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Section 1.100

Station Manual

1.100 STATION MANUAL

1.101 MAINTENANCE OF STATION MANUAL

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

1.102 LOCATION OF STATION MANUAL

The Station Operation Manual is located on the share drive here: <S:\Rancho Station Manual 2019>. Once a year, the manual should be reviewed and updated as necessary.

1.103 PURPOSE OF THE STATION MANUAL

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

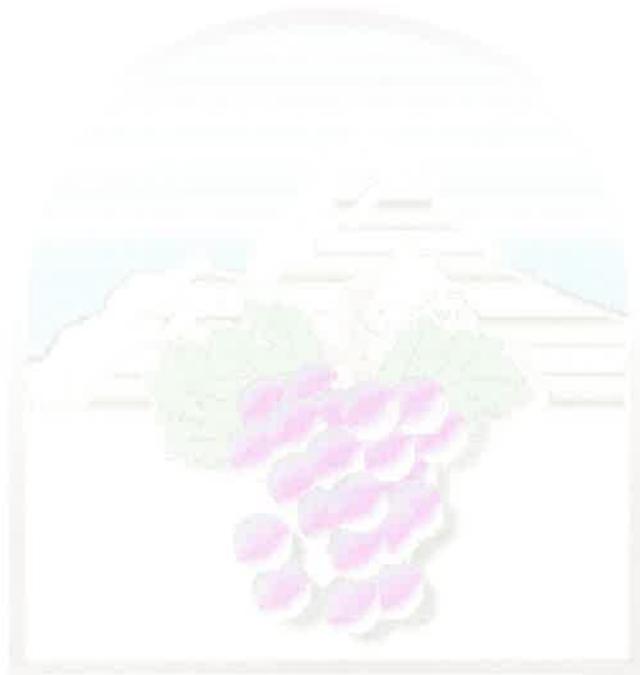
Refer to Sheriff's Department Policy 1.216

Revised August 8, 2019

Section 1.302.30

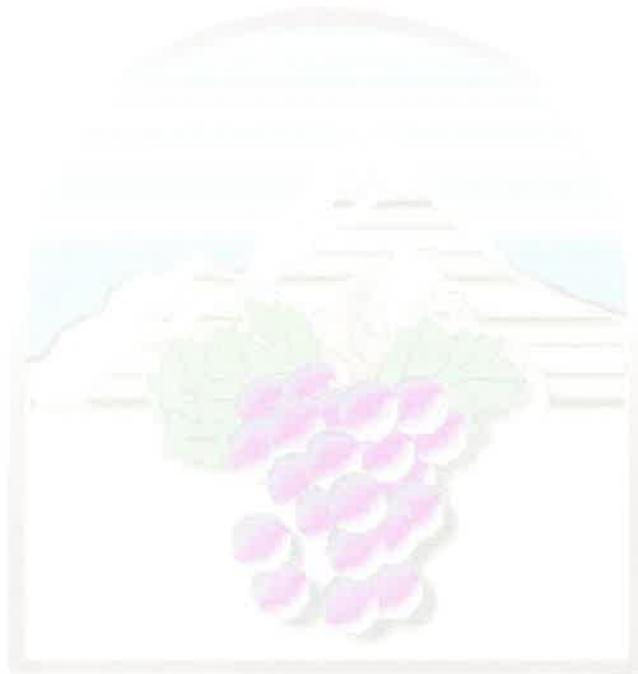
Chain of Command

Refer to Sheriff's Department Policy 1.302



Section 1.488
Patrol Division Organization

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

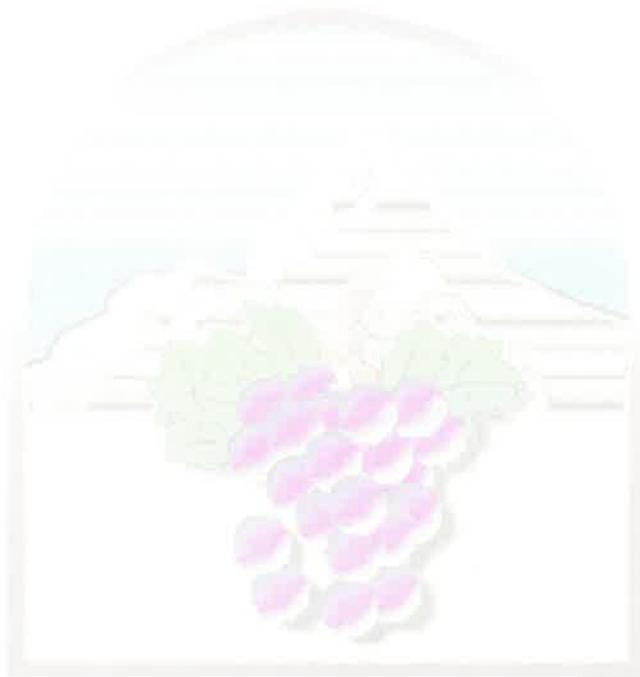


Section 1.516.10

Captain

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

Refer to Sheriff's Department Policy 1.516



Section 1.518.20

Administrative Lieutenant

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

Refer to Sheriff's Department Policy 1.518.



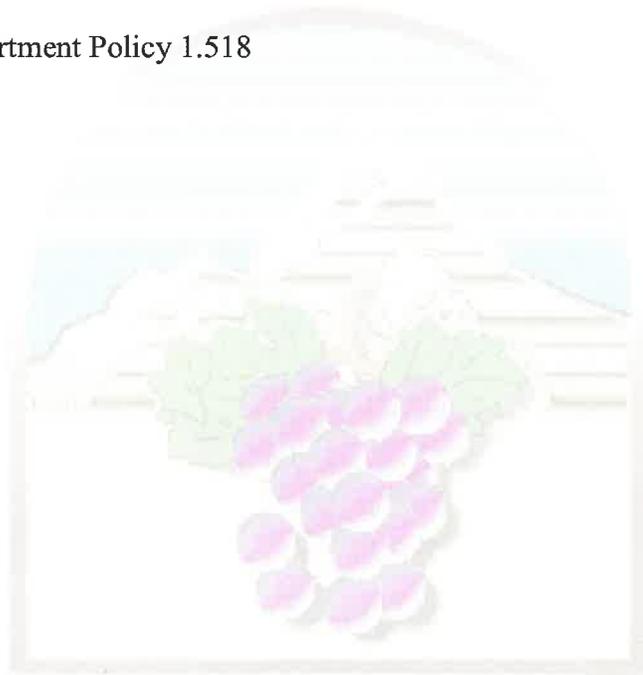
Section 1.518.30

Operations Lieutenant

The Operations Lieutenant assists the Captain in the operation of the station and assumes full administrative and supervisory duties of the station, in the absence of both the Captain and the Administrative Lieutenant.

The Operations Lieutenant oversees the enforcement and operational divisions of the Station.

Refer to Sheriff's Department Policy 1.518



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 solution-oriented policing, active shooter team, property/evidence, automotive units, equipment officer and school resource deputies.

Refer to Sheriff's Department Policy 1.520

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.

Refer to Sheriff's Department Policy 1.520

Section 1.520.30

Traffic Sergeant

The Traffic Sergeant directly supervises the activities of all subordinate safety and professional staff personnel assigned to the Traffic Division. The Traffic Sergeant is responsible for coordinating events having an impact on traffic flow in the city.

Refer to Sheriff's Department Policy 1.520

Section 1.520.40

Multiple Enforcement Team (MET) Sergeant

The MET Sergeant directly supervises the activities of all subordinate safety and professional staff assigned to the MET Division including, MET, Crime Free Multi-housing, and Gang personnel. The MET sergeant will serve as the supervisor of the station canine program.

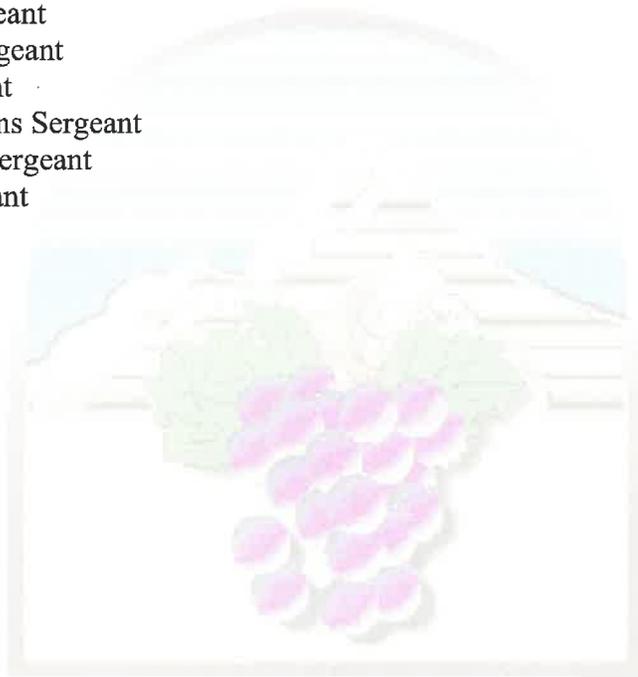
Refer to Sheriff's Department Policy 1.520.

Section 1.520.15

Radio Call Signs For Sergeants

Each sergeant will retain their normal call signs when they are working as patrol watch commanders (S1 thru S13). Each specialized position is broken down as follows:

- 11S20 – Administrative Sergeant
- 11S30 - Detective Sergeant
- 11S40 - Operations Sergeant
- 11S50 - Traffic Sergeant
- 11S70 - Victoria Gardens Sergeant
- 11S80 - MET/GANG Sergeant
- 11S90 - Records Sergeant



Section 1.520.50

Watch Commander

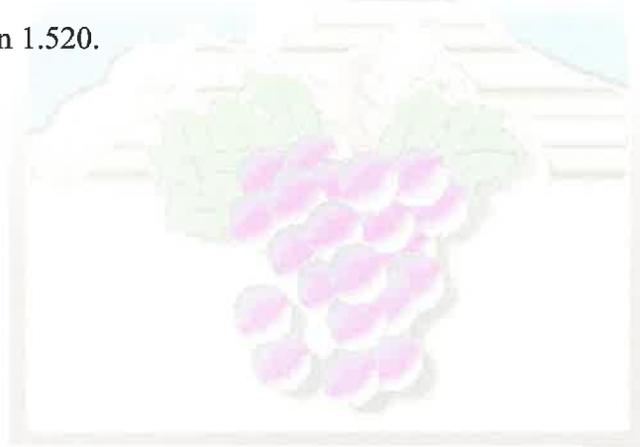
The Watch Commander directly supervises the activities of all subordinate safety and professional staff in the Patrol Division during his shift.

The Watch Commander will directly supervise the on-duty subordinate safety and professional staff assigned to the Traffic Division in the absence of the Traffic Sergeant.

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

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

Sheriff's Manual section 1.520.

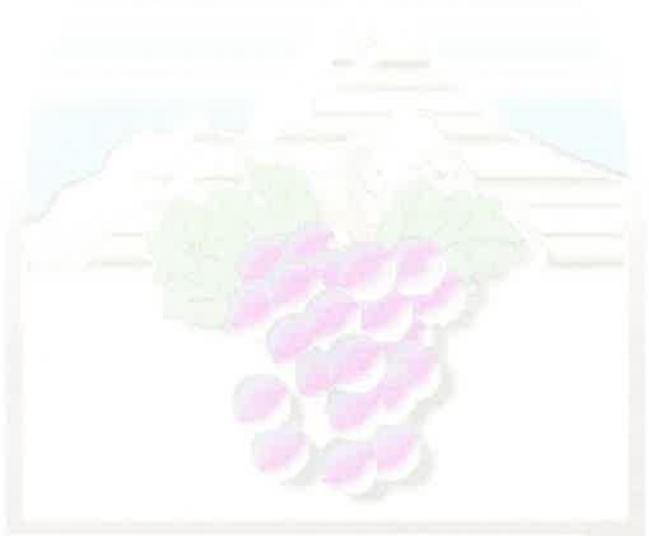


Section 1.524.10
Corporal/Detective

Refer to Sheriff's Department Policy 1.522

Section 1.524.20
Deputy Sheriff

Refer to Sheriff's Department Policy 1.524



Section 1.524.60

Deputy Sheriff – Threat Assessment Unit

PURPOSE

The Threat Assessment position was created December 2012. The Threat Assessment position works under the direction of the Rancho Cucamonga station Captain, Administrative Lieutenant and the Administrative Sergeant. The goal is to reach out to all city schools, city facilities and participating businesses to develop a working relationship. The goal is to create a safe environment for students and citizens. An in depth inspection is conducted at each school site and business facility to ensure the location is safe. By conducting an in depth inspection of these locations, both the facility and the Police department can be prepared for a disastrous event. Our services expand throughout the city. Assessments are also completed on the cities critical infrastructure, businesses, daycares, parks, and churches. Duties and responsibilities for completing the school assessments are as follows:

SCHOOL THREAT ASSESSMENT

- Contact the school's principal and schedule the assessment with him/her without the rest of the staff knowing about the assessment date.
- Observe the ingress/egress and attempt to enter the school grounds without checking in to the front office until you are challenged by a staff member.
- Conduct an interview with the principal and examine the Comprehensive School Safety Plan, Disaster Plan, the ICS plan, and any other policies or procedures.
- Conduct interviews with school secretary, teachers and other staff members of the school.
- Conduct a physical examination of the school campus in its entirety in a 360 degree fashion from outside to inside making notes and taking photographs of any and all discrepancies.
- Complete a detailed report documenting all commendable observations as well as recommendations needed by the school site. Include in the report a crime analysis in a one mile diameter of the school site at least six months or more prior to the assessment.

- Schedule a meeting with the school principal after the assessment report is complete. *Debrief:* Review the report and photographs covering all discrepancies and target hardening recommendations.
- Involve assigned School resource officers so they can become familiar with weaknesses and requirements.

FIELD THREAT ASSESSMENT

- Conduct an interview with the Facility manager and examine the Safety Plan, Disaster Plan, the Organization plan, and any other policies or procedures.
- Conduct interviews with staff, or site security personnel.
- Conduct a physical examination of the facility in its entirety in a 360 degree fashion from outside to inside making notes and taking photographs of any and all discrepancies.
- Complete a detailed report documenting all commendable observations as well as recommendations needed by the site. Include in the report a crime analysis in a one mile diameter of the school site at least six months or more prior to the assessment.

REPORTING REQUIRMENTS

All assessments are documented on Constellation. The information is gathered at the site using an I-pad. Data and photos are entered using the mobile version and the assessment is finished on the Digital Sandbox desktop.

Using the city's mobile apps "arcGIS" and/or "Collector", information is updated to maintain intelligence gathered at each assessment site. All entry points, gates, utility shut off points, and any other points of interest will be plotted on the mobile applications.

Written reports are required with all the target hardening recommendations and improvements needed to the assessment site. A copy of this confidential report will be given to the principal of the school or Facility manager and a copy will remain at the station.

Section 1.524.80

Deputy Sheriff – CFS / APS Follow-Up Unit

PURPOSE

The purpose of this position is to alleviate patrol from the time consuming process of investigating Child and Family Service (CFS) and Adult Protective Service (APS) referrals. Having deputies specifically assigned to this detail allows for a thorough investigation, without the burden of handling calls for service. Deputies will work in conjunction with CFS and APS social workers, as well as the Child Assessment Center.



Section 1.525

Bloodhound Team

PURPOSE

The purpose of the bloodhound is to locate critical missing persons and/or criminal suspects.

BACKGROUND

The bloodhound was the first dog specifically bred for superior scent capabilities. The breed can follow scent trails which are either minutes or days old, and has proven so reliable that this type of evidence is accepted in court. The bloodhound is trained to trail a single person's unique scent. The bloodhound and handler can be another resource for deputies and investigators to utilize during their criminal and non-criminal investigations.

BLOODHOUND TRAINING AND REQUIREMENTS

- The bloodhound must be purebred.
- The bloodhound must be physically fit and have a health certificate from a veterinarian.
- The bloodhound must be certified by a qualified/certified trailing instructor prior to being used.
- The bloodhound must be a proven reliable working dog. This includes one schools a year, to confirm the bloodhound's trailing reliability.
- The bloodhound team must train weekly and have training logs.
- The bloodhound handler must be physically fit and able to trail long distances.
- Because the handler can seldomly be interchanged, the handler must be willing to make at least a five year commitment to the bloodhound program after the team's initial certification.

DEFINITIONS

- Bloodhound Handler – A deputy sheriff specifically trained in the care, handling, training, and tactical application of the canine.
- Bloodhound Team – A bloodhound handler and his/her assigned bloodhound.
- Bloodhound Unit Supervisor – A sergeant assigned and trained in the task of supervision, administrative oversight, and coordination over the bloodhound teams.

ORGANIZATIONAL STRUCTURE

- The administration of the bloodhound unit shall be the responsibility of the station commander.
- The bloodhound unit chain of command shall be: Bloodhound Unit Supervisor, Operations Lieutenant, and Station Commander.
- In the absence of the Bloodhound Unit Supervisor, the Bloodhound Team shall be under the supervision of the Operations Lieutenant.
- Tactical use and application of the bloodhound unit shall be at the discretion of the individual bloodhound handler.

BLOODHOUND UNIT SUPERVISOR RESPONSIBILITIES

- Provide administrative support for Bloodhound Unit training needs.
- Oversee the bloodhound unit budget and reports expenditures to the admin lieutenant.
- Ensure maintenance and storage of Bloodhound Unit activity records, bloodhound medical records, training records, and training aid logs.
- Ensure required training occurs and is properly documented.
- Inspection and supervision of personnel, bloodhound, vehicles, and kennel facilities. Physical inspection of equipment shall be conducted no less than once a year.

BLOODHOUND HANDLER

- Appointment of a bloodhound handler shall be made by the station commander.
- Bloodhound Handlers will be required to:
 - Be assigned to the station as a deputy.
 - Have maintained a satisfactory level of performance in all previous assignments.
 - Successfully complete an initial bloodhound training program and any assigned additional training sessions.
 - Have a strong desire to work with bloodhounds as they relate to law enforcement; a willingness to care for and train a bloodhound.
 - Commit to a minimum of five years as a bloodhound handler.
 - Maintain a residence with sufficient space for the construction of a department provided and approved kennel.
- Bloodhound Handlers will be assigned a take-home department vehicle. The vehicle shall be used and cared for in accordance with existing policy governing department vehicles and property.
 - Each bloodhound team will use their assigned bloodhound vehicle for routine investigations.
 - Only bloodhound unit dogs will be transported in canine vehicles.
 - Bloodhound Handler compensation will be determined by the current collective bargaining unit agreement (MOU) regarding canines.

TRAINING

The Department will provide an on-going program of bloodhound training for both the bloodhound and Bloodhound Handler. The training is intended to maintain the skill levels of both the Handler and the dog. All training is to increase the abilities and improve the effectiveness of each individual Bloodhound Team.

BLOODHOUND HANDLER RESPONSIBILITIES

- Bloodhound Handlers shall be immediately supervised by the bloodhound unit supervisor and their immediate watch commander.
- The bloodhound handler is at all times responsible for the tactical use and control of their assigned bloodhound.
- Bloodhound Handlers shall not carelessly or recklessly handle a department bloodhound.
- Be responsible for the care of the bloodhound, including but not limited to seeking medical attention when necessary, maintaining current vaccinations, proper feeding/watering, grooming and exercising. All bills for care of the bloodhound shall be submitted to the station secretary.
- At home or in-house kenneling facilities shall be properly maintained and kept clean. Outdoor kennels shall provide the bloodhound with protection from the elements. As a condition of assignment to the bloodhound unit, bloodhound handlers at-home kenneling facilities shall be subject to periodic inspection of the bloodhound unit supervisor or other supervisory authority.
- The bloodhound handler shall be required to maintain the health of their assigned bloodhound.
 - The bloodhound handler shall, as soon as practical, advise the bloodhound unit Supervisor of any illness or injury involving their assigned bloodhound.
 - Each bloodhound will be given an annual physical, to include all shots, heartworm check and any maintenance medication. Bloodhounds shall only be examined by a designated veterinarian, except in the cases of an emergency. In cases of emergency, the bloodhound unit supervisor will be notified as soon as practical.
- Bloodhound Handlers shall be responsible for maintaining the security of his/her assigned bloodhound and bloodhound vehicle both on and off duty.
- Bloodhounds shall not be maintained in vehicles for excessive periods of time. Bloodhound Handlers are encouraged to take their bloodhound out of the vehicle as frequently as possible. Bloodhound Handlers shall maintain proper ambient temperature for the bloodhound anytime the bloodhound is in the bloodhound vehicle/kennel.
- Bloodhound Handlers shall maintain control over their bloodhounds at all times whether on or off duty.
 - The bloodhound handler shall keep his/her bloodhound on a lead or under complete control at all times.
 - The bloodhound handler shall ensure that unauthorized civilian or department personnel do not come into contact with their assigned bloodhound.
- Upon request by the Bloodhound Unit Supervisor or other authorized supervisory authority, Bloodhound Handlers shall ensure the availability of Bloodhound Unit records as soon as practical.

RECORDS/REPORTING PRACTICES REQUIRED BY HANDLERS

- Bloodhound Medical Log: Bloodhound Handlers shall be responsible for any medical care provided to their assigned bloodhound. Medical billing and paperwork shall be forwarded to the bloodhound handler's supervisor and the payroll clerk.
- Bloodhound Training Form: Each bloodhound handler is required to document all bloodhound training. Formal monthly training documentation shall be submitted to the bloodhound unit supervisor after the training or within two calendar days of the training. Daily bloodhound training will be kept in the handler's log. The handler should keep a copy of the training documentation for his/her records.
 - It will be the responsibility of the bloodhound handler to give the bloodhound unit supervisor a written report of all behavior violations encountered with his/her bloodhound. Behavior violations what consist of activities which are unusual or not normal for the animal such as unusually aggressive behavior, or any other activity by the animal that concerns the handler.

VETERINARIAN SERVICES, KENNELING, SICK AND VACATION LEAVE PROCEDURES

- Veterinarian Services
 - Only approved veterinarian services will be used for the bloodhounds.
 - In cases of emergency, the closest veterinarian services or animal emergency facility will be used to medically stabilize the injured/sick bloodhound. Prior to any additional treatment, the bloodhound unit supervisor will be contacted.
- Kenneling
 - Bloodhounds will only be kenneled at department approved kennel facilities with prior supervisor approval.
 - Kenneling agent shall not release a bloodhound to anyone except the bloodhound handler or bloodhound unit supervisor.
- Sick Leave
 - If the Bloodhound Handler is sick or injured and neither the handler nor his/her family can properly care for the bloodhound, the bloodhound will be transported to the department approved kennel facility by the bloodhound unit supervisor or another bloodhound handler.
 - If the bloodhound is sick or injured, the department's approved veterinarian services will determine if the bloodhound should be worked. The bloodhound unit supervisor shall be made aware if the bloodhound is not fit for duty status. The bloodhound handler will report for duty as assigned.
- Vacation Leave
 - The bloodhound will be kenneled at the department approved kennel facility in the bloodhound handler is out of town and his/her family cannot properly care for the bloodhound.
 - The bloodhound shall not accompany the Bloodhound Handler on any vacation without the approval of the Bloodhound Unit Supervisor.

UNINTENTIONAL/ACCIDENTAL BLOODHOUND BITE PROCEDURE

- In the event of any unintentional and/or accidental bite, whether or not in the line-of-duty, the bloodhound handler shall:
 - Immediately summon the bloodhound unit supervisor or the on duty watch commander to the scene.
 - Examine the affected area to determine the seriousness of the injury and obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury.
 - Photograph the affected area.
 - Make no statements as to fault or liability, except when responding to an inquiry into the bite incident by a supervisor.
 - The bloodhound unit supervisor shall make sure that the appropriate photographs and recorded statements from the other person have been completed. The Bloodhound Unit Supervisor shall notify the Civil Liabilities Division and County Animal Control.
 - As soon as practical, the bloodhound handler shall file a written report of the bite, and any other injury or damage to the person's clothing or personal effects as a result of any action on the part of the bloodhound. Copies shall be forwarded to the bloodhound unit supervisor.

DAMAGE RESULTING FROM BLOODHOUND TEAM ACTION

- While carrying out the mission of the bloodhound unit, bloodhound handlers shall take great care to prevent damage to the person or property of others. Any damage whether visible or alleged, shall be documented by the bloodhound handler by:
 - Contacting the bloodhound unit Supervisor as soon as practical.
 - Obtaining recorded statements from the reporting party and photographs of any alleged damage.
 - The bloodhound handler shall submit a memorandum and all related paperwork to the bloodhound unit supervisor.
 - As soon as practical, the bloodhound unit supervisor shall notify the Civil Liabilities Division concerning the damage.

REPLACEMENT/RETIREMENT OF BLOODHOUND

- It will be the determination of the station commander, after consultation with the Bureau Deputy Chief, as to when to replace an on-duty bloodhound. Reasons for replacement may include chronic or poor performance, old age, and/or injuries which prevent the canine from performing further active duty and/or transfer, promotion or retirement of the assigned handler.
- The bloodhound will be returned after it has surpassed its usefulness to the department due to age or other circumstances, or upon the promotion, transfer or reassignment of the bloodhound handler to a position inconsistent with bloodhound work and the department decides not to retain the bloodhound for another Bloodhound Handler.
 - Upon retirement, subject to the written authorization from the Office of the Sheriff, the bloodhound may become the property of the assigned bloodhound handler.
 - The bloodhound handler will sign a written statement indicating that he/she will assume all responsibility, liability and cost to maintain the bloodhound. The bloodhound handler will also agree to not use the bloodhound for financial gain and that the bloodhound will not be sold, or ownership transferred to another, for the life of the bloodhound.

DEPLOYMENT – PATROL BLOODHOUND

There are two mandatory requirements for the activation of the bloodhound team:

- A scent article.
- The location the subject was last seen

With these two criteria, the team can assist in a variety of situations. This assistance can include locating or providing direction of travel of suspects or missing persons, identifying or eliminating suspects with scent evidence obtained at crime scenes, identifying vehicles previously occupied by suspects, and leading deputies or investigators to areas or residences frequented by the suspects or lost person.

Prior to the request for the Bloodhound team, the requesting station must have their supervisor's permission for the utilization of the team for the following incidents:

- A felony crime.
- A critical missing adult or juvenile.

(The bloodhound handler has final discretion on utilization of bloodhound on any scene.)

Public Relations Demonstrations:

- Public relations demonstrations shall be permitted only after a request has been authorized by the bloodhound unit supervisor who supervises the bloodhound team attending the event.

- During any public demonstration, bloodhound handlers shall be required to exercise proper control over their bloodhound.
- The station's bloodhound Unit supervisor shall be notified of public relations demonstrations along with the name of the civic group involved in the demonstrations.

DEPLOYMENT – OTHER SBSB STATIONS

All requests for the use of a bloodhound team not assigned to the requesting San Bernardino County Sheriff's Department Station will be done by the requesting station's watch commander. The request should be directed to the bloodhound team supervisor and in his/her absence, the on-duty watch commander for the bloodhound team's patrol assignment. The bloodhound team supervisor or on-duty watch commander will determine if the above criteria are met for bloodhound deployment, prior to authorizing their deployment.

DEPLOYMENT – OTHER AGENCIES

If possible, all requests for assistance from other agencies will be directed to the bloodhound unit supervisor. In his/her absence, the on-duty watch commander for the bloodhound team's patrol assignment shall be contacted. The bloodhound team supervisor or on-duty watch commander will determine if the above criteria are met for bloodhound deployment, prior to authorizing their deployment. The bloodhound team supervisor will notify the on-call station all, allied agency requests and all high-profile cases. All requests for assistance from allied agencies outside of the county will require permission from the deputy chief assigned to the station's region or the on-call deputy chief.

OTHER AGENCY ASSIST REQUEST DEPLOYMENT

If possible, all requests for assistance will be directed to the Bloodhound Unit Supervisor. In his/her absence, the on duty Watch Commander shall be contacted. The Bloodhound Sergeant will contact the Lieutenant for out-of-county requests, allied agency requests, and all high profile cases for permission to deploy the Bloodhound Team.

OFFICER SAFETY ISSUES

- The bloodhound handler is always reading the dog and has **no** officer safety awareness. Therefore, deputies must work the trail with the Bloodhound Team. The number of deputies working with the bloodhound team depends on the crime and/or situation. The handler will communicate his/her needs to sufficiently cover the bloodhound team.
- Assisting deputies must be alert to eliminate various hazards, such as traffic, pedestrians, and stray animals. The deputies must keep the handler aware of the surroundings and ensure his/her safety. The bloodhound is not an aggressive dog. It will **not** warn deputies of the close proximity of a suspect, **nor will it bite the suspect**. The team can stop on the trail to allow area searches by deputies or patrol canines, or to cross busy streets, but these delays should be limited to ensure a successful conclusion.
- Known Armed Felons – Special Weapons and Tactics (SWAT/SED) shall be requested for assistance with tactical safety purposes for the Bloodhound Team.

SCENT EVIDENCE

- Scent – The human body sheds approximately 50,000 skin cells an hour. These skin cells, or scurf, are invisible to us, but provide the scent the bloodhound is trained to follow. A person's scent/scurf is as unique as their fingerprint. Scent evidence is commonly collected onto sterile gauze pads from anything the subject has sat on, touched, held or occupied.
- Responding deputies should avoid contact with any scent evidence while preserving it for collection. Crime Scene Investigators or the bloodhound handler will collect and package scent evidence unless the deputy is trained in scent evidence.

SCENT COLLECTION

- Deputies/Investigators collecting scent for the purpose of evidence shall be trained in scent collection.
- The deputy/investigator must wear latex gloves while handling scent items and collection. Gloves must be changed when changing scent items.
- Scent must be collected utilizing sterile gauze pads only.
- The scent pad must be placed in a freezer lock bag or a K-Pac and an additional freezer bag for labeling purposes.
- The scent evidence label shall include the investigator's name, case number, date, and what the scent was collected from.
- All scent evidence, including gauze pads, will be entered into evidence and placed into the freezer at the station.
- **For major crimes and/or incidents, the bloodhound handler should collect scent evidence to ensure court admissibility.** If the evidence is not collected and preserved correctly, the evidence and testimony from the bloodhound is useless and will not hold up in a court of law.

Section 1.525.10
Narcotic Canine Team

Rancho Cucamonga Station Canine Unit policy/purpose:

The purpose of this policy is to establish guidelines for the management and use of the narcotic detection canines assigned to the Rancho Cucamonga Station. The use of the canine is an effective tool in narcotic enforcement. Therefore, it is the policy of the Rancho Cucamonga Station to maintain and operate canine teams trained in narcotics detection. The canine teams shall be used to aid and assist all City of Rancho Cucamonga staff and divisions of the San Bernardino County Sheriff's Department.

DEFINITIONS:

1. Canine Officer/Handler – A Deputy Sheriff specifically trained in the care, handling, training, and tactical application of the canine.
2. Canine Team – A canine handler and his/her assigned narcotic canine.
3. Canine Unit Supervisor – A Rancho Cucamonga Sergeant assigned and trained in the task of supervision, administrative oversight, and coordination over the Canine Team.

ORGANIZATIONAL STRUCTURE:

1. The administration of the Canine Unit shall be the responsibility of the MET sergeant.
2. The Canine Unit chain of command shall be: MET sergeants, Operations Lieutenant.
3. In the absence of Narcotic Canine Supervisor, the Canine Team shall be under the supervision of the Operations lieutenant or his designee.
4. Tactical use and application of the Canine Unit shall be at the discretion of the individual canine officer.

CANINE UNIT SUPERVISOR RESPONSIBILITIES:

1. Provide administrative support for Canine Unit training needs.
2. Oversee the Canine Unit budget for each fiscal year and report expenditures to the Administrative Lieutenant.

3. Ensure maintenance and storage of Canine Unit activity records, canine medical records, training records, and training aid logs.
4. Ensure that required training occurs and is properly documented.
5. Inspection and supervision of personnel, canines, vehicles, and kennel facilities.

CANINE HANDLER

1. Appointment of a Canine Officer/Handler shall be made by the Captain.
2. Canine Officers/Handlers will be required to:
 - a. Be assigned to the Rancho Cucamonga Station as a deputy.
 - b. Have maintained a satisfactory level of performance in all previous assignments.
 - c. Successfully complete an initial canine training program and any assigned additional training sessions.
 - d. Have a strong desire to work with canines as they relate to law enforcement; a willingness to care for and train a canine.
 - e. Commit to a minimum of five years as a Canine Officer/Handler.
 - f. Maintain a residence with sufficient space for the construction of a department provided and approved kennel.
3. Canine Officers/Handlers will be assigned a take-home department vehicle. The canine vehicle shall be used and cared for in accordance with existing policy governing department vehicles and property.
 - a. Each Canine Team will use their assigned canine vehicle for routine investigations.
 - b. Only Canine Unit dogs will be transported in canine vehicles.
 - c. Canine Officer/Handler compensation will be determined by the current collective bargaining unit agreement (MOU).

TRAINING

1. The Department will provide an on-going program of canine training for both the canine and Officer/Handler. The training is intended to maintain the skill levels of both the Officer/Handler and the dog. All training is to increase the abilities and improve the effectiveness of each individual Canine Team.

2. Canine Teams shall receive monthly formal training by a department approved police canine trainer. These training sessions will be documented on the appropriate training forms and forwarded to the Canine Unit Supervisor after the training or within two calendars days.
3. When on duty, it shall be the responsibility of the Canine Officer/Handler to conduct daily training with his/her assigned canine. These training sessions shall be documented in the Officer/Handler's log book and subject to periodic review by the Canine Unit Supervisor.
4. Canine Teams shall also be required to pass an annual re-certificate
5. It is the duty of the Canine Officer/Handler to report any problem with the performance of their dog immediately to the Canine Unit Supervisor.

DEPLOYMENT – PATROL NARCOTIC CANINE TEAM

In accordance with their training, the patrol narcotic canine team is authorized in the following situations and under the following conditions:

- Random exploratory sniffing of luggage, parcel and packages, or inanimate objects, may be conducted in public areas or facilities.
- Request for School Searches – Generally, a patrol narcotic canine team will not be used for school searches. Any request by local school districts for the purpose of searching or seizing controlled substances shall only be authorized the station commander of the patrol narcotic canine team.
- Authorized School Searches-School searches authorized by the patrol narcotic canine team's station commander will adhere to the following procedures:
 - No body or person searches will be performed of students or faculty.
 - Student lockers, hallways, public access areas, and school parking lots are areas wherein the canine can conduct a search.
 - The canine handler will mark lockers or areas where the canine gives indications for the purpose of entering and seizing controlled substances by school officials. The canine handler will not pry into or open these areas, or make arrests.

(The canine handler has final discretion on utilization of the patrol narcotic canine on any scene.)

Public Relations Demonstrations:

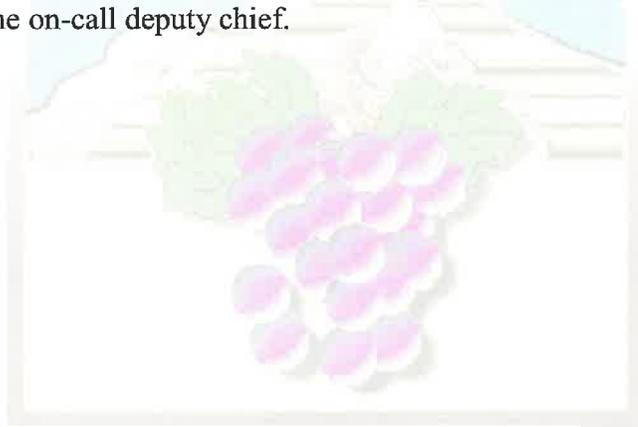
- Public relations demonstrations shall be permitted only after a request has been authorized by patrol canine unit supervisor who supervises the patrol narcotics canine team attending the event.
- During any public demonstration, patrol narcotic canine handlers shall be required to exercise proper control over their canines.
- The station's patrol narcotic canine unit supervisor shall be notified of public relations demonstrations along with the name of the civic group involved in the demonstrations.

DEPLOYMENT – OTHER SBSB STATIONS

All requests for the use of a patrol narcotics canine team not assigned to the requesting San Bernardino County Sheriff's Department Station will be done by the requesting station's watch commander. The request should be directed to the patrol narcotics canine team supervisor and in his/her absence, the on-duty watch commander for the patrol narcotics canine team's patrol assignment. The patrol narcotics canine team supervisor or on-duty watch commander will determine if the above criteria are met for deployment, prior to authorizing their deployment.

DEPLOYMENT – OTHER AGENCIES

If possible, all requests for assistance from other agencies will be directed to the patrol narcotics canine unit supervisor. In his/her absence, the on-duty watch commander for the patrol narcotic canine team's patrol assignment shall be contacted. The patrol narcotics canine team supervisor or on-duty watch commander will determine if the above criteria are met for deployment, prior to authorizing their deployment. The patrol narcotics canine team supervisor will notify the on-call station all, allied agency requests and all high-profile cases. All requests for assistance from allied agencies outside of the county will require permission from the deputy chief assigned to the station's region or the on-call deputy chief.



Section 1.532**Sheriff's Service Specialist (SSS)**

The Sheriff's Service Specialist, assigned as the Court Liaison, is responsible for criminal case communication between the District Attorney and the Rancho Cucamonga Station, and maintains all necessary files. The Court Liaison is immediately responsible to the Records Sergeant.

EQUIPMENT COORDINATOR

The Sheriff's Service Specialist, assigned to issuing equipment, is responsible for issuing equipment to personnel, equipment inventory and ordering, fuel logs, and issuing citation books. The SSS is immediately responsible to the Administrative Sergeant.

TRAFFIC

There are three Sheriff's Service Specialists assigned to the Traffic Division; administration, patrol, and parking enforcement. Traffic SSS's are immediately responsible to the Traffic Sergeant. In the absence of the Traffic Sergeant, they shall be responsible to the Corporal assigned to the Traffic Division.

The Service Specialist, assigned to the Traffic Division, is responsible for taking traffic collision reports, writing parking citations, towing vehicles, tagging abandoned vehicles for removal, responding to abandoned vehicle request forms from City vehicle drivers (Code Enforcement, Street Sweepers, etc), traffic control when needed and assist with special events when necessary.

The Service Specialist, assigned to Parking Enforcement, is responsible for writing parking citations, towing vehicles, tagging abandoned vehicles for removal, and other duties as assigned.

CRIME PREVENTION

The Sheriff's Service Specialists, assigned to Crime Prevention, are responsible for providing quality law enforcement related community service. They will conduct presentations, neighborhood watch events, safety programs, community events, training programs, events at senior community and assisted living facilities, child safety seat checks and installations, other special events as assigned (Every 15 Minutes, National Night out, Bicycle Rodeo). Crime Prevention SSS's are responsible to the Administrative Lieutenant.

PROPERTY / EVIDENCE

The Sheriff's Service Specialists, assigned to Property / Evidence, are 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 Rancho Cucamonga Station. The Property / Evidence SSS's are also responsible for the ordering and storage of supplies necessary for the collection and storage of evidence. The Property / Evidence SSS's are immediately responsible to the Administrative Sergeant.

PATROL

The Sheriff's Service Specialists, assigned to Patrol, are responsible for taking criminal, incident, and 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 SSS's shall be responsible to the Operations Sergeant. They will also be responsible to the Watch Commander during the shift they are working.

CRIME-FREE MULTI-HOUSING

The Sheriff's Service Specialist, assigned to Crime-Free Multi-housing, is responsible for crime prevention, liaison with Sheriff's Crime Prevention Division, presentations and crime prevention for multi-housing, child safety seat checks and installation, parking enforcement when necessary, other special events as assigned. The Crime-Free Multi-housing SSS shall be immediately responsible to the Administrative Lieutenant.

PUBLIC INFORMATION OFFICER

The Sheriff's Service Specialist, assigned as the Public Information Officer, is responsible for providing quarterly reports, news releases, press releases, is the liaison to Sheriff's Public Affairs, is the station liaison with the local press, assists the Crime Prevention Unit as needed. The Public Information Officer SSS shall be responsible to the Administrative Lieutenant.

VICTORIA GARDENS MALL

The role of the Crime Prevention Sheriff Services Specialist and an assigned Deputy Sheriff at Victoria Gardens is an ever evolving and growing position. The area of responsibility includes Victoria Gardens Mall and retail businesses along the Foothill Boulevard corridor, between Etiwanda Avenue and Haven Avenue. Also, 4th Street between Interstate 15 and Milliken Avenue. Establishing and maintaining an avenue of open communication with property management, commercial tenants, residential management, residents and visitors to the property will lead to a positive outlook of law enforcement services at Victoria Gardens. This will also facilitate the exchange of information in the interest of public safety, favorable public relations and crime prevention.

In addition to meetings, flyers and e-mail communications, other services may be provided directly at the businesses. These may include presentations at employee training meetings. Businesses may request static displays, information tables/booths or other public relations services such as child fingerprinting.



Section 1.534
Secretary I (Captain's Secretary)

The Secretary I assigned to the Rancho Cucamonga 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, public and external relations. The Secretary I is immediately responsible to the Captain of Rancho Cucamonga Station.

Section 1.550
Office Specialist

The Office Specialists assigned to Rancho Cucamonga Station are professional staff responsible for word processing, data entry and retrieval, public and external relations. The Office Specialists are immediately responsible to the Records Sergeant.

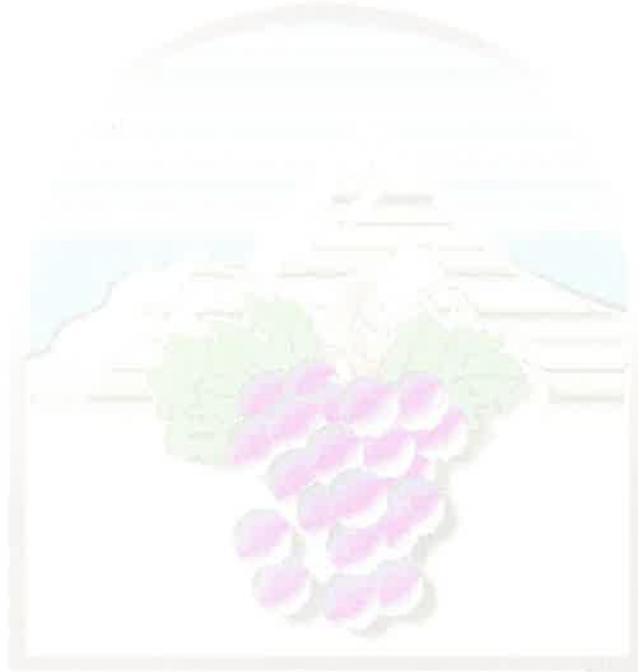
Section 1.550.10
Office Specialist - Payroll

The Office Specialist assigned to Rancho Cucamonga Station is a professional staff position responsible for payroll, supply and forms ordering, subpoenas, warrants, deposits, and acts as the fiscal liaison. The Office Specialist in payroll is immediately responsible to the Administrative Sergeant.

Section 1.709

Sick Leave Procedure

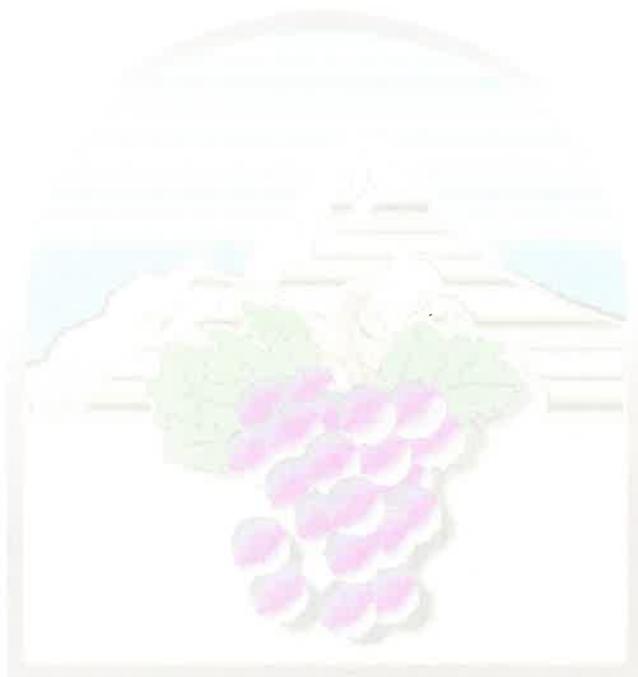
- **Sworn Personnel** - All safety personnel who call in sick shall do so at least one (1) hour prior to the beginning of their shift on the first day of absence.
- **Professional Staff** - All professional staff who call in sick shall do so within one-half (1/2) hour after the start of their shift on the first day of absence.



Section 1.818.40

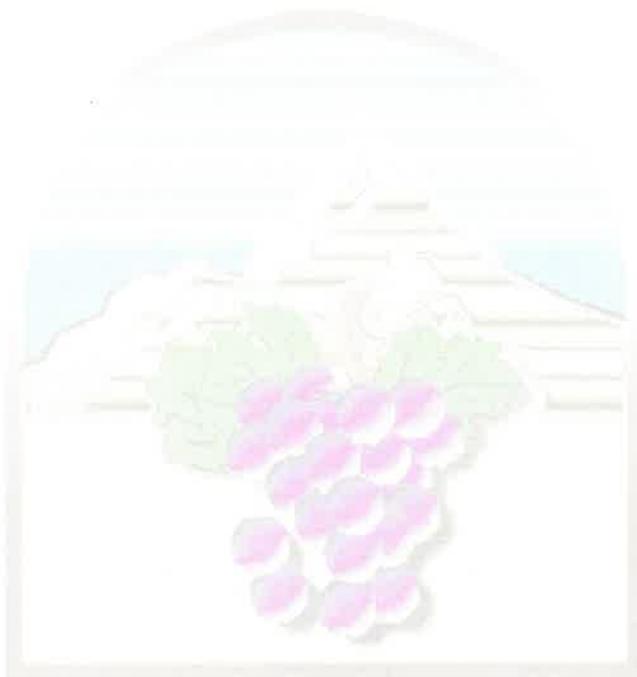
Station Ride-Along Policy

Refer to Sheriff's Department Policy 1.818, 1.818.10, 1.818.15, 1.818.20, 1.818.25, 1.818.30 and 4.225



Section 1.828.50
Press Releases

Refer to Sheriff's Department Policy 1.828.20

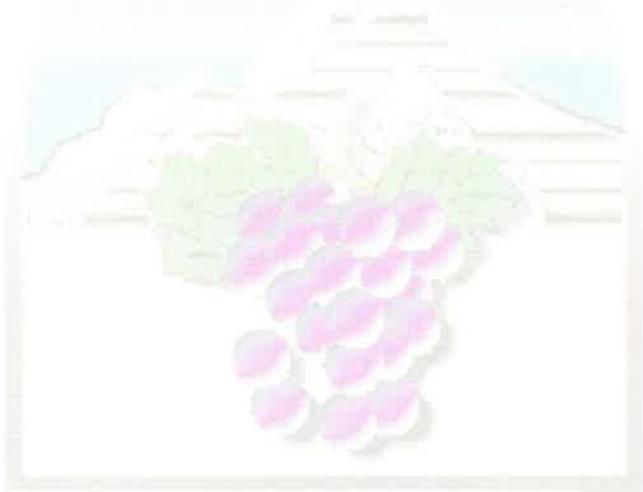


Section 2.252.40
Scheduling Guidelines: Minimum Staffing / Vacation

Refer to Sheriff's Department Policy 2.252, 2.252.10, 2.252.15, 2.252.20, 2.252.30, and 2.256

Section 2.252.50
Scheduling Requests

Refer to Sheriff's Department Policy 2.252.10, 2.252.15, 2.252.20

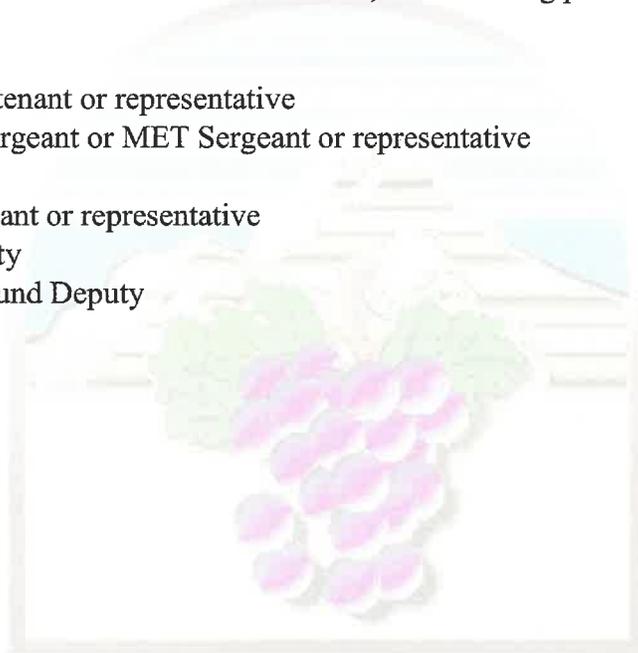


Section 2.253.10

On Call Scheduling

Each day of the week there will be Rancho 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 Lieutenant or representative
- (1) Detective Sergeant or MET Sergeant or representative
- (2) Detective
- (1) MAIT Sergeant or representative
- (1) MAIT Deputy
- (1) K9 Bloodhound Deputy



Section 2.258.10
Overtime

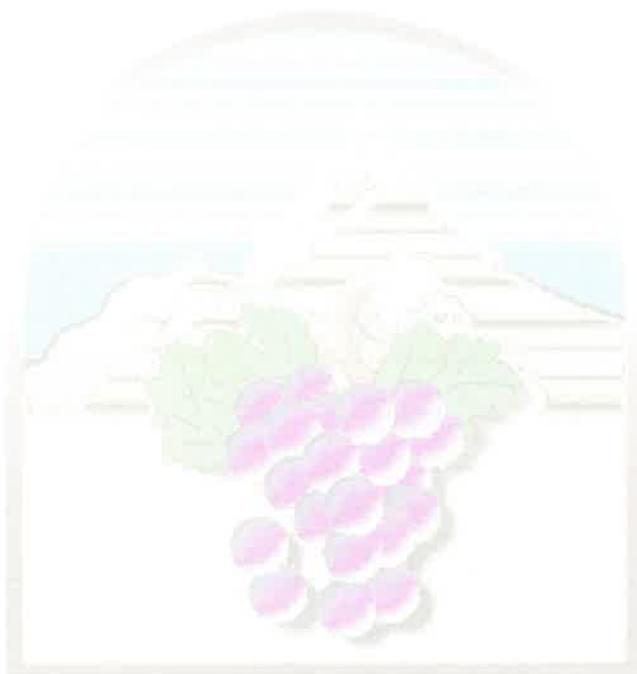
Refer to Sheriff's Department Policy 2.258



Section 2.286.50

Off-Work Orders

Refer to Sheriff's Department Policy 2.286



Section 2.286.60

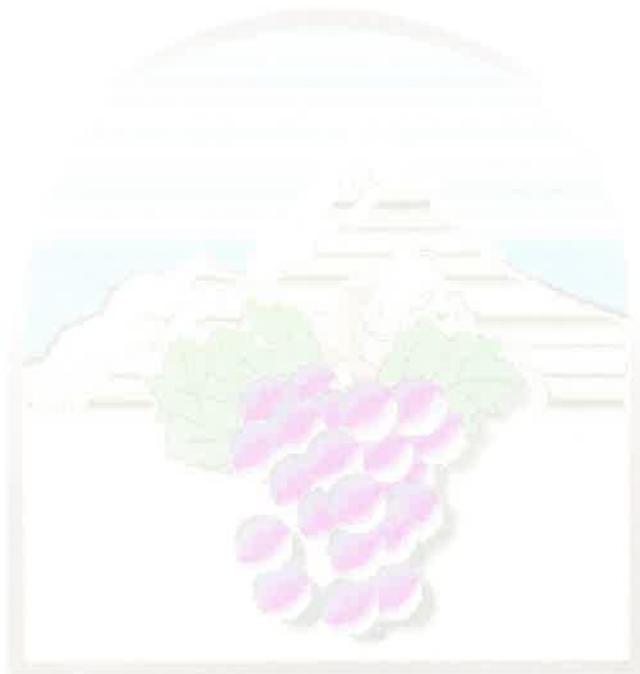
Modified Duty Program

Sheriff's Manual sections 2.286, 2.286.10, 2.286.15, 2.286.20, 2.286.25, 2.286.30 and 2.286.35.



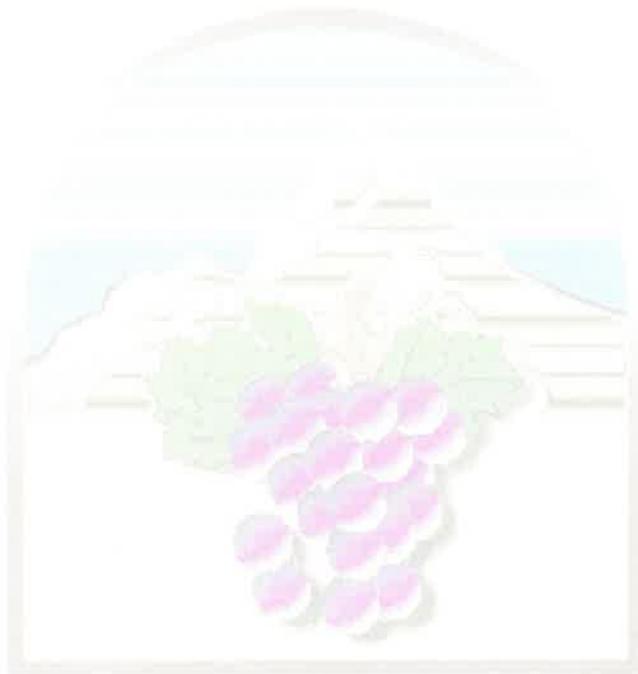
Section 2.324.10
Report Review: Watch Commander

Refer to Sheriff's Department Policy 2.324



Section 2.402.30
Statistical Information Requests

Any citizen requesting statistical information, or any station member requesting statistical information on behalf of citizens or city staff, shall be referred to the Crime Mapping link on the Rancho Cucamonga Police website.



Section 2.412.40
Victims of Sex Crimes

Refer to Sheriff's Department Policy 3.244



Section 2.412.60

Release of Reports

Refer to Sheriff's Department Policy 2.402, 2.412, 2.412.15, 2.412.20



Section 2.636.50

Vehicles: Unit Inspection/Inventory Form

Refer to Sheriff's Department Policy 2.636, 2.638, and 2.640



Section 2.636.60

Vehicles: Mechanical Problems

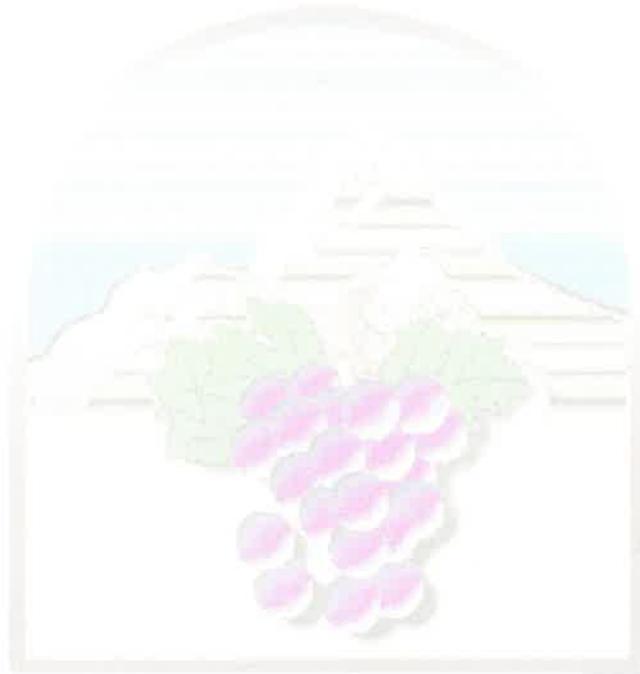
Refer to Sheriff's Department Policy 2.636 and 2.640



Section 2.644.20

Maintenance of Station Motorcycles

Refer to Sheriff's Department Policy 2.644 and 2.644.10



Section 2.656.20**Possession/Ownership of Station Keys**

Refer to Sheriff's Department Policy 2.546, 2.656, 2.656.10, and 2.656.15



Section 2.656.40

Duties of Key Control Officer

Refer to Sheriff's Department Policy 2.656



Section 2.656.50

Patrol Vehicle keys

Refer to Sheriff's Department Policy 2.656



Section 2.664.10
Issuance of Citation Books

Refer to Sheriff's Department Policy 2.664



Section 2.808

Receipt of Money

The Rancho Cucamonga 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 cash, Visa, or Master Card. If a check or money order is accepted, the check or money order shall reflect the City of Rancho Cucamonga as the recipient.

Do not accept checks payable to San Bernardino County.

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 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.

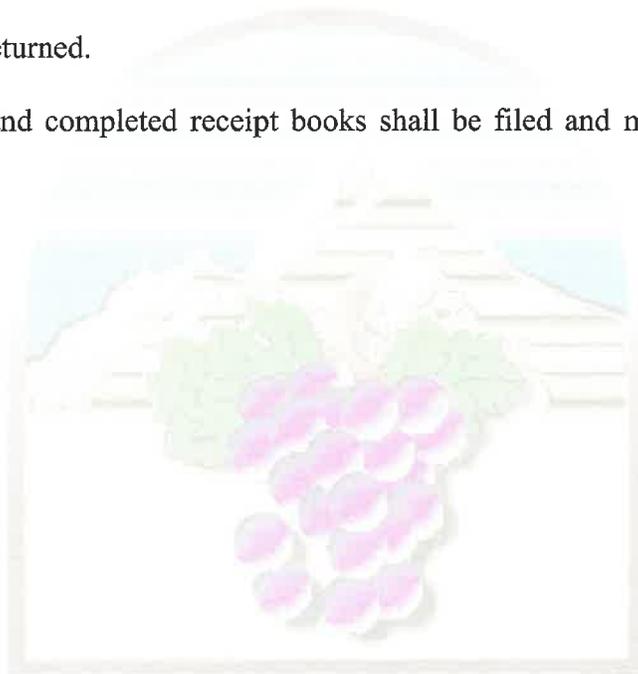
Section 2.808.10

Money Receipt Books

The station's Fiscal/Payroll clerk 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) years.



Section 2.810.40

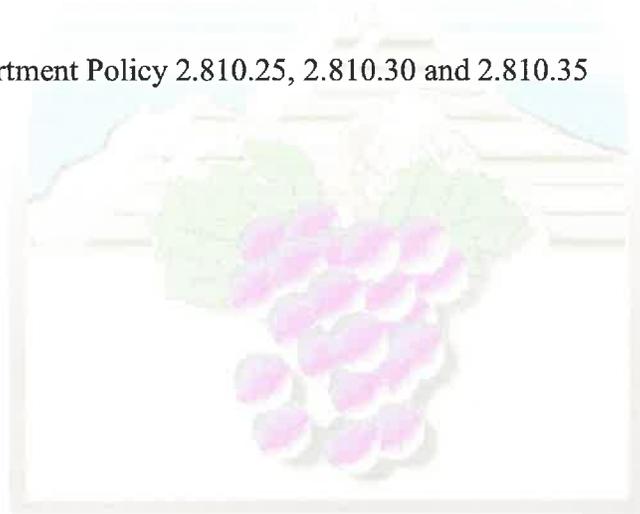
Fueling of Vehicles

All vehicles assigned to the Rancho Cucamonga Station will be fueled at the Rancho Cucamonga City yards located at 9153 Ninth Street. The service entrance Rancho Cucamonga city yards is on Lion Street south of Ninth Street.

Vehicles not assigned to the Rancho Cucamonga Station **SHALL NOT** be fueled at the Rancho Cucamonga City yards without Supervisor approval.

Note: The exception shall be motorcycle units, which require a different type of fuel than is available at Rancho Cucamonga City yards, each unit should have a “Voyager” fuel card assigned to it.

Refer to Sheriff’s Department Policy 2.810.25, 2.810.30 and 2.810.35

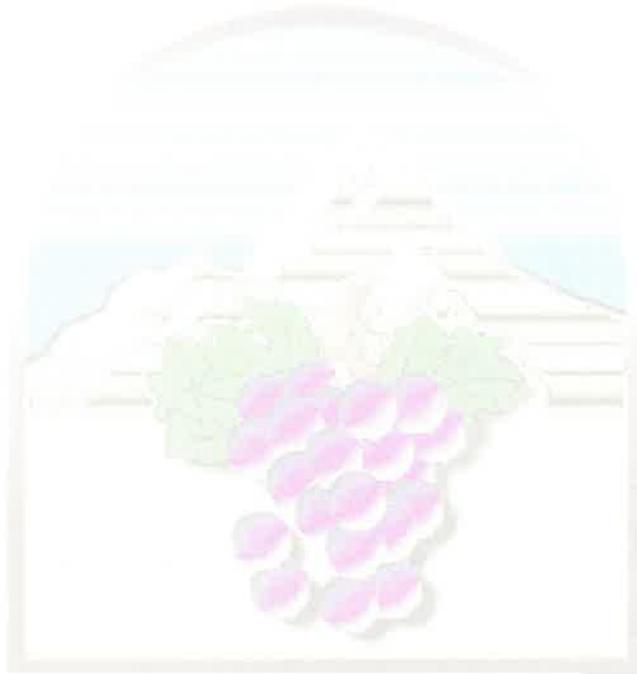


Section 2.810.60

Gasoline Log Sheet Collection

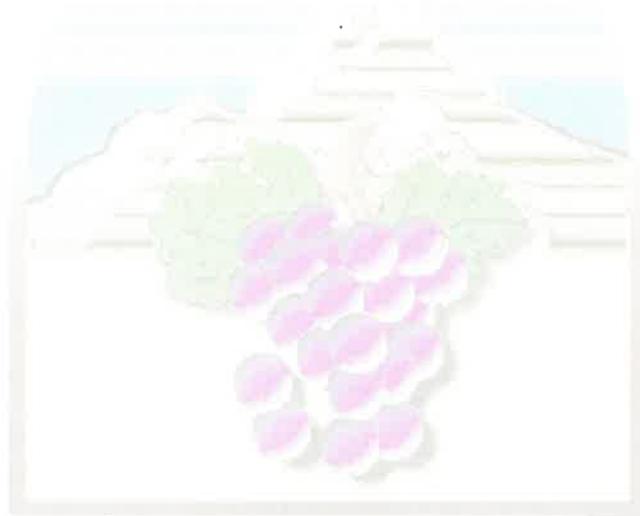
For accounting purposes, all gasoline log sheets containing fuel purchase entries need to be collected on a monthly basis.

All Rancho Cucamonga Personnel assigned a vehicle shall collect and submit logs with completed entries to the Rancho Cucamonga Station equipment clerk no later than the first duty day of each month.



Section 2.811
Auditing of Station Accounts

The Records Sergeant will conduct a monthly audit of all bank accounts maintained by units attached to the Rancho Cucamonga Station to include, but not limited to; Citizens On Patrol, Employee Activity Committee, Equestrian Patrol, Station Reserves, and Station Explorers. Each unit shall provide the Records Sergeant all necessary records and receipts to complete the audit. Upon conclusion of each unit's audit, the Records Sergeant will generate a reconciliation memorandum to the Station Captain identifying the unit, bank account, and audit findings with any discrepancies noted and accounted for. Copies of bank statements, deposit records, and expense receipts will be attached to these memorandums which will be maintained by the Captain's Secretary for a minimum of seven years.



Section 3.104.30

Beat Assignments/Boundaries
Including Specified Unincorporated Areas

6 (SIX) BEAT SYSTEMS

BEAT #1

North to the city limits, south to Baseline Road, east to Archibald Avenue, west to city limits.
RD's: 40, 41, 42, 43, 44, 45, 46, 47, 48, 53, 54 and RF 901

BEAT #2

North to city limits, south to Baseline Road between Archibald and Milliken Avenue
RD's: 22, 23, 24, 25, 26, 27, 57 and RF 902

BEAT #3

North to city limits, south to Baseline Road, east to city limits, west to Milliken Avenue.
RD's: 7, 8, 9, 10, 11, 12, 13, 61, 65, 69, 70, 80, and RF 900

BEAT #4

North to Baseline Road, south to city limits, east to Archibald Avenue, west to city limits.
RD's: 37, 38, 39, 49, 50, 51, 52, 55, 56 and 58.

BEAT #5

North to Baseline Road, south to the city limits, east to Milliken Avenue and west to Archibald.
RD's: 17, 18, 19, 20, 21, 28, 29, 30, 31, 32, 33, 34, 35, 67 and 73.

BEAT #6

North to Baseline Road, south to the city limits., east to city limits (Interstate 15 and Flood Channel), west to Milliken Avenue.
RD's: 1, 2, 3, 4, 5, 6, 14, 15, 16, 60, 68, 72, 74, 100, 200, 201, 202, 203 and 204

Rancho Cucamonga Station has assumed law enforcement responsibilities for the adjacent unincorporated county areas north of the Rancho Cucamonga City Border. These include reporting districts RF901, RF 902 and RF903. All reports initiated in these areas (RF) will be taken with a Fontana Station report number. Deputies will submit these reports into the Rancho Cucamonga Station report que for review and approval.

Towed, stored or impounded vehicle release fees will be collected at the Rancho Cucamonga Station in accordance with Rancho Cucamonga Station Policy sections 3.564.40 and 3.564.55. Towed, stored or impounded vehicle hearings will be held at the Rancho Cucamonga Station in accordance with Station Policy section 3.564.60.

Section 3.104.55

Search and Rescue (SAR) Activation

Refer to Sheriff's Department Policy 7.126, 7.127, 3.270.10, 3.270.15, 3.270.20, 7.126 and 7.127



Section 3.104.60

Mandatory Watch Commander Advisal

Refer to Sheriff's Department Policy 3.828.15, 3.816, 3.636, 3.610, 3.166.25, 3.268, 3.270.30, 2.258 and 3.226.10



Section 3.105.10

Single Tire Deflation Device, “Rat Trap”

A deputy may deploy Rat Trap single tire deflation devices on stationary vehicles when their use would shorten a potential pursuit, minimize the danger to the public and pursuing officers, and hasten the apprehension of the suspect.

The following procedures will be followed when deploying the Rat Trap device:

- The device shall only be deployed on stationary vehicles.
- The Watch Commander or direct supervisor will be advised of the pending deployment.
- The device should only be deployed on unoccupied vehicles unless otherwise directed by an on scene Watch Commander or direct supervisor.
- A deputy may only deploy the device when the effected vehicle can remain under the direct observation of sheriff’s personnel to ensure safe deployment.
- The deploying deputy is responsible for recovery of the device if the device is not used.

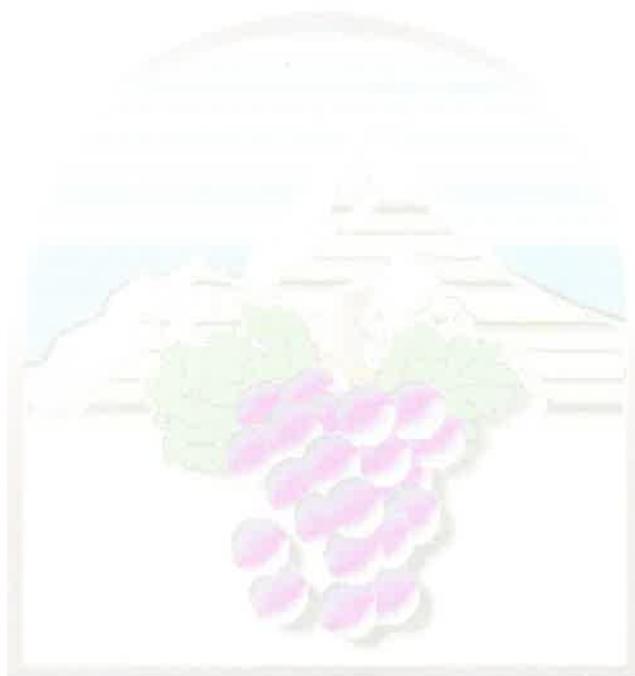
The Rat Trap Device should not be used on the following vehicles unless the potential pursuit of the vehicle would result in an unusual hazard to others:

- A vehicle transporting a hazardous material, as defined in the Vehicle Code.
- A passenger Bus transporting passengers.
- A two-wheeled vehicle.

Section 3.108.10

Briefing, Change of Watch, and Roll-Call Training

Refer to Sheriff's Department Policy 3.110, 3.108



Section 3.110.20

Meal Breaks

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:

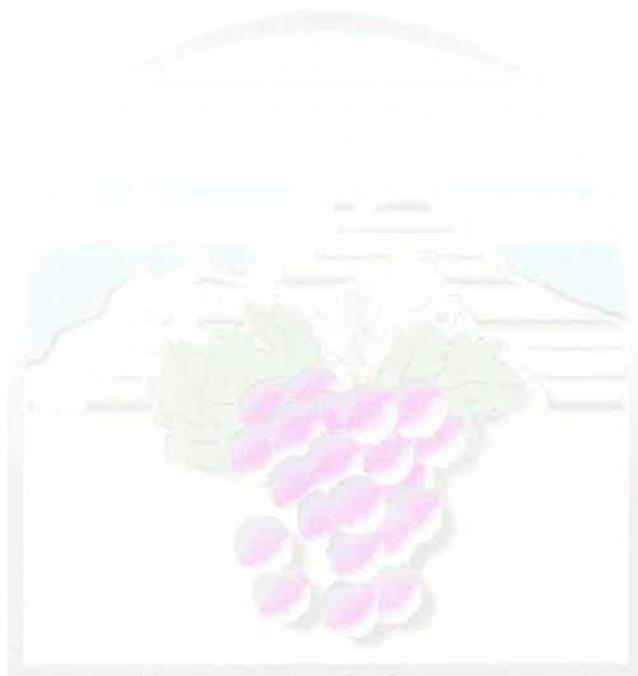
- Personnel will enter the appropriate information on their MDT to reflect their location and status (do not “on-view” Code 7; this creates an incident number).
- Personnel are subject to call while on Code-7. They will remain on the air via their HT radio.
- The time allocated for Code-7 is 30 minutes, 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 Rancho Cucamonga city limits.
- The Watch Commander may alter the above requirements as the shift dictates.

Section 3.110.30

Patrol: End of Shift Requirements

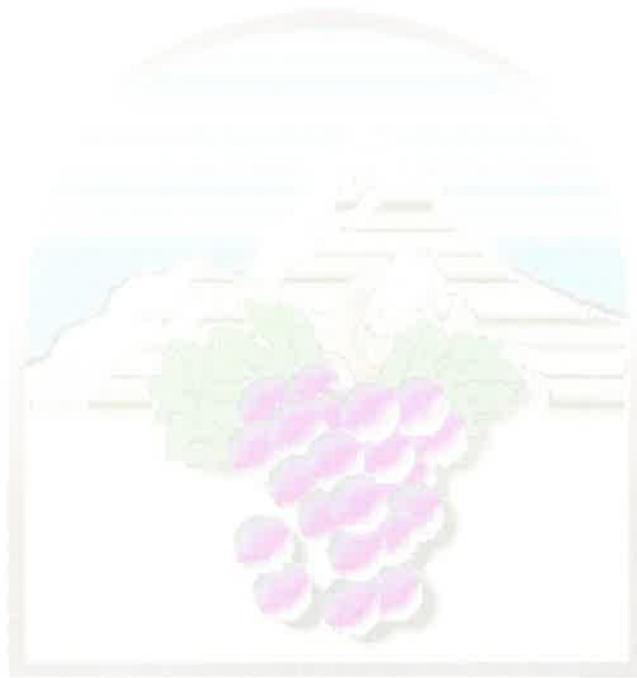
At the end of his/her assigned shift, the patrol personnel **SHALL**:

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



Section 3.138.10
Assigned Follow-Ups

Refer to Sheriff's Department Policy 3.138, 3.178, and 3.310.15



Section 3.140.10

Courtesy Reports

Refer to Sheriff's Department Policy 2.446
Refer to Clerical Manual section 2/100.40



Section 3.146.10

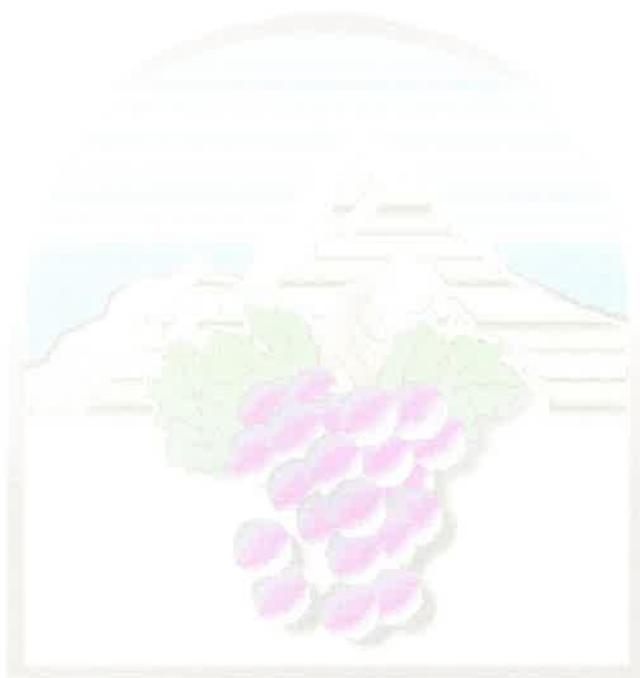
Completed Reports

Refer to Sheriff's Department Policy 3.146



Section 3.148.10
Rotation Tow Services

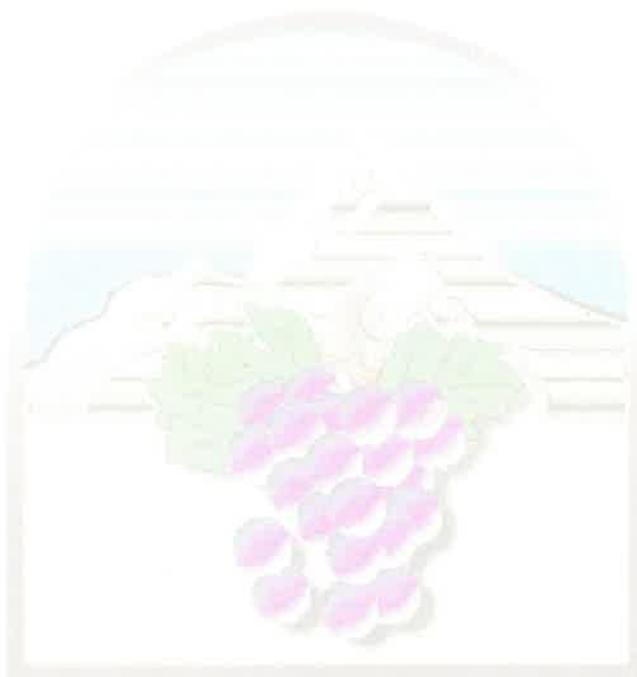
Refer to Sheriff's Department Policy 3.148



Section 3.154.20

Motorcycle Enforcement Units

Refer to Sheriff's Department Policy 3.154 and 3.504



Section 3.154.40

Dual Sport Motorcycles and OHV Team

Refer to Sheriff's Department Policy 2.646, 3.158, 3.158.10 and 3.158.15



Section 3.178.10

Warrant Information Sheet/Service Procedure

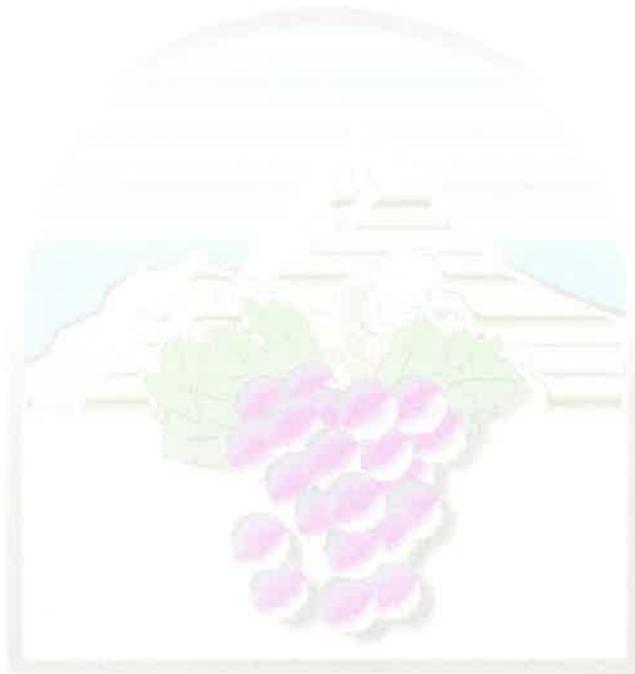
Refer to Sheriff's Department Policy 3.178



Section 3.306.40

Child Custody/Visitation Exchanges

Refer to Sheriff's Department Policy 3.306 and 3.246



Section 3.402.30

Citation Corrections

Refer to Sheriff's Department Policy 3.402.10



Section 3.402.40

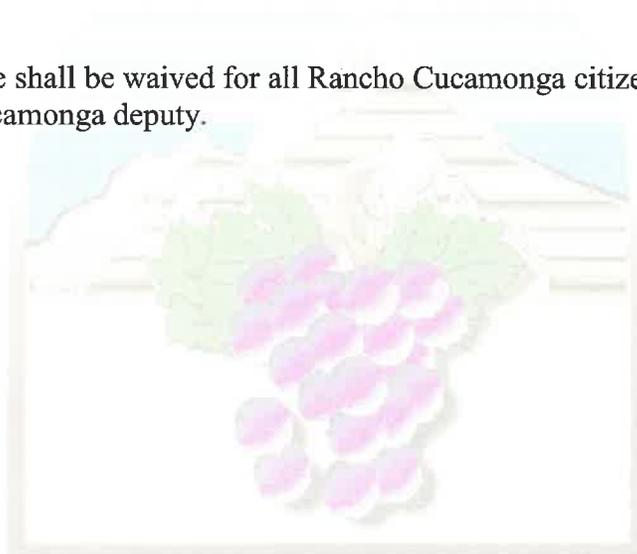
Citation Sign-Off

As a law enforcement service, the Rancho Cucamonga 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 change cash, Visa, or Master Card. If a check or money order is accepted, it shall reflect the City of Rancho Cucamonga as the recipient. 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

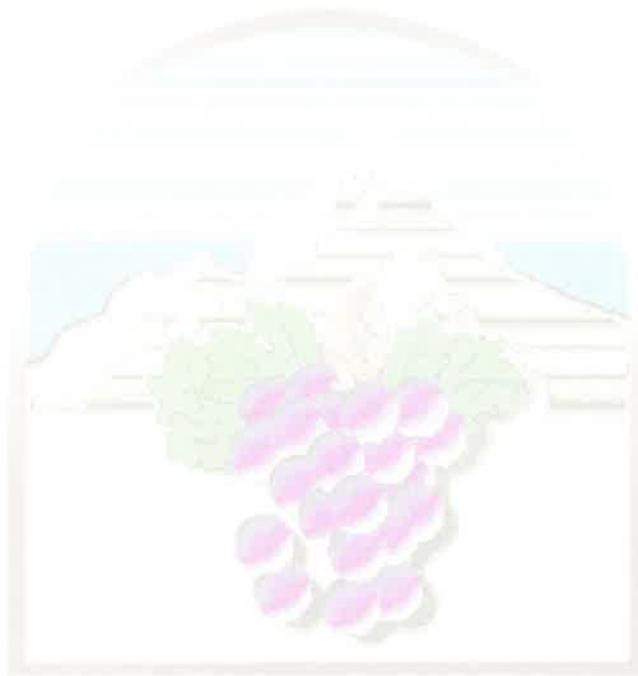
The citation sign-off fee shall be waived for all Rancho Cucamonga citizens or if the citation was issued by a Rancho Cucamonga deputy.



Section 3.506.20

Traffic Collision Scene Investigation

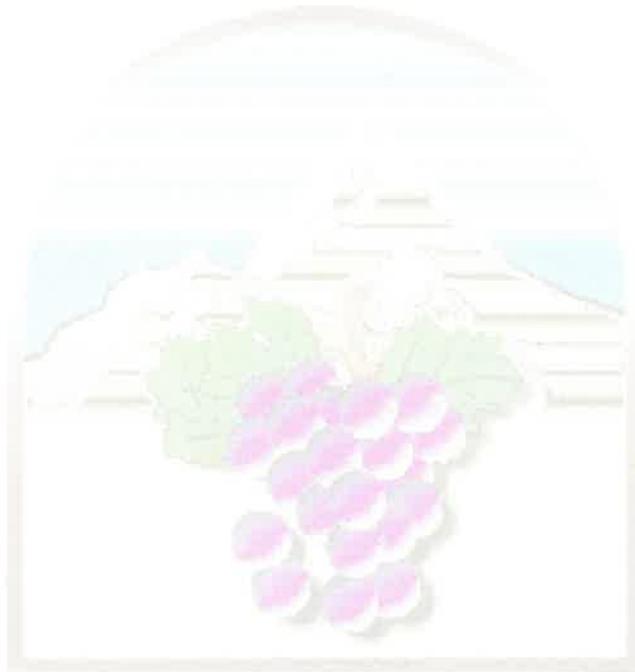
Refer to Sheriff's Department Policy 3.506, 3.506.10, and 3.520



Section 3.506.27

Documentation of Traffic Collisions involving On-Duty Department Staff Members

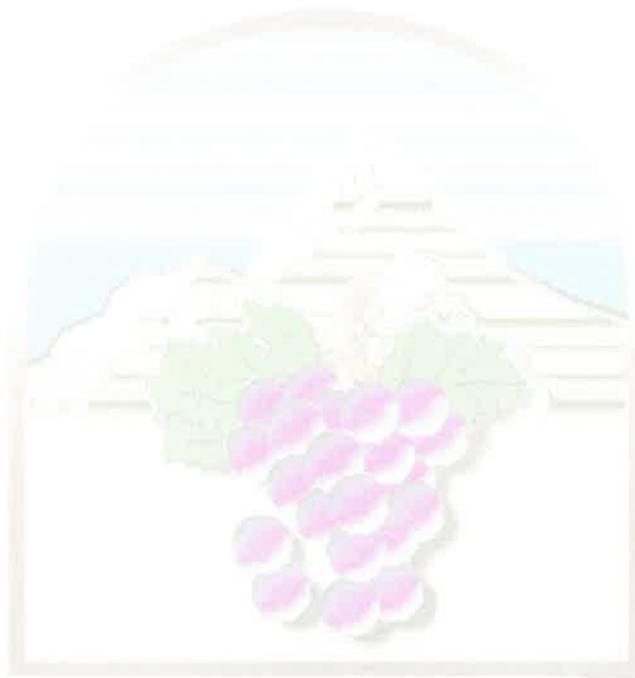
Refer to Sheriff's Department Policy 3.506 and 3.506.10



Section 3.520.10

Major Accident Investigation Team (M.A.I.T.)

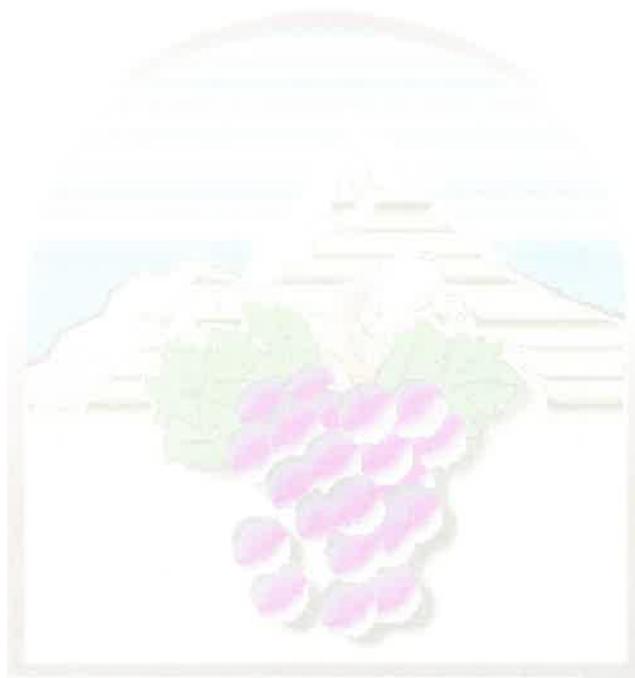
Refer to Sheriff's Department Policy 3.520 and 1.446



Section 3.524.10

Issuing Citations Resulting from a Traffic Collision

Refer to Sheriff's Department Policy 3.524



Section 3.528.30

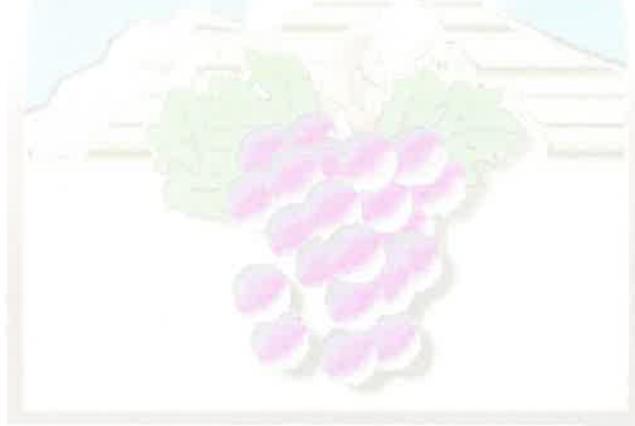
DUI Investigations: Emergency Response Cost Recovery Program

The City of Rancho Cucamonga recovers costs for emergency response of police, fire, and other city agencies for all alcohol related traffic collisions. The following procedure has been established for this program:

The Deputy investigating a **DUI collision** shall record the amount of manpower, equipment, and materials used by police personnel. This information shall be submitted along with the report.

The traffic Sergeant shall obtain the total costs from all involved agencies and flag the report for cost recovery.

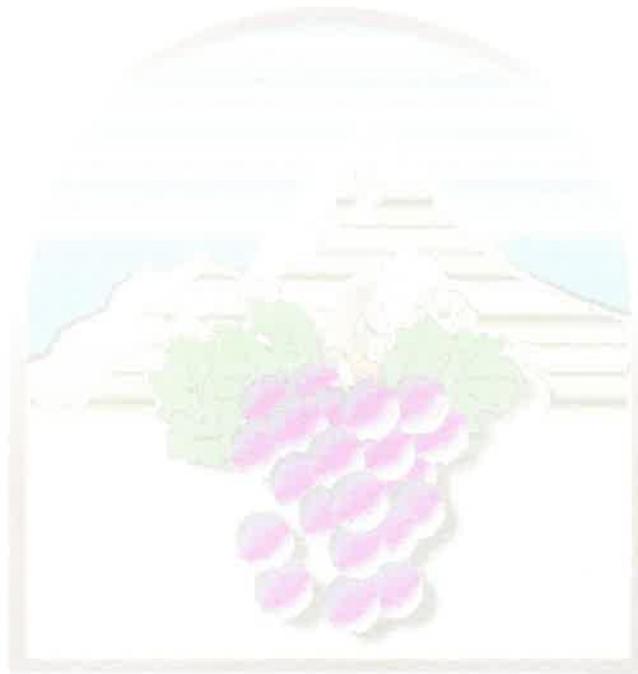
The Sheriff's Service Specialist/Office Specialist shall deliver the report to City of Rancho Cucamonga Staff, along with all emergency response costs for restitution.



Section 3.564.30

Vehicle Storage and Impound

Refer to Sheriff's Department Policy 3.564-3.566.15



Section 3.564.35

Abandoned Vehicle Procedure

Rancho Cucamonga Municipal Code section 10.44.130

Refer to Sheriff's Department Policy 3.564.10



Section 3.564.40

Vehicle Releases

The City of Rancho Cucamonga requires the owners of all vehicles towed, stored, or impounded by Rancho Cucamonga 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** change cash, Visa, or Master Card. If a money order is accepted it shall reflect the City of Rancho Cucamonga as the recipient. **NO PERSONAL CHECKS** will be accepted for vehicle releases. 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, as a party in a traffic collision only and owner requested tow and when a driver is incapacitated due to a traffic collision. If the Vehicle Release fees are waived for any other reason a Supervisor approval shall be obtained.

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

All Rancho Cucamonga Station personnel releasing towed, stored, or impounded vehicles shall complete a Vehicle Release form in triplicate 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 in triplicate, the original shall be given to the registered owner or agent. The second copy shall be placed in the report/DR file. The 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.

Section 3.564.55

Vehicle Towing Fees

Refer to Sheriff's Department Policy 3.564.10



Section 3.564.60

Tow Hearings

Refer to Sheriff's Department Policy 3.564.20



Section 3.566.20

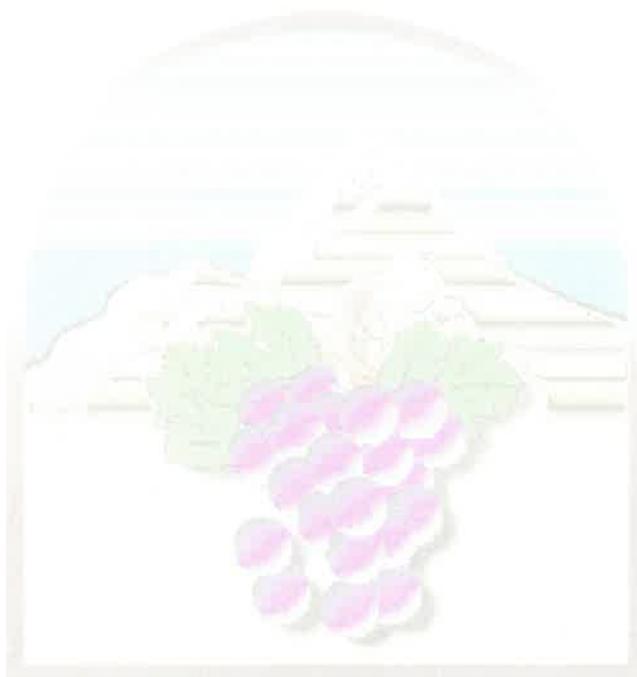
30-Day Impound of Vehicles

Refer to Sheriff's Department Policy 3.566.15



Section 5.235.05
Temporary Storage Lockers

Refer to Sheriff's Department Policy 5.235



Section 5.310.05

Cash Seizures

The Sheriff's Narcotics Division is responsible for all cash seizures related to asset forfeiture. The Narcotic's Division shall be notified of a seizure as soon as reasonably possible.

Sums of \$5,000.00 or less shall be immediately counted at the scene by two deputies. The currency shall then be sealed in a currency envelope that will be signed by both of the deputies present during the count.

For sums of currency exceeding \$5,000.00, investigators shall immediately summon the supervisor to the scene. The supervisor will review the circumstances of the investigation and determine if it meets the criteria for notifying the Sheriff's Narcotics Division.



Section 6.140.10

Building Security/Identification

Refer to Sheriff's Department Policy 6.140

