



# Morongo Basin Station Manual

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## Volume 1 Philosophy and Organization

### 1.216. Bureau, Division, and Unit Manuals

The Morongo Basin Station has two manuals, the jail manual and the station manual. Those manuals shall be updated by January 1<sup>st</sup> of each year. The Correction Training Officer (CTO) shall be responsible for maintaining the jail manual. The Administrative Sergeant shall be responsible for updating the station manual. In accordance with the Department Manual, any revisions or additions to this policy manual must be approved by the station commander or their designee.

The San Bernardino Sheriff's Department Manual shall be followed without amendment.

## Volume 2 Administration and Management

### 2.222. Employee Work Files

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

### 2.252.10. Watch Rotation Periods

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

The Lieutenant is responsible for the preparation of the schedules.

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

The CTO is responsible for maintaining the schedule for the jail staff.

The Administrative Sergeant is responsible for maintaining the schedule for the administrative and patrol staff. The Detective Sergeant is responsible for maintaining the schedule for the staff assigned to the Detective Bureau.

### 2.252.20. Seniority Watch Preference and Rotation

Per the MOU, the Morongo Basin Station participates in Seniority Watch Preference.

## 2.252.25. Watch Assignment Trades

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

Those who participated in seniority watch preference are not eligible for watch assignment trades during that rotation period.

## 2.268.20. Use of Force Training

The CTO is responsible for scheduling the jail staff for Use of Force training. The Administrative Sergeant is responsible for scheduling the patrol staff for Use of Force training.

The Detective Sergeant is responsible for scheduling those assigned to the Detective's Division for Use of Force Training.

The Watch Commander shall be responsible for rescheduling Use of Force training as needed for the deputies on their shift.

Completed Range Cards shall be submitted directly to the Captain's Secretary, and they will be placed into the employees' personnel file.

### 2.330. Reporting Members' Absences

Members assigned to the Jail will notify the CTO or the Administrative Sergeant of an intended absence. On days or shifts when the CTO or Administrative Sergeant is not at work, members will notify the Watch Commander of an intended absence.

Members assigned to patrol will notify the Watch Commander of an intended absence.

Members assigned to the Detective Division will notify the Detective Sergeant of an intended absence. On days when the Detective Sergeant is not at work, members will notify the Watch Commander of the intended absence.

Professional staff members will notify the Administrative Sergeant of an intended absence. On days when the Administrative Sergeant is not at work, professional staff members will notify the Watch Commander of an intended absence.

### 2.512. Facility and Building Inspection

The Administrative Sergeant is responsible for conducting a monthly building inspection and filling out the building inspection form. Any items in need of repair shall be reported to Facilities Maintenance via the Captain's Secretary.

## 2.544. Explosive Magazines

[REDACTED]  
[REDACTED] The Evidence SSS is responsible for checking the explosive magazine [REDACTED] and facilitating the proper disposal of any explosive items.

## 2.602. Department Equipment: Member's Responsibility

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

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

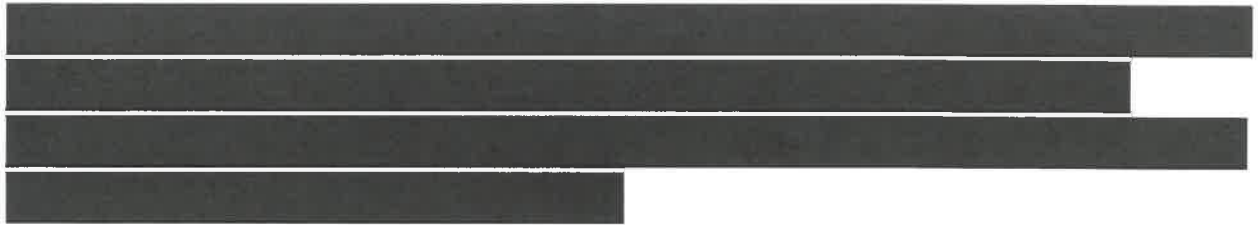
## 2.616.10. Rifles and Shotguns: Storage in Vehicles

Rifles and shotguns shall not be stored in the patrol vehicles (marked or unmarked) when not in service and parked unattended in the station parking lot. [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

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

## 2.624. Division Ammunition Cache



## 2.636. Department Vehicles

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

Vehicles will be maintained and serviced by the Motor Pool Service Assistant (MPSA). The MPSA will determine what vehicles are available for use and will indicate it on the vehicle board by placing a green magnetic strip next to the unit number. Those vehicles which are not available for use, as determined by the MPSA, will have a red magnetic strip placed next to the unit number. These vehicles are not to be driven by any staff member, absent exigent circumstances. Vehicles with a yellow magnetic strip next to the unit number are available for use, but only if there are no vehicles with a green magnetic strip available.

## 2.656. Division Key Control System

The Administrative Sergeant is responsible for maintaining the station's key control system. [REDACTED]

The CTO is responsible for maintaining the jail's key control system. [REDACTED]

## 2.660. Automated External Defibrillator (AEDs)

The Morongo Basin Station currently does not have Automated External Defibrillators.

## 2.664. Citation Books

Citation books are maintained by the clerks and are issued out by the clerical staff. When a deputy requires a new citation book, they will contact the clerical staff in the front lobby. The clerical staff will keep a database of the citation books issued out and maintain a record.



## Volume 3 Field Operations and Activities

### 3.108. Roll Call and Briefing

AM briefings begin at 0710 hours. PM briefings begin at 1910 hours.

Each deputy shall be logged on and prepared to begin briefing ten minutes past the hour of their start time.

If a deputy has a start time when briefings are not held, they shall review the briefing boards on their own.

Due to the sensitive and confidential nature of topics discussed during briefing, citizens or presenters shall not be permitted in the briefing room during briefing. Those granted permission to present, will be allowed access prior to covering briefing topics. After their presentation, the presenter shall be escorted out of the secured portion of the building.

The graveyard Watch Commander will be responsible to print out the next day's shift roster and deliver a copy to the front desk and the briefing room.

### 3.110. Change of Watch

Deputies assigned to the jail, and those assigned as the Watch Commander shall arrive in uniform to their assignment, 15 minutes prior to the start of their shift to attend briefing.

### 3.110.10. Hours of Watch

#### **PROFESSIONAL**

There are three different shifts for the professional staff:

##### **Clerical**

- 0500-1530
- 0700-1730

##### **Sheriff's Service Specialists**

- 0700-1700

#### **JAIL**

There are two different shifts for the jail staff:

- 0700-1900
- 1900-0700

#### **PATROL**

There are three different shifts for the patrol staff:

- 0700-1900
- 1400-2400
- 1900-0700

#### **DETECTIVES**

There is one shift for the detective bureau staff:

- 0700-1700

### 3.138. Follow-Up Investigations

Watch Commanders assigning follow-up investigations shall indicate the need for follow-up in INFORM and make the appropriate entry in the follow-up log book.

### 3.148. Rotation and Contract Tow Companies

Due to the size of the Morongo Basin, Sunfair Road has been designated as the dividing line for tow companies. Tow companies west of Sunfair Road generally will only recover vehicles west of Sunfair Road. Tow companies east of Sunfair Road generally will only recover vehicles east of Sunfair Road. The need for special equipment might result in a tow company being used outside the normal boundary.

Deputies in need of a tow truck shall notify dispatch and request a rotation tow. A vehicle towed due to an arrest or blocking a roadway is not eligible to request a specific tow company and the deputy shall call for the next tow company on the rotation. This includes requests for a AAA tow company.

The driver of vehicles, which are disabled but not blocking traffic, can request any tow company. The driver/owner of the vehicle will be responsible for contacting their own tow company.

Vehicles which are determined by staff to be considered junk, shall be towed using the next tow company available in the rotation. Staff will then notify dispatch to allow the same tow company to remain on top of the rotation for the next vehicle to be towed.

### 3.178. Due Diligence

The CTO is responsible for overseeing warrant due diligence. An Office Assistant II (OAll) will enter the Warrants into the station's due diligence spreadsheet. The OAll will divide the warrants among the four patrol shifts. The OAll will deliver two copies of each warrant to the Watch Commander's mailbox and indicate to which shift they are assigned. The Watch Commander shall issue the warrants out during briefing and maintain a copy to track which deputy was assigned the warrant. Deputies will return the completed due diligence form to the Watch Commander. The Watch Commander will clear that due diligence and return the completed form to the OAll.

### 3.310.15. Referrals from Department of Children and Family Services, Child and Adult Abuse Hotline

A deputy position was created in 2017 to investigate referrals from CPS and APS.

Referrals are sent by email to [REDACTED]. An OAll is responsible for monitoring the email address, downloading referrals and entering them into the CFS/APS referral spread sheet.

The OAI will deliver the referrals directly to the CFS/APS deputy. During times when the CFS/APS deputy is on vacation or gone for multiple days, the OAI will distribute the referral and one copy of the cover page to the Watch Commander. The Watch Commander will assign and distribute the referral to a deputy during briefing. The Watch Commander will retain the copy of the face page. Once the deputy pulls a report number, the Watch Commander will record that number on the face page and return it to the OAI so the spread sheet can be updated.

The OAI is responsible for monitoring the email address throughout the day to look for any immediate referrals which might have inadvertently been sent via email. The OAI shall immediately create a priority one (1) call for service and alert the Watch Commander. After normal business hours, the Watch Commander is responsible for monitoring the email account and take necessary action should an immediate referral be received.