assigned to the station, the watch commander shall be responsible for collecting all issued keys, key cards, etc. from the employee. The keys shall be given to the sergeant in charge of key control for return to the key control locker. Key cards and other items shall be forwarded to the Administrative Sergeant.

### **Bullet Trap:**

When clearing weapons, personnel shall use the bullet trap located in the station's parking lot outside the warbag locker room.

### **Specialized Assignments:**

There are a variety of specialized assignments that deputies and sergeants may have the opportunity to participate in at the Hesperia Station:

1. Acting detective – typically a 1-year assignment
2. Traffic deputy – typically a 2-year assignment
3. DUI deputy – typically a 1-year assignment
4. Gang deputy – typically a 2-year assignment
5. CFS/APS deputy – typically a 1-year assignment

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6. Crime Free deputy and SSS – typically a 1-year assignment
7. Administrative Sergeant – typically a 2-year assignment
8. Detective Sergeant – typically a 2-year assignment
9. Gang Sergeant/Traffic – typically a 2-year assignment

These assignments are subject to change at the Station's Commander discretion.