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## **HIGHLAND STATION OPERATIONS MANUAL**

### **PREFACE**

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

Sheriff's Manual section 1.216

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Approved by Captain Jon Billings  
July 31, 2019

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**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT  
HIGHLAND STATION  
OPERATIONS MANUAL**

**DISTRIBUTION**

The Station Operation Manual is maintained in the Watch Commander's Office. A digital version of the manual is stored in the Administrative folder on the Highland Administrative Shared Drive.

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.

Sheriff's Manual sections 1.214.10 and 1.216

## Section 1.222

### Manual Rules of Grammar

The following rules of grammar shall apply throughout the Highland Station Manual.

- CONSTRUCTION OF TENSES. The present tense includes the past, and future tenses; and the future, the present.
- CONSTRUCTION OF GENDER. The masculine gender includes the feminine and neuter gender.
- CONSTRUCTION OF SINGULAR AND PLURAL. The singular number includes the plural; and the plural, the singular.
- MANDATORY AND PERMISSIVE VERBS. “Shall” is mandatory. “May” and “should” permissive, although “should” strongly encourages compliance.

Sheriff’s Manual section 1.222.

## **Section 1.224.10**

### **Station Operations Manual Maintenance**

Maintenance and updating of the Highland Station Operations Manual is the responsibility of the Administrative Sergeant; who will ensure:

- The Station Operations Manual is reviewed and purged annually.
- All revised policies are purged and updated.
- All approved changes/additions are typed in Manual format, assigned a Manual section number and added to the Table of Contents.
- All personnel, safety and general, are aware of the manual content and any changes.
- Each manual copy is updated with all changes, deletions, and additions.
- Information is reviewed during roll call training for a minimum of three (3) consecutive days.
- Changes, deletions and additions are posted on station bulletin boards.
- Original policy approved by the Commander will be filed in the office of the Captain's Secretary.

Sheriff's Manual section 1.216

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**Section 1.302.30**

**Chain of Command**

The San Bernardino County Sheriff's Department is a large complex department that functions as a paramilitary organization.

The established chain of command at the Highland Station is defined so each employee is aware of his relative position in the station, to whom he is immediately responsible, and to those persons accountable to him. Employees should strive at all times to operate within the Station chain of command.

Sheriff's Manual section 1.302

**Section 1.480**

**Administrative Division Organization**

**RECORDS UNIT**

The Records Unit of the Highland Station is comprised of Office Specialists. The role of the Records Unit includes maintaining station records, directing station paper flow, entering statistical data, records archiving, and public information.

**AUTOMOTIVE UNIT**

The Automotive Unit of the Highland Station is comprised of a Motor Pool Service Assistant. The role of the Automotive Unit includes but is not limited to, managing Highland Station vehicular fleet, diagnosing and arranging for repairs and adjustments to the fleet, and maintaining fleet records.

Sheriff's Manual sections 1.468, 1.340.20, 1.414.

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**Section 1.482**

**Detective Division Organization**

The Detective Division at Highland Station is comprised of a Sergeant, Detectives, Deputies and Office Specialist. The role of the Detective Division includes, but is not limited to, follow-up investigations of crimes occurring in the City of Highland; and the initial investigation of crimes occurring in the City of Highland, which require immediate attention.

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**Section 1.484**

**Traffic Enforcement**

Traffic Enforcement at Highland Station is the responsibility of all patrol Deputy Sheriff's. The role includes but is not limited to enforcement of traffic laws, traffic control, the initial and follow-up investigation of traffic collisions and related crimes, in the City of Highland. A deputy is assigned specifically to traffic enforcement for the City of Highland, and the Sheriff's Regional MAIT Team.

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**Section 1.486**

**Multiple Enforcement Team (MET), Division Organization**

The MET Division at Highland Station is comprised of Deputy Sheriff's and Probation Officers. Safety and Professional Staff will direct enforcement activities to selected areas of the City of Highland as guided by the Detective Sergeant.

**CRIME FREE MULTI-HOUSING UNIT**

The role of the Crime-Free Multi-Housing Unit includes, but is not limited to, being the secondary contact, with the City being first, between Mobile Home Parks, apartment complex leasing offices and property management and the Highland Police Dept. as guided by the Detective Sergeant.

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**Section 1.488**

**Patrol Division Organization**

The Patrol Division at Highland Station is comprised of Watch Commanders/Sergeants, Corporal (when assigned), Deputy Sheriffs, and Sheriff Service Specialists. The role of the Patrol Division includes, but is not limited to, the general law enforcement activities in the City of Highland.

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**Section 1.516.10**

**Captain**

The Captain is the Commander of the Highland Station. The Captain is responsible for planning, organizing, and directing the operations of the station.

Sheriff's Manual section 1.516

*Note:* The Captain of the Highland Station is the contracted Chief of Police for the City of Highland. Highland City personnel and the public may address the Captain as Police Chief.

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**Section 1.518.20**

**Lieutenant**

The Lieutenant assists the Captain in the operation of the station. He assumes full administrative, operations and supervisory duties in the absence of the Captain.

The Lieutenant oversees the enforcement, operational, and clerical operations of the station, and is responsible for the station budget.

Sheriff's Manual section 1.518.

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**Section 1.520.15**

**Radio Call Signs for Sergeants**

Effective Saturday, July 1st, 2019, changes to the sergeant's call signs will take place. All sergeants assigned to the Highland Station will be assigned a 13S designation. The current call signs available will be:

- 13S1
- 13S2
- 13S3
- 13S4
- 13S5
- 13S6

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**Section 1.520.10**

**Administrative Sergeant**

The Administrative Sergeant directly supervises the activities of all subordinate safety and Professional Staff assigned to the Administrative Division of the station. The Administrative Sergeant oversees the Records, Administrative, Patrol, and Automotive Units.

The Administrative Sergeant is a temporary position assigned by the Captain. The Administrative Sergeant position is generally held for 18 to 24 months and the position generally changes on or near the fiscal year. The Captain always has discretion to change this position as needed to maintain the general operation of the station.

Sheriff's Manual section 1.520

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**Section 1.520.20**

**Detective Sergeant**

The Detective Sergeant directly supervises the activities of all subordinate safety and Professional Staff assigned to the Detective Division, Property/Evidence and MET.

The Detective Sergeant is a temporary position assigned by the Captain. The Detective Sergeant position is generally held for 18 to 24 months and the position generally changes on or near the calendar or fiscal year. The Captain always has discretion to change this position as needed to maintain the general operation of the station.

Sheriff's Manual section 1.520

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**Section 1.520.50**

**Watch Commander**

The Watch Commander directly supervises the activities of all subordinate safety and Professional Staff in the Patrol Division during his shift.

The Watch Commander will directly supervise the on-duty subordinate safety and Professional Staff in the absence of the Administrative Sergeant.

The Watch Commander will directly supervise the on-duty subordinate safety and Professional Staff assigned to the Detective Division and MET Division in the absence of the Detective Sergeant.

Sheriff's Manual section 1.520.

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**Section 1.522.10**

**Detective**

The Detective is responsible for the proper investigation of all cases they are assigned. When a Detective is assigned to conduct an investigation at the crime scene, they are responsible for the protection of the crime scene until evidence is properly obtained. Since the Detective is responsible for the investigation of a crime scene, they also have Supervisory authority of other officers, including those of superior rank, at the crime scene unless they are relieved of that responsibility by the Superior Officer.

Except for the authority defined above, Detectives are immediately responsible to the Detective Sergeant or the Watch Commander.

Sheriff's Manual section 1.522.

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**Section 1.522.20**

**Corporal**

**CORPORAL**

At the direction of the Captain, any Detective assigned to the Highland Station can be assigned to work uniform patrol as a Corporal. A Corporal working in this position takes the responsibility of the Watch Commander Sergeant as needed. The assigned Corporal reports directly to the Lieutenant and Watch Commander.

Sheriff's Manual section 1.522.

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**Section 1.524.20**

**Deputy Sheriff**

A Deputy Sheriff is responsible to perform according to the station's performance standards for a Deputy Sheriff. The Deputy Sheriff is immediately responsible to the Sergeant assigned to his division or shift.

Sheriff's Manual section 1.524.

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**Section 1.532**

**Sheriff's Service Specialist (SSS)**

**PROPERTY / EVIDENCE**

The Sheriff's Service Specialist assigned to Property / Evidence, is responsible for storage, computer input into the PETS (Property Evidence Tracking System), transportation to and from Sheriff's Scientific Investigations Division, and disposition of all property / evidence for the Highland Station. The Property / Evidence SSS is also responsible for the ordering and storage of supplies necessary for the collection and storage of evidence (via the Captains Secretary). They are also responsible for quarterly (5%) and annual (100%) evidence audit of evidence stored at the Highland Station and quarterly Batch Reports. The Property / Evidence SSS are immediately responsible to the Administrative Sergeant.

**COLLATERAL DUTIES**

- Court / D.A. Liaison
- Crime Prevention (cross-trained)
- Patrol (cross-trained)
- Crime-Free Multi-housing (cross-trained)
- Public Relations (cross-trained)

**PATROL**

The Sheriff's Service Specialists assigned to Patrol, are responsible for taking criminal, incident, and minor-injury traffic collision reports, writing parking citations, towing vehicles, tagging abandoned vehicles for removal, assisting deputies / detectives by processing or assisting with the processing of crime scenes or MAIT scenes. The Patrol SSSs shall be responsible to the Watch Commander Sergeant during the shift they are working.

**COLLATERAL DUTIES**

- Court Liaison (cross-trained).
- Traffic (cross-trained)
- Crime Prevention (cross-trained)
- Property / Evidence (cross-trained)
- Crime-Free Multi-housing (cross-trained)
- Public Relations

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**Section 1.532**

**Sheriff's Service Specialist (SSS) (cont)**

**CRIME-FREE MULTI-HOUSING**

The Sheriff's Service Specialists assigned to Crime-Free Multi-housing, is responsible for crime prevention through environmental design annual inspections, reviewing all blueprints from the City for new buildings and re-designs for crime prevention recommendations, coordinating evictions due to crimes, liaison with MET Division, presentations and crime prevention for multi-housing, child safety seat checks and installation, parking enforcement when necessary, and other special events as assigned. The Crime-Free Multi-housing SSS shall be immediately responsible to the Detective Sergeant. The SSS assigned to this detail may also be assigned to patrol as their regular duties and assignments.

**COLLATERAL DUTIES**

- Court Liaison (cross-trained).
- Traffic (cross-trained)
- Crime Prevention (cross-trained)
- Patrol (cross-trained)
- Property / Evidence (cross-trained)
- Public Relations (cross-trained)

**Section 1.532**

**Sheriff's Service Specialist (SSS) (cont)**

**Public Relations**

While most members of the Highland Police are responsible for creating and distribution of Press Releases, the professional staff can be of special assistance in this matter. Press releases are completed using the Department template available on the County computer system. Once approved by the Sergeant (initials on original copy), a copy must be distributed to all station personnel, Sheriff's Media Relations and.

Be watchful for sources of new information, training opportunities, or legal updates for the Highland Police Team. Share all potential sources with supervision and all staff.

COLLATERAL DUTIES

- Court Liaison (cross-trained).
- Traffic (cross-trained)
- Patrol (cross-trained)
- Crime-Free Multi-housing (cross-trained)
- Public Relations(cross-trained)

**Section 1.534**

**Secretary I (Captain's Secretary)**

The Secretary I assigned to the Highland Station is a Professional Staff position responsible for administrative duties and word processing, data entry and retrieval, budget preparation and cost control, check requests and travel arrangements, payroll, public and external relations. The Secretary I is immediately responsible to the Captain of Highland Station.

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**Section 1.540.50**

**Motor Pool Service Assistant**

The Motor Pool Service Assistants assigned to the Yucaipa Station are responsible for the vehicle fleet at Yucaipa Station, including maintenance scheduling and records, minor vehicular adjustments and repair. The Motor Pool Assistants are immediately responsible to the Administrative Sergeant.

Sheriff's Manual section 1.540.40

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**Section 1.550**

**Office Specialist**

The Office Specialists assigned to Yucaipa Station are Professional Staff responsible for word processing, data entry and retrieval, public and external relations. The Office Specialists are immediately responsible to the Administrative Sergeant.

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**Section 1.648.10**

**Assuming Duty**

All Deputies will load their assigned vehicles prior to briefing. This will allow for immediate action requiring the Deputy to leave the station for emergency traffic. Each Deputy shall, without delay, assume their respective post and shall carry out their duties until relieved by the next watch.



**Section 1.656.20**

**Driver Licenses/Personnel**

The San Bernardino County Sheriff’s Department and the Highland Station require all safety and Professional Staff operating department vehicles or their personally owned vehicle (P.O.V.) for department use, possess a valid Driver License to operate a motor vehicle in the State of California as required by the Vehicle Code.

Highland Station Supervisors, when giving an Annual Evaluation to an employee, shall check that they possess a valid Driver License and will make a notation on the Station Employee Information Sheet kept in the employee’s personnel file.

Sheriff’s Manual section 1.656.10 and 7.126

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**Section 1.656.30**

**Proof of Automobile Insurance**

The San Bernardino County Sheriff’s Department and the Highland Station require all personnel safety and Professional Staff, operating their personally owned vehicle (P.O.V.) for department use, possess Automobile Liability Insurance as required by the Vehicle Code.

Highland Station Supervisors, when giving an Annual Evaluation to an employee, shall check that they possess Automobile Liability Insurance, if required, and will make the notation on the Station Employee Information Sheet kept in the employee’s personnel file.

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**Section 1.709**

**Sick Leave / Notice of Sickness**

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

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**Section 1.722.20**

**Response to Phone Messages**

During the course of daily business, station personnel receive many messages from the public that require re-contact.

Generally, messages received at the station are handled either by leaving a written message or by telephone voice mailbox system. It is the responsibility of all personnel to check their messages on a daily basis and make re-contact as soon as possible during their shift.

Sheriff's Manual sections 1.722

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**Section 1.818.40**

**Station Ride-Along Policy**

Persons interested in going on a Ride-Along will be given a Ride-Along waiver or will be directed to contact the on-duty Watch Commander. The following guidelines will be used:

- The on-duty Watch Commander or his designee will discuss the reasons for the desired ride-along with the person requesting it.
- If the request for ride-along is granted, the citizen will be directed to report on a given date and time for the ride.
- If a waiver form has been completed by the person requesting the ride-along, and they have not spoken to the on-duty Watch Commander, the waiver will be forwarded to the Watch Commander Sergeant assigned to ride-alongs.
- The Watch Commander receiving the waiver will attach CNI and DMV printouts.
- The Watch Commander Sergeant will approve or deny the application, notify the Watch Commander who will be on-duty during the ride-along, and notify the person requesting the ride-along of the arrangements.
- All paperwork for scheduled ride-alongs that are pending shall be kept in the ride-along file in the Watch Commander's office.
- Upon the arrival of the person who will be riding-along, the on-duty Watch Commander will assign the rider to an on-duty patrol Deputy.
- The Deputy to whom the person is assigned shall be made aware of the rider's status as a citizen, on-duty sworn personnel, or off-duty sworn personnel and the Deputy shall conduct his/herself in a professional manner in all actions and conversations.
- If the ride-along is not a sworn member of San Bernardino Sheriff's Department they shall not operate the radio or any emergency equipment in the patrol unit.
- Civilians shall not be taken into any situation that could jeopardize their safety. They will be dropped off at a major intersection or commercial center by a telephone if available. The Dispatcher shall be notified immediately so that an available unit can pick up and transport them back to the station.
- The citizen rider shall not become involved in the handling of any situation or investigation.

**Section 1.818.40**

**Station Ride-Along Policy**

- The assigned Deputy shall make every effort to answer those questions asked by the rider, or direct the person to the Watch Commander if the answer is unknown or of a sensitive nature.
- If a problem arises with the rider, the Deputy shall, at the earliest convenience, transport the rider back to the station and bring the problem or incident to the attention of the Watch Commander.
- The Highland Station will permit a person to ride-along two (2) times in any twelve month period. The Watch Commander will have the discretion to increase this number given special circumstances.
- No persons convicted of a felony will be eligible for the ride-along program.
- NO CITIZENS, FRIENDS, OR RELATIVES WILL BE ALLOWED TO RIDE-ALONG WITHOUT THE PRIOR APPROVAL OF THE WATCH COMMANDER.
- Reserve applicants may be permitted to ride-along SIX (6) times while being processed. Citizen on Patrol volunteers may be permitted to ride-along at the discretion of the Watch Commander.
- NO CITIZEN RIDE-ALONG MAY CARRY A FIREARM ON THEIR PERSON, REGARDLESS OF POSSESSION OF A C.C.W. PERMIT.
- Ride-alongs will take place between the hours of 0700-2400 for a maximum of 6 hours.
- Persons riding-along may not attend shift briefings unless approved by the Watch Commander.
- Ride-along hold harmless waiver forms must be completed and approved by the Watch Commander three days prior to the scheduled ride-along.
- All deputies, with whom a ride-along is scheduled, must have been on patrol for at least six months after completing training with their Field Training Officer.

Sheriff's Manual sections 1.818, 1.818.10, 1.818.15, 1.818.20, 1.818.25, 4.225, 7.324, and 7.324.10

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## Section 1.818.50

### Ride-Along: Officers from an Outside Agency

Peace Officers from other agencies or other stations/divisions of this department occasionally desire to ride-along for purposes of observing how this agency/station works, to see what type of calls are handled, study area orientation, or out of professional curiosity. In these circumstances, the following will apply:

- The officer/deputy desiring to ride will meet with the Watch Commander who will verify by means of identification the person is in fact a peace officer.
- If the Deputy is from this department and assigned to patrol at a different station, he/she should be briefed on major station policies that could affect his/her activities. **(No Deputy Sheriff will be allowed to ride unless they are ON-DUTY and have prior approval obtained from their respective stations).**
- If the officer is from another California Agency and has a weapon on his person, it should be checked to ensure that it complies with departmental standards, both weapon and ammunition. (The make and caliber should be indicated on the hold harmless waiver to ensure compliance).
- If the officer is from out of State, the carrying of a weapon is forbidden. This is for departmental protection, and officer safety.
- Once the officer is cleared to ride, the Watch Commander will assign him/her to a specific Deputy on patrol.
- The officer riding shall be advised that he/she is an observer and, the Deputy he/she is assigned with is to handle the calls and situations that arise.
- If a problem arises on patrol with the riding guest officer, the Deputy to whom he/she is assigned will return to the station at the earliest convenience and bring the specific problems to the attention of the Watch Commander.
- Unarmed officers will not be taken into hazardous or violent situations.

**Section 1.818.60**

**Ride-Along: Hold Harmless Waiver**

Law Enforcement Officers from other agencies are required to complete the waiver of responsibility. If any Law Enforcement Officer from the State of California has a weapon on his person during the course of the ride-along, the make and caliber will be indicated at the bottom of the waiver.

The waiver will be kept in the Watch Commander's desk until the ride is completed.

Completed waivers will be maintained for a period of eighteen (18) months.

Sheriff's Manual sections 1.818.15 and 4.225.

**Section 2.132.30**

**Standing Orders - Sergeants**

**GENERAL**

All Sergeants may be assigned collateral duties while at Highland Station. Collateral duties may include, but will not be limited to:

- Administrative Investigations
- Temporary Watch Commander
- Volunteer Forces Coordinator

**ADMINISTRATIVE SERGEANT**

The Administrative Sergeant is generally considered the third in command at the station. In the absence of the Captain and Lieutenant he or she shall serve as the Acting Commander. The Administrative Sergeant directly supervises the activities of all subordinate staff including but not limited to, Professional Staff assigned to the Administrative Division, Sheriff's Service Specialist, Work Release Program, Citizen Patrol, Use of Force, Training, Evidence, Dean's List, Records and Automotive Division. The Administrative Sergeant is expected to perform all collateral and other duties as assigned in accordance with the Station's Administrative Sergeant's Performance Standards.

The Administrative Sergeant must keep the Station Commander and Lieutenant apprised of identified problem areas regarding personnel, overtime, criminal activity, community attitudes, and politically sensitive issues. Attend council, staff, school district, and traffic committee meetings as needed. Coordinate station purchases and repairs of station equipment including managing the maintenance, replacement, and rotation of vehicles assigned to Highland Station.

The Administrative Sergeant shall complete all duties and sign off on all requirements of his position within the station inspection matrix.

The Administrative Sergeant position is temporary and rotates periodically approximately every 18–24 months or at the discretion of the commander.

Sheriff's Manual section 1.520

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### **Section 2.132.30**

#### **Standing Orders - Sergeants**

#### **DETECTIVE SERGEANT**

The Detective Sergeant directly supervises the activities of all subordinate staff, including Station Detectives, MET Unit, Traffic, and all other general and/or sworn personnel permanently or temporarily assigned to the Detective Division. He will Act as a liaison with the District Attorney's Office and act as Watch Commander when required. Ensure compliance with PC 290 registration laws, Missing Persons Laws and review, respond to WE TIP information and attend council and staff meetings as needed. The Detective Sergeant is expected to perform all collateral and other duties as assigned in accordance with the Station's Detective Sergeant's Performance Standards.

In the absence of the Administrative Sergeant he may be required to perform the duties of the Administrative Sergeant. Including but not limited to Acting Commander.

The Detective Sergeant shall complete all duties and sign off on all requirements of his position within the station inspection matrix.

The Detective Sergeant position is temporary and rotates periodically approximately every 12–18 months or at the discretion of the commander.

Sheriff's Manual section 1.520

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**Section 2.132.30**

**Standing Orders - Sergeants**

**WATCH COMMANDER**

The Watch Commander shall make up the watch list, personally brief the watch, and conduct roll call training in accordance with Sheriff's policy 3.108.

The Watch Commander shall respond to all calls involving death, whenever his assistance is required, he is requested, or when the nature of the case requires a ranking officer.

The Watch Commander shall respond to cases under his supervision:

- Involving injury to Sheriff's personal.
- Injury to a citizen inflicted by a Deputy.
- Accidents involving Sheriff's vehicles
- Other cases or incidents of major significance.

The Watch Commander is responsible to make proper notifications, obtain necessary photographs, evidence, and complete the proper paperwork.

The Watch Commander shall review all criminal or incident reports from his shift to see that they are completed properly and turned in on time. The Watch Commander will sign off each report and tickle it in the computer tracking system as required.

The Watch Commander shall be responsible for Detectives who have been called out to investigate cases during off-duty time, seeing that only the time required fulfilling the immediate police purpose be expended.

The Watch Commander shall control all overtime on his shift for subordinates, safety and general, seeing that only the time required fulfilling the immediate police purpose is used. He shall, if possible, adjust the schedule so only 80 hours are worked in a pay period.

Sheriff's Manual section 2.258

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**Section 2.252.40****Scheduling Guidelines**

The proposed schedule will be posted in the Highland report writing room for a minimum of 2 months in advance. Because of manpower turnovers, station needs and requests for time off, the proposed schedule will be continually changing. Personnel are reminded to check the proposed schedule frequently for changes. Any problems with shift assignments, vacation, or time off requests, should be brought to the attention of the Administrative Sergeant as soon as possible via memorandum. The Administrative Sergeant will forward any concerns to the Lieutenant for additional scheduling changes.

Currently, the following number of personnel may be off at one time:

- Patrol Deputies – 2
- Sergeants – 1
- Detectives – 1
- SSS – 1
- Secretary – 1
- Office Specialist – 1

**Vacation**

- Vacation choices will be based on seniority. Seniority will be determined per Sheriff's Manual section 2.256.
- The Sergeants are responsible for the day-to-day adjustments of their shift schedule. The Sergeants may grant short-term requests for time off up to five (5) consecutive days.
- The Lieutenant must review all other requests for time off or shift change.
- Shift assignments will be rotated according to the MOU.

Sheriff's Manual sections 2.252.10, 2.252.15, 2.252.20, 2.252.30, and 2.256

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**Section 2.252.50**

**Scheduling Requests**

All personnel with requests for a specific shift shall direct the request to the Administrative Sergeant by memorandum, stating the shift request and the reason for the request. Requests for holidays or specific days off are also to be directed to the Administrative Sergeant if it is on an upcoming schedule. The Administrative Sergeant will review the request and forward the information to the Lieutenant for final approval and schedule changes.

Any request for days or changes on a current working schedule shall be directed to the shift sergeant affected on that shift. The Shift sergeant will make the determination and schedule corrections if necessary. The shift sergeant should always consider manpower needs and prior requests before approving any schedule change.

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**Section 2.252.90**

**Time Reporting: Employee Management and Compensation System**

Employee Management and Compensation System (EMACS) reports are required and completed for each 2-week pay period.

EMACS should be accurate and completed on-line via Starlink intranet or through the internet.

Notification of the EMACS due dates are posted via e-mail and station bulletin boards. It is the responsibility of all personnel to make sure EMACS reports are submitted on time. All personnel shall submit their EMACS on or before the due date.

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**Section 2.253.10**

**On Call Scheduling**

Each day of the week there will be Highland personnel on-call for appropriate notifications. Generally, personnel will only be on-call for a week at time, however, MAIT investigators may follow the Regional MAIT rotation on-call (2) week rotation. Although, the Station Commander has discretion to modify or alter the on-call schedule, the following personnel will generally be on-call:

- (1) Station Captain, Lieutenant or representative
- (1) Detective Sergeant or representative
- (1) Detective
- MAIT Sergeant per Region MAIT rotation
- MAIT Deputy per Region MAIT rotation

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**Section 2.258.10**

**Overtime**

Prior to working overtime, approval must be obtained from your Supervisor.

The Supervisor approving the overtime will sign the overtime sheet.

Any Watch Commander or Unit Supervisor may approve Court overtime. A copy of the subpoena must accompany the overtime sheet.

Employees are responsible for their own overtime sheets. Overtime sheets must be turned into the Captains Secretary when EMACS reports are submitted, depicting all overtime worked in that pay period.

All overtime worked during the pay period **SHALL** be turned into the Captains Secretary no later than the Monday morning following the end of the pay period.

Sheriff's Manual section 2.258

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**Section 2.324.10**

**Report Review: Watch Commander**

Each shift's Watch Commander will review all reports in the Inform report writing system. Reports will be reviewed, and if approved, signed off and forwarded to the Records Unit for statistical entry and routing.

**ALL IN-CUSTODY REPORTS AND CHP 180'S WILL BE REVIEWED BY THE WATCH COMMANDER IMMEDIATELY REGARDLESS OF THE SHIFT.**

Shift Watch Commanders will review reports during the shift they are working.

FTO's with Trainees shall review the Trainee's reports and make note in Inform prior to the Watch Commander review.

Sheriff's Manual sections 2.324 and 4.105.10

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**Section 2.412.40**

**Victims of Sex Crimes**

Penal Code section 264.2 requires that whenever there is an alleged violation(s) of PC 243(e), 261, 261.5, 262, 273.5, 286, 288a or 289, the law enforcement officer assigned to the case SHALL immediately provide the victim of the crime with a Victims of Domestic Violence card.

This Penal Code section also requires that if the victim of PC 261, 261.5, 262, 286, 288a or 289 is transported to a hospital for examination, that the law enforcement officer SHALL immediately notify a local rape victim-counseling center (if victim approves of this notification).

Deputies shall note the above under a separate report heading.

Deputies should instruct the victim on the VINE system.

Sheriff's Manual section 3.244

**Section 2.412.50**

**Confidentiality of Sex Crime Victim Information**

Penal Code section 293(A) requires that the law enforcement officer investigating any sex crime listed in Paragraph 2, subdivision F of section 6254 of the Government Code, must advise the alleged victim of their right to keep their identity confidential (this includes PC 273.5). The victim's decision, whether or not to remain anonymous, must be recorded in the report. If the victim chooses to remain anonymous, the officer must complete the department Confidentiality Form. The victim's name, address, and telephone number will appear ONLY on this form and nowhere else in the report. The victim will be referred to only as "Victim" or "Victim #1", etc.

Sheriff's Manual sections 4.143.0

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**Section 2.412.60**  
**Release of Reports**

Records personnel shall disseminate copies of criminal and traffic reports, only to those persons authorized to receive them. Refer to the department approved **MATRIX** on who is authorized to receive a copy of a report.

All personnel should be aware of all laws pertaining to the confidentiality of reports. (Reference Right to Privacy act, CVC section 20012 and Public Records Act GSC 6250 et.seq.)

Highland personnel will collect a fee and issue a receipt. This fee may be collected in the form of cash only. The fee, along with a copy of the receipt, shall be attached together and dropped in the station money drop safe located at the front counter.

Sheriff's Manual sections 2.402, 2.412, 2.412.15, 2.412.20

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**Section 2.440.20**  
**Administrative Fingerprinting**

As a public service the Highland Station offers a fingerprinting service to non-criminal applicants (i.e., school teachers, taxi drivers, real estate salespersons, etc.).

A processing fee shall be collected, and a receipt issued by the City of Highland at city hall.

Sheriff's Manual sections 2.440.

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**Section 2.510**

**Reservations: Conference/Community/Training Rooms**

The Captain's Secretary maintains a yearly reservation calendar for the conference rooms, and Training Room. All reservations for these rooms shall be made through the Captain's Secretary.

All scheduled reservations will take preference over non-scheduled reservations.

There are pre-set reservations for these rooms on a continuous basis, i.e. Briefing, Reserve meeting, Explorer meetings etc.

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**Section 2.604.20**

**Cleaning and Maintenance of Station Weapons**

The Administrative Sergeant is responsible for the cleaning, inspection and maintenance of station weapons.

A designated employee, under the general supervision of the Administrative Sergeant, will perform a routine cleaning of all station weapons. The Administrative Sergeant will prepare an annual report to the station Commander confirming the cleaning, inspection and maintenance is being completed.

All repairs of station weapons shall be performed by, or at the direction of the Sheriff's Firearms Training Center.

Sheriff's Manual section 2.604, 2.604.10, 2.604.15

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**Section 2.636.50**

**Vehicles: Unit Inspection/Inventory Form**

All personnel operating vehicles assigned to the Highland Station will conduct a unit inspection / inventory using the appropriate form.

Personnel with assigned units not equipped with an MDC are to perform a complete inspection and inventory of the unit and complete the inspection / inventory form monthly.

Personnel operating units with an MDC are to perform a complete inspection and inventory of the unit and complete the electronic inspection / inventory form daily.

The inspection / inventory forms will be electronically submitted prior to leaving the station to assume patrol duties. If immediate response to an emergency call is required, the electronic inspection / inventory form will be completed as soon as practical.

If any problems are discovered the, "FWD to Automotive Officer" box will be checked to electronically forward the form to the Automotive Officer, in addition to notifying the W/C of the problem. The Watch Commander will log into the fleet system and review the inspection / inventory forms.

**EQUIPMENT**

If any equipment is missing or in poor order, the problem shall be noted in the Comments section and brought to the shift Watch Commander's attention before leaving the station. The Watch Commander will ensure the Automotive Officer is made aware of the missing or damaged equipment for replacement. In addition, the shift Watch Commander will attempt to determine why the equipment is missing or damaged and who is responsible.

**BODY DAMAGE**

The Comments section of the inspection / inventory form is to note any body damage to the vehicle. Minor damage, small dents, chipping paint, etc. only need be listed once. Any major body damage or undercarriage damage should be brought to the attention of the shift Watch Commander prior to leaving the station. The Supervisor should inspect the vehicle and determine if the vehicle should be removed from service until repairs are made.

Sheriff's Manual sections 2.636, 2.638, and 2.640

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**Section 2.636.60**

**Vehicles: Mechanical Problems**

Any mechanical problems noted while driving department vehicles (pulls to the left, the spare tire is flat, spotlight out), should be reported to the Watch Commander. The W/C will send an e-mail the Automotive Officer describing the problem. If the mechanical problem is of a serious nature, the vehicle should be dead-lined.

Sheriff's Manual sections 2.636 and 2.640

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**Section 2.664.10**

**Issuance of Citation Books/Citations**

A sergeant will issue all citation books and verify with his initials in the tracking log.

When a citation is issued, the violator's copy will be given to the person being cited. The remaining copies will be turned into the Watch Commander basket prior to the end of shift.

**Misdemeanor Citations**

- After review, misdemeanor citations are routed to the Records Division.
- Records will route the original citation to the courts.
- The remaining green and pink copies will be filed in numerical order.
- On any citation issued in conjunction with a report, the DR number will be written in the upper right corner of the citation, in the Case No. section.

**ALL CITATIONS WILL BE KEPT FOR THREE YEARS**

Sheriff's Manual section 2.664

## Section 2.808

### Receipt of Money

The Highland Station provides a number of public services in which the station collects a fee as mandated by law. This fee may be collected in the form of exact cash only. Do not accept checks of any kind.

All fees shall be collected in **FULL** prior to any services being rendered.

All personnel accepting money **SHALL** issue a receipt. All receipts will be completed in triplicate. The *original* will be given to the person leaving money. The second copy will be attached to the money and dropped in the station money drop safe located at the front counter. The *third* copy will remain in the receipt book.

If a Vehicle Release form is necessary, the receipt number shall be noted on the release form. A copy of the release form shall be attached to the receipt and money, and dropped in the station money drop safe located at the front counter.

Any discrepancies in this process shall be immediately brought to the attention of the Administrative Sergeant.

Sheriff Manual section 2.412.15

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## Section 2.808.10

### Money Receipt Books

The Administrative Sergeant will issue all money receipt books and maintain a log. The log shall contain the following information:

- Issued to
- Date of Issuance
- Receipts Numbers
- Date completed and returned.

The receipt book log and completed receipt books shall be filed and maintained for three (3) calendar years.

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**Section 3.104.20**

**Geographic Jurisdiction of Station**

The Highland Police Station is responsible for providing 24-hour law enforcement services to the citizens living in the City of Highland. The City of Highland is a geographic area of approximately 19 square miles with a population of over 55,000.

The Highland Police Station is divided into beats to expedite the handling of calls for service. The assigned beat Deputy is responsible to answer calls for service, provide crime prevention and proactively patrol his/her beat. Although a Deputy is assigned to a particular beat, the Sheriff's communication Dispatch or Watch Commander may Dispatch him/her to another beat area as needed.

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**Section 3.104.30**

**Beat Assignments/Boundaries**

The Watch Commander shall set the beat pattern for their particular shift. Generally, there will be a minimum of three (3) beats in the City of Highland for shift one (Night shift) and three (3) beats in the City of Highland for shift two (Day shift.) Minimum beats shall be maintained absent any exceptional circumstances.

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 Highland 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 field through their MDC. Any attachments or uploads may be accomplished at the station just prior to their end of watch.

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**Section 3.104.50**

**Patrol Conduct**

The Highland Station's largest component is the Patrol Divisions. Most of the station's law enforcement personnel are deployed in this division, and most contacts with the public occur with these personnel.

The appearance and demeanor the officer displays during public contact play a major role in determining society's confidence in its law enforcement agency, as well as in the success of any investigation undertaken. All personnel must display a positive, helpful, courteous and concerned attitude to the public. Deputies are called upon to wear many hats: peace officer, counselor, confidant, and advisor. How the officer wears these hats has a direct effect on their success.

It is the duty of the officer, when assigned a call, to investigate the complaint thoroughly. The informant or victim should be personally contacted, and the proper investigation procedures initiated. All available leads should be followed, taking into account the severity of the crime and the amount of time involved. Remember, this may be the only law enforcement contact that person will ever have.

**Section 3.104.60**

**Mandatory Watch Commander Notification**

The Watch Commander **SHALL** be notified immediately when the following occur:

- Major crimes.
- Injury to Deputy and or public.
- Traffic collision and/or damage to a Sheriff's vehicle.
- Discharge of firearms (accidental or intentional).
- Use of Force.
- Vehicle pursuits.
- All missing persons (adults and juveniles).
- Potential complaints/lawsuits.
- Potential overtime situations.
- Transportation of arrestee to other than Central Detention Center (RCH, ARMC, WVDC)
- Death investigations

Sheriff's Manual sections 3.828.15, 3.816, 3.636, 3.610, 3.166.25, 3.268, 3.270, 2.258, 3.226.10

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**Section 3.108.10**

**Briefing, Change of Watch, and Roll-Call Training**

Generally speaking, the Watch Commander at briefing should ensure all personnel are present and in proper uniform, have been assigned a beat and equipment, are given training instruction or updates, and understand what is required of them.

The on-coming Watch Commander should be ready to conduct briefing in the allotted time after having prepared himself. In preparing, the on-coming Watch Commander should allot enough preparation time, so he may be briefed by the off-going Watch Commander, update himself on major occurrences of the day, and check the status of calls holding. Briefing serves several purposes including, but not limited to, inspection, exchanging of information, and training.

**INFORMATION EXCHANGE**

At the briefing, the Watch Commander shall encourage a free and open exchange of information between personnel dealing with crime, related policy, and procedural matters. The Watch Commander shall also pass on information from prior watches concerning wanted person and problem areas. To assist in this goal the on-coming Watch Commander shall have additional information available to him in the form of the prior shifts activity logs. By reviewing the activity log the on-coming Watch Commander can review the events of the day in summary.

**ROLL-CALL TRAINING**

The major purpose of roll call training is to provide a training program for safety personnel concerning a variety of law enforcement subjects, department/station policies and procedures, update information on local problems, and criminal activities. To assist in this goal, the Watch Commander will provide a prepared lesson plan. The lesson plan will be placed in the roll call training notebook kept in the Watch Commander office.

The lesson plan will be used during roll call as guideline or as reminders of important information that is sometime forgotten.

The selection of subject matter is not restricted to the Sergeant. The Sergeant should actively seek information or subjects from the Deputies, Detectives and Corporals.

Sheriff's Manual section 3.110, 3.108

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## Section 3.108.20

### Watch Commander Shift Responsibilities

When working as a Watch Commander you should see to it the following items are completed on your shift:

- Prior to conducting your shift briefing, check for calls pending.
- After briefing, the Watch Commander will see to it the Deputies assigned to his shift go in service. The Deputies are not to remain around the office. If they are not working, put them to work.
- Go out to the patrol cars with the Deputies. Check the cars and determine if any problems need to be addressed. Make sure the cars are clean, in good repair, and ready to respond to calls.
- After the Deputies have left the station to their assigned areas, the Watch Commander will conduct an inspection of the station, inside and outside.
- The Watch Commander should make every effort to see the officers with in custody suspects are afforded time on shift to complete their reports prior to the end of shift.
- All reports should be completed prior to the end of shift. Remember, overtime is not to be used except in **extreme** circumstances.
- If not in the field, make sure Deputies are working on their reports and not visiting. By removing a Deputy from the field to complete reports the response times will increase.
- The Watch Commander will require all reports are turned in.
- As Watch Commander, you are to offer care, guidance, and support for all your personnel. Show a positive, constructive interest in all of your contacts.

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**Section 3.110.20**

**Meal Breaks/Uniformed Safety Personnel**

Patrol/Traffic personnel are allowed to take a meal break during their shift, providing there are no priority calls for service holding. The below listed guidelines **SHALL** be followed:

- Personnel will enter the appropriate information on their MDC to reflect their location and status (do not on-view Code 7; this creates an incident number).
- Personnel are subject to call while on Code-7. They will remain on the air via their HT radio.
- The time allocated for Code-7 is 30 minutes, unless modified by the Watch Commander.
- No more than two units **SHALL** be out at the same location at the same time, exclusive of the Watch Commander.
- Personnel **SHALL** seek Watch Commander approval prior to taking Code-7 outside the Highland city limits.
- The Watch Commander may alter the above requirements as the shift dictates.

**Section 3.110.25**

**Meal Breaks/Professional Staff**

Professional Staff are allowed to take a meal break during their shift as scheduled per the MOU and State Law. The professional Staff are not subject to call and scheduled a one (1) hour lunch during their shift. This scheduled lunch time is to be completed away from the employee’s normal workstation

Meal periods are nonpaid and nonworking time and shall not be less than one-half (1/2) hour, or greater than one (1) hour when scheduled. Every effort will be made to schedule such meal period during the middle of the shift when possible.

**BREAK PERIODS**

Professional Staff shall be entitled to rest periods in accordance with the schedule contained herein. Rest periods shall be scheduled in accordance with the requirements of the department, but in no instance shall rest periods be scheduled within one (1) hour of the beginning or ending of a tour of duty or meal period, nor shall such time be accumulative or used to report to work late or leave early. Rest periods shall be considered as time worked. Employees required to work beyond their regular tour of duty shall be granted a ten (10) minute rest period for each two (2) hours of such work. Rest periods may not be divided so as to increase the total number of rest periods taken. For example, a twenty (20) minute rest period may not be divided by the employee into two rest periods of ten (10) minutes duration. This break period time is to be completed away from the employee’s normal workstation.

**Regularly Scheduled Tour of Duty Number and Limit of Rest Period**

After 3 hours and through 6 hours	One – 15 Minute Rest Period
After 6 hours and through 8 hours	Two – 15 Minute Rest Periods
After 8 hours and through 10 hours	Two – 20 Minute Rest Periods
After 10 hours	One – 25 Minute Rest Period and One – 20 Minute Rest Period

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**Section 3.110.30**

**Patrol: End of Shift Requirements**

At the end of assigned shift, the patrol personnel **SHALL**:

- Ensure the vehicle has a full tank of gas.
- Ensure the vehicle's interior is free of trash.

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**Section 3.122.10**

**Customer Service**

Serving the needs of the public is one of our highest priorities. When a person calls the department for service they generally need our help. We will be positive, help that person, and make them feel that we care. We expect a high level of customer service.



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**Section 3.146.10**

**Completed Reports**

All crime reports, missing persons, RAJ's, incident reports, etc., shall be completed by the end of shift and turned in for Watch Commander's review.

If you are unable to complete a report by the end of shift, approval must be given by the Watch Commander to hold the report. A copy of the CR-1 and CR-3, if applicable, shall be completed in Inform and turned in for review with, "INCOMPLETE" marked in the comment area. The completed report must be turned in on the deputy's next scheduled work day.

**NO REPORTS WILL BE HELD DURING DEPUTY VACATIONS OR SCHEDULED TIME OFF.**

**ALL CHP 180'S MUST BE SUBMITTED AT THE END OF SHIFT. THERE WILL BE NO EXCEPTIONS.**

Sheriff's Manual section 3.146

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**Section 3.148.10**

**Rotation Tow Services**

Highland Station's tow service agreement states selection certification will be done annually, generally during the first quarter.

Any problems that are experienced with a rotation tow service should be documented and forwarded to the Administrative Sergeant. The Administrative Sergeant or his designee will review complaints. If a determination is made that a suspension or service termination is appropriate, the Administrative Sergeant will consult with the station Commander. A decision will then be made, and the Administrative Sergeant will document the results and ensure the tow company is notified in writing.

Any Highland Station personnel who observe a safety violation should immediately notify their Watch Commander the Administrative Sergeant for review.

Sheriff's Manual section 3.148

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**Section 3.148.20**

**Rotation Tow Service Files**

It is the responsibility of the Administrative Sergeant to maintain and update a file on all towing companies on the Highland Station tow rotation. The file will contain all information received on each company including but not limited to officer complaints, safety violations, public complaints, suspensions, etc. The Tow Service file will be updated annually and maintained in the Administrative Sergeant.

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**Section 3.154.20**

**Traffic Enforcement**

The goal and objective of patrol/traffic enforcement will be to ensure the smooth and safe movement of traffic in the City of Highland. Enforcing traffic regulations, education of the public, investigation of traffic collisions, and working in concert with City Traffic Engineering will accomplish this.

All patrol deputies will be responsible for but not limited to the enforcement of the vehicle code, collision investigations, traffic and crowd control, commercial enforcement, radar enforcement, special events or other duties as assigned.

Sheriff's Manual section 3.504-Contract Cities

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**Section 3.402.40**

**Citation Sign-Off**

As a law enforcement service, the Highland Station will sign-off citations issued for vehicle equipment violations.

A processing fee will be collected, and a receipt issued. This fee may be in the form of exact cash or credit card only. The fee, along with a copy of the receipt, shall be attached together and dropped in the station money drop safe located at the front counter.

**FEE WAIVER**

The citation sign-off fee shall be waived for all Highland citizens or if the citation was issued by a Highland deputy.

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**Section 3.506.30**

**Traffic Collision Report Review and Follow-Up**

All traffic collision reports shall be routed to the Watch Commander or his designee for review. The Watch Commander or his designee will assign follow-ups on traffic related reports if necessary.

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**Section 3.520.20**

**Major Accident Investigation Team (M.A.I.T.) Call-Out Procedure**

Highland Station personnel responding to the scene of a traffic collision requiring the services of M.A.I.T shall immediately notify the shift Watch Commander

The Watch Commander will make the final determination if M.A.I.T. will be called to respond. The Watch Commander will notify the Lieutenant and request the on-call M.A.I.T. personnel to respond.

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**Section 3.528.40**

**DUI Investigations: ALCO-Sensor IV (PAS Device)**

Highland Station has Alco Sensor IV's (PAS device) to assist station personnel with the detection and apprehension of intoxicated drivers.

The Alco-Sensor IV (PAS device) is to be utilized as a final field sobriety test and does not meet the requirement of a chemical test per Vehicle Code 13353 and 13353.2. The suspect has the right to refuse to submit to an Alco-Sensor IV (PAS) test and is not to be considered a refusal. If a suspect submits to the Alco-Sensor IV (PAS), they must submit to a chemical test per vehicle code 13353.2 (blood or breath)

When personnel utilize the Alco-Sensor IV (PAS) during the evaluation of a DUI driver, the following information must be recorded on the DUI evaluation arrest report: the brand name of the device, along with the serial number, results and time of the test.

A log will be maintained in the Traffic Division recording accuracy checks, maintenance, calibrations, battery information, etc.

Sheriff's Manual section 3.528.15

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**Section 3.564.30**

**Vehicle Storage and Impound**

Make certain, before impounding a vehicle, it is necessary to do so. All impounds (except 30 Day impounds pursuant to C.V.C. 14602.6 must first be cleared with the Watch Commander. The approving Watch Commander's name and the reason for impounding the vehicle shall be noted on the CHP 180. The station may be liable for storage fees if the impound was unnecessary. As soon as the reason for impounding the vehicle has been fulfilled, the status will be immediately changed to STORED by notifying the tow agency and the registered owner.

Upon any towing and storage or impound of a vehicle by a member of Highland Police Department; a vehicle inventory shall be completed. If possible, any items inside the vehicle shall be documented. If any items of value are present, especially electronics, tools, purses, wallets, after market stereo equipment, etc. they shall be listed on the California Highway Patrol 180 form.

The Deputy storing or impounding a vehicle **SHALL**, while still assigned to the call, enter teletype information via the MDC. This is to ensure a record of the storage or impound is included in the call history.

Generally, vehicles stored or impounded should not be towed to the Highland Station.

All CHP 180s shall be turned in at the end of shift. **THERE WILL BE NO EXCEPTIONS.**

Sheriff's Manual sections 3.564-3.566.15

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**Section 3.564.40**

**Vehicle Releases**

The City of Highland requires the owners of all vehicles towed, stored, or impounded by Highland Station to obtain a Vehicle Release form prior to the release from the tow companies.

A release fee will be collected, and a receipt issued. This fee may be in the form of **EXACT** cash or credit card only. The fee, along with a copy of the receipt and a copy of the Vehicle Release form, shall be attached together and dropped in the station money drop safe located at the front counter.

**FEE WAIVER**

The Vehicle Release fee shall be waived if the vehicle was stored as a result of a theft recovery or as a party in a traffic collision only. If the Vehicle Release fees are waived for any other reason a Supervisor approval shall be obtained.

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**Section 3.564.45**

**Vehicle Release Forms**

Vehicles towed, stored or impounded, by station personnel will only be released to the registered owner or agent.

All Highland Station personnel releasing towed, stored, or impounded vehicles shall complete a Vehicle Release form when:

- The vehicle has been determined releasable and all fees, if any, have been paid.
- Evidence of current registration, a one day moving permit, or temporary operating permit has been obtained.
- Proof of a valid driver's license has been presented.

After completing the Vehicle Release form, a copy shall be given to the registered owner or agent. A second copy shall be placed in the report/DR file. A third copy shall be attached to the collected fees and the receipt and dropped in the money drop safe at the front counter. If no fees are collected, the third copy shall be dropped in the money drop safe.

A Supervisor shall approve any deviation from this process. Any discrepancies shall be immediately brought to the attention of the Administrative Sergeant.

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**Section 3.564.60**

**Tow Hearings**

As required by the State of California, the Highland Station conducts Tow Hearings

Tow hearings are the responsibility of a Sergeant. The Sergeant may designate a representative to conduct the hearing. Generally, the Administrative Sergeant or personnel assigned to Traffic Division will conduct the hearing.

Sheriff's Manual section 3.564.20

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**Section 3.564.65**

**Tow Hearing Log**

During the process of conducting Tow Hearings, a Tow Hearing Log shall be kept. The Tow Hearing Log is located electronically in the Highland share file.

It is the responsibility of all personnel assigned to conduct Tow Hearings to complete all required information in the Tow Hearing Log. Any discrepancies shall immediately be brought to the attention of the Administrative Sergeant.

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**Section 3.566.20**

**30-Day Impound of Vehicles**

Vehicle Code 14602.6

Deputies shall impound vehicles for 30 days (based on VC 14602.6) if:

- The driver has never had a license.
- The driver is suspended or revoked (except for child support) within the parameters of VC 14601.1 (a)

Sheriff's Manual section 3.566.15

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**Section 3.804.30**

**Citizen Complaint Log**

The Highland Station no longer keeps Citizen Complaint forms or maintains a Log at the front counter.

Citizens desiring to make a Citizen Complain should be directed to the Department website at <http://cms.sbcounty.gov/sheriff/home.aspx>

Along the right edge of the page is a series of tabs. Selecting the Citizen Complaint tab will take them to the instructions for filing a complaint. At the bottom of the page are links to the Citizen Complaint forms. The citizen should complete and submit the form to the Internal Affairs Division following the instructions provided.

Sheriff's Manual sections 3.804, 3.804.10, 3.804.15, and 3.804.20

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**Section 6.140.10**

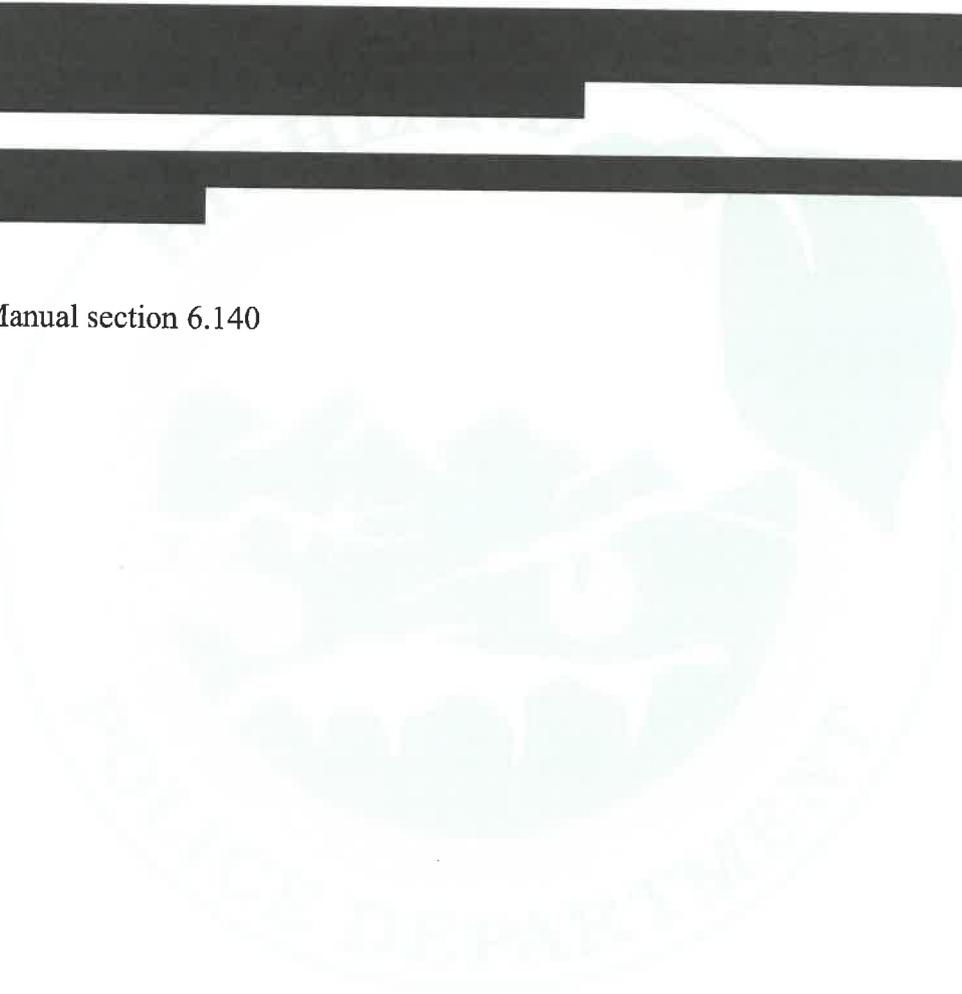
**Building Security/Identification**

[REDACTED]

[REDACTED]

[REDACTED]

Sheriff's Manual section 6.140



**Section 6.150.00**

**Parking of Department Vehicles**

[REDACTED]

[REDACTED]

All Department vehicles assigned to Highland Station shall be backed into the assigned spot every time.

Department vehicles that need to be washed shall be parked on the wash rack west of the main building.

Department vehicles shall not be parked in the public parking area for any reason except in an emergency.

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**Section 6.150.10**

**Parking of Personal Vehicles**

[REDACTED]

[REDACTED]

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**Section 6.160.00**

**Smoking Prohibited**

The use of tobacco products of all kinds has been determined to be an extreme health hazard. Contact with second and third hand deposits from tobacco products has also been determined to be a hazard to the nonusers of these products.

Smoking, use of tobacco products, and use of electronic cigarettes of any kind is strictly prohibited in or on the premises of the Highland Police Station or in vehicles operated by the County of San Bernardino or the City of Highland.

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**Section 6.200.00**

**Temporary Evidence Lockers**

There are four (4) Temporary Evidence Lockers located in the Evidence Packaging Room of Highland Station. The lockers are designed for temporary storage of unprocessed evidence or a secure storage unit for a detainee's personal property. Generally, these lockers may only be used during the shift of the particular employee using them, no more than 12 hours unless approved by the Watch Commander. Generally, items are placed in the locker and the locker shall be secured by latching the attached lock. **The employee using the locker shall place a business card or note so their name and the date is clearly visible from the outside of the locker.** The employee shall maintain the key until the locker is emptied.

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