

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

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0.000 GENERAL PROVISIONS

0.100 STATION MANUAL

0.101 MAINTENANCE OF STATION MANUAL

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

0.102 LOCATION OF STATION MANUAL

The Station Operation Manual is maintained in the Watch Commander's Office on the reference manual book shelf. A digital version of the manual is stored in the \\shr-tsd-sr041\twin-admin\StationOperationManual folder on the Twin Peaks Administrative Shared Drive and \\shr-tsd-sr041\twin-share\StationOperationManual for the Twin Peaks 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.

0.103 PURPOSE OF THE STATION MANUAL

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

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

1.000 ADMINISTRATION

1.100 WORK AND ATTENDANCE SCHEDULES

Refer to Department Policies for Scheduling 2.252 through 2.260.

The Twin Peaks Station's work and attendance schedules are posted on the bulletin board in the hallway outside the briefing room. Per SEBA the Twin Peaks Station does not participate in Seniority Scheduling.

1.102 WORK PERIODS

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

Graveyard is the first shift for each scheduled calendar day and begins on the preceding evening. For example: a Saturday graveyard shift begins on Friday at 1900 hours and ends on Saturday at 0700 hours.

1.103 LEAVE REQUESTS

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

1.104 SCHEDULE CHANGES

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

1.105 OVERTIME

Refer to Sheriff's Department policy 2.258.

1.106 SICK LEAVE

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

1.107 TIME LIMITS FOR INVESTIGATION OF PERSONNEL COMPLAINTS

Refer to Sheriff's Department Policy 3.806, Citizen Complaints

1.200 TELEPHONE PROCEDURES

1.201 TELEPHONE CALLS REQUESTING SERVICE

Refer to Department policy 1.722, Answering Department Telephones

1.202 COUNTER CALLS

When a citizen comes to the Twin Peaks Station to request a crime report, the front desk personnel will have him/her fill out a "Preliminary Crime / Incident Report" Form. The front desk personnel will create an entry into the CAD system as a call for service. If there is a 5Desk unit, they will handle the report if they are available. If it appears there will be a time delay before a deputy can respond to the station, the citizen will be advised of the option to return to their house and wait for the deputy there. For lost/found property reports, an SSS may take the report if available.

1.203 TELEPHONE MESSAGES

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

1.203.1 TELEPHONE CALLS RECEIVED DURING BRIEFING

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

1.204 WEATHER CONDITIONS – TELEPHONE RECORDER

It is the on-duty Twin Peaks Office Assistant's responsibility to keep the "Road Conditions" and "Snowline" information current during normal business hours on the station's message machine when there are road closures/ chain control. "Road Conditions" and "Snowline" phone number

is (909) 337-7669 (SNOW). The number for County Road Conditions is (800) 427-7623 and shall be included with the message for after-hours information.

1.300 STATION SECURITY

1.301 BUILDING SECURITY

The Twin Peaks Station shares a building with other county services/departments with a common entry lobby. The lobby entry has double doors on the north and south side of the building to allow access from both parking lots. These doors are to remain unlocked during normal business hours.

The Office Assistant and/or Station Clerk will lock both entry ways at the close of the business day. The hallway office and the Twin Peaks Training Room will also be closed and locked.

The watch commander is responsible for verifying all exterior doors and gates are secured when the building is closed to public access.

1.301.1 ACCESS TO SECURE AREAS

[REDACTED]

1.302 ACCESS DOORS

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

1.303 STATION SQUAD ROOM ACCESS

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

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

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

1.304 RUNNING SPRINGS SATELLITE STATION

The Running Springs Satellite Station is located inside the County Library on Whispering Pines Drive in Running Springs. Deputies have been issued door keys that will open both the exterior and interior Library doors.

The alarm keypad is located inside the library and around the corner from the satellite office. You will have 30 seconds to enter the current alarm code before the alarm goes off.

When leaving the office, enter the alarm code to reset the alarm and lock both glass doors as you leave.

A computer and telephone are available in the satellite office.

1.400 STATION EQUIPMENT

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

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

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

1.402 HANDHELD RADIOS

Handheld Radios are issued to each deputy and may be taken home from the station. Spare radios are maintained in the bottom drawer of the Watch Commander's desk. A checkout sheet is kept with the spare radios to document their use.

1.403 KEY CONTROL



1.404 KEY INVENTORY

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

1.405 ELECTRONIC KEY CARDS

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

1.406 STATION KNOX BOX



1.407 RAIN GEAR

Twin Peaks Station has several yellow heavy-duty rain coats for employee use. The rain gear is located in the garage area of the station. They should be returned to the garage area at the end of each shift.

1.408 INCLEMENT WEATHER UNIFORM / CLOTHING

Refer to Sheriff's Department policy 6.712, Inclement Weather Uniform.

1.500 COMMUNITY AFFAIRS

1.501 PRESS RELEASES

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

Current hard copies of Twin Peaks press releases are located on the Press Release board outside the Watch Commander's office.

1.502 RELEASE OF CAD INFORMATION TO THE MEDIA

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

1.503 CRITICAL WORKER PASSES

Critical Worker Passes may be issued to citizens employed by an agency responsible for critical infrastructure. The pass allows the citizen to access the area during local disaster conditions. The passes will be issued on a bi-annual basis.

Each applicant must turn in a completed application along with a photocopy of a state issued ID. A super names search will be conducted on the applicant and a verification of employment with the business deemed important to critical infrastructure. The Commander will review the application and if approved a pass will be printed. The printed pass will contain both the Commander's and applicant's signatures.

The completed application and SNS should be scanned into the share file under the name of the agency, and can then be shredded.

An email contact list for each agency can be found in the Twin-share file > Critical Worker Passes > (year folder) > Critical Worker (year)

The current pass listing can be found in the Twin-share > Critical Worker Passes > (year folder) > CW Pass Listing

2.000 PATROL OPERATIONS

2.100 AREA ASSIGNMENTS

2.101 BEAT SYSTEM

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

Generally, deputies are expected to remain in their assigned beat areas during their shift. If an area deputy needs to leave his/her area for a follow-up or other department business, he/she should complete the business and return to their beat. If the deputy leaves the Twin Peaks 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.

2.102 CALL SIGNS

Call signs for Twin Peaks beat assignments will be as follows per policy 2.508.15:

Beat One: 5P11, 5P21

Beat Two: 5P12, 5P22

Beat Three: 5P13, 5P23

Cover Shift (AM 1's 1000-2200), (AM2's 1000-2200): 5P40

FTO: 5P80

Corporal Watch Commander: 5P60

Marine Patrol : 25P80 – 25P85

OHV: 5W1- 5W4

2.200 BRIEFING

2.201 BRIEFING INFORMATION

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

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

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

2.202 BRIEFING BOARD AUDIT AND PURGE DATE

The Briefing Board will be audited and purged the last day of each month by the Administrative Sergeant. The information removed will be scanned and placed in the Briefing Board folder. This folder is located in the Twin Peaks shared file (twin-share) in the Archives sub-file. The original papers will then be shredded.

2.300 RIDE ALONGS

2.301 CIVILIAN RIDE-ALONGS

Refer to Department Policy Sections 1.818 through 1.818.30.

All Ride-Alongs at the Twin Peaks Station will check in at the front counter with the Office Assistant and will be assigned to ride with a deputy by the watch commander. Ride-Alongs who are not Department volunteers will not be allowed to attend briefings.

2.400 WARRANTS

2.401 WARRANT INFORMATION SHEETS

Warrant Information Sheets (or W.I.S.) come to us from the Records Division via the printer in the front office. The warrants are to remain on the printer until collected by the Office Assistant or designee in his/her absence.

2.402 OFFICE ASSISTANT'S RESPONSIBILITIES

The W.I.S. information is entered into an Excel spreadsheet by an Office Assistant to document the “due diligence” of the warrant. The Office Assistant then stamps the W.I.S. with a due date, generally 30 days from receiving it, and then assigns them to the deputies on a rotating basis.

Once the W.I.S. has been served (or attempted) the W.I.S. is returned to the Watch Commander's “In Box” by the Deputy. The Office Assistant then updates the Excel spreadsheet and returns the W.I.S. to the Records Division via Inter Office Mail.

2.403 DEPUTY'S RESPONSIBILITIES

Deputies will attempt to serve all warrants as time, calls for service, and staffing allow. Deputies will create a call for service at the address where the warrant service is attempted. If an attempt to serve a warrant is unsuccessful, the appropriate due diligence notations will be made on the W.I.S., (bad address, suspect moved or advised, etc. and the date of attempt).

When a warrant is served, the W.I.S. is also returned to the Watch Commander's “In Box” with a notation that the warrant was served (and date) and that the subject was booked or cite released.

In the event the subject is cite released the deputy who arrests the subject will send a teletype (WARABS) to the Records Division to insure the removal of the warrant to prevent the subject from being arrested errantly a second time on the same warrant.

2.500 SHIFT RESPONSIBILITIES

2.501 WATCH COMMANDER SHIFT SUMMARY

At the end of each shift, a “Shift Summary” will be completed by the Watch Commander or Officer in Charge. The summary will be emailed to the Commander, Sergeants, and Detectives. The shift summary will include the shift highlights, calls of interest, and any personnel issues or overtime used.

2.502 PATROL VEHICLE INSPECTION SLIP PROCEDURE

At the beginning of every shift, all deputies and volunteers will complete a vehicle inspection slip. These slips will be given to the Watch Commander or OIC for review, then placed in the Automotive Officer's mailbox outside the Evidence office.

2.502.1 DEPUTY RESPONSIBILITY

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

2.502.2 SERGEANT RESPONSIBILITY

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

2.502.3 AUTOMOTIVE OFFICER RESPONSIBILITY

Review each inspection slip when received. Check for new damage, new mechanical problems etc. Take necessary action to effect repairs in a timely manner.

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

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

2.600 FIELD PROCEDURES

2.601 ANIMAL COMPLAINTS

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

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

Refer to Department Policy 3.174.20, Destroying Animals.

2.602 COUNTERFEIT CURRENCY PROCEDURES

The following procedure is suggested by Secret Service Officials:

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

The local Secret Service Office is located at 4371 Latham Street, Suite 203, Riverside, California. Phone: (909) 276-6781. The mailing address is P.O. Box 1525, Riverside, CA 92502.

This office is responsible for investigating all Secret Service related matters in Riverside and San Bernardino Counties.

2.603 CITATION APPEARANCE DATES

Appearance date for adults & juveniles cited into San Bernardino Superior Court for traffic violations and misdemeanors is Monday through Thursday, 0800 hours, Ninety (90) days from the violation date. Check for **“Dark Days” – third Wednesday of every month.**

The court's address is: San Bernardino Superior Court, 351 N. Arrowhead Ave, San Bernardino, CA. 92415

The appearance date for juveniles cited for felonies is Monday through Thursday, 0800 hours. The Juvenile & cited guardian must be given a court date as close to 45 days as possible.

The Juvenile Court's address is: 900 E. Gilbert St, San Bernardino, CA 92415

2.604 STATION TOWING PROCEDURES

2.605 TOW REQUESTS

A deputy-initiated tow request is made through dispatch by beat number and/or area, not by the name of the tow agency. The dispatcher has a rotating tow list. The deputy shall complete a CHP 180 form with the appropriate boxes checked, the mileage if available, and an estimated value. If the owner is present a copy of the tow notification shall be provided and the box checked to indicate notice was personally served.

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

2.605.1 REGISTERED OWNER NOTIFICATION

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

2.605.2 IMPOUNDING VEHICLES

Refer to Department policies 3.564 thru 3.567, 4.190.10 and 4.435

2.605.3 HEARING OFFICER

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

2.605.4 HEARING DATES

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

2.605.5 EVIDENCE TOWS

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

A vehicle stored/impounded at the station may not be released until the owner has presented proof that all towing fees have been paid and there are sufficient confirmed licensed drivers present. An exception to this would be in the case of a victim's vehicle (other than a G.T.A. recovery) held for evidentiary purposes. In that situation the towing fees will be paid through the Station Budget.

2.605.6 RELEASE OF IMPOUNDED VEHICLES FOR EVIDENCE

The purpose of impounding vehicles is to collect evidence related to a criminal investigation. Once the investigation of recovering evidence has concluded, it is the investigating deputy's responsibility to release the vehicle as soon as possible. It is also the investigating deputy's

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responsibility to insure the appropriate notifications are made in accordance with CVC 22655(a) and CVC 22852, notifications sent to the registered owner and / or legal owner by certified / registered mail.

2.606 PARKING CITATION PROCEDURES

2.606.1 DEPUTY'S RESPONSIBILITY

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

2.606.2 OFFICE ASSISTANT'S RESPONSIBILITY

Upon receipt of the yellow copy of a parking violation from the "In Basket," the Office Assistant will place this copy in numerical order in the citation file box kept in the Report File Cabinet Room (formerly the Booking Area in the jail).

2.606.3 OFFICE SPECIALIST'S DUTIES

Parking citations will come to the Office Specialist in the same way other Sheriff's Department citations are routed.

The white copy goes to Mail Code 0061 at Central Station and the yellow copy goes to the Office Assistants for filing.

Send the citations and administrative review forms via Inter-Office mail or have the Citizen Volunteers deliver them to the Sheriff's Headquarters Mail Room.

2.607 RESTRAINING ORDERS

Refer to Department Policies 2.444 and 3.306.10 thru 3.306.25

- The station Office Assistant on duty will review each order to ensure the following conditions are present:
 1. Court "wet" stamp or "filed" stamp is present with a date and court clerk signature.
 2. Proof of service is present (not required). Service can be made by the court or a third party.

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- The Office Assistant will place the order in the “Restraining Order” notebook alphabetically by the last name of the protected person.
- The “Restraining Order” notebook shall be purged once a month by the designated Office Assistant. Expired orders will be shredded.

2.607.1 EMERGENCY RESTRAINING ORDERS

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

2.607.2 DEPUTY’S RESPONSIBILITY

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

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

2.607.3 OFFICE SPECIALIST’S DUTIES

The yellow copy of the completed form is faxed to the Central Superior Court Clerk’s office the next business day. The original copy is then mailed or delivered to:

San Bernardino Superior Court, 351 N. Arrowhead Ave, San Bernardino, CA. 92415

2.608 INDUSTRIAL ACCIDENTS

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

2.608.1 REPORTING

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

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

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

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

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

The notification to CAL-OSHA shall be the responsibility of the first agency to arrive at the scene. If another agency is already on scene, be sure you come to an understanding as to who will make the telephone notification. According to law, all agencies have an equal responsibility to make the report, but it only needs to be made once.

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

2.608.2 INVESTIGATIONS OF INDUSTRIAL ACCIDENTS

In addition to the required telephone report, the responding deputy will conduct an investigation and prepare a report on the usual CR-1 and CR-2 report forms. Our investigative goal is to rule out any possibility of foul play and, at the same time, provide the Division of Industrial Safety with sufficient information to enable them to conduct a follow-up investigation. This will allow them to make a determination as to liability and any possible violation of mandated safety

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practices. In these investigations, we are simply the gatherers of fact for other agencies once we have ruled out foul play.

2.609 CRIMINAL HISTORY REQUESTS

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

2.610 PURSUIT POLICY

Refer to Departmental Policy Sections 3.166 through 3.166.75.

2.611 CFS REFERRALS

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

- CFS and APS referrals are received via email to the Office Assistant in an Outlook file. The file will be checked every morning for reports and those reports received will be logged into CFS/APS excel spreadsheet. The weekend Watch Commanders are responsible for checking the email file to ensure there are no “Immediate Response” reports inadvertently sent by email instead of being reported to dispatch.
- The Administrative Sergeant will enter a call into CAD as a call for service and give the paperwork to the assigned deputy for the appropriate Beat.
- All referrals shall be investigated and documented on a crime report. The only circumstance a referral’s call for service may be closed without drawing a new report number is if the call is a duplicate. If the referral allegation is unsubstantiated or unfounded, the DR shall be drawn as a CFSFU or APSFU and documented in one of two ways depending on the circumstances:
 1. Document all interviews on a CR-2 to show how the case was determined to be unsubstantiated or unfounded.
 2. If the case is obviously unfounded, the Watch Commander may approve documentation in short form, on a CR-1 and/or CR-4 only.

All interviews shall be recorded, downloaded onto a compact disc, and entered as evidence on a CR-3.

**2.612 DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
NOTIFICATIONS**

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

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

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

2.613 JUVENILE ARREST PROCEDURES

2.613.1 FINGERPRINTING JUVENILES

Refer to Department Policy 3.492.15

2.613.2 DENTAL RELEASE FORMS – MISSING JUVENILES

Refer to Department Policy

2.613.3 TELEPHONE ACCESS PROVIDED TO JUVENILES

Refer to Department Policy 3.492.20

2.614 SEXUAL ASSAULT VICTIM ADVISALS

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

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

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

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

2.615 TEST TEAM

The Department of Behavior Health assigned two social workers to the Twin Peaks Station. Deputies may share information from calls for service and deputy reports with the TEST Team Members if the content is relative to assisting a citizen or providing services.

2.616 WI 5150 JUVENILES

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

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

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

2.700 REPORTS

2.701 COMPLETING REPORTS

Refer to Departmental Policy 3.146

2.702 DOCUMENT DISTRIBUTION AND REVIEW

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

2.703 SUPPLEMENTAL REPORTS

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

2.704 REPORT REVIEW AND FOLLOW-UP ASSIGNMENT PROCEDURES

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

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

2.800 SHERIFF'S SERVICE SPECIALIST

2.801 DUTIES AND RESPONSIBILITIES

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

REPORTS:

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

Crime Prevention Officer

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

COP Unit Coordinator:

Works with the Twin Peaks COP Unit to help manage and coordinate tasks and events.

Property / Evidence Officer

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

Automotive Officer

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

2.802 SUPERVISION

Generally, the immediate supervisor for the Sheriff's Service Specialists is the Station Administrative Sergeant. The S.S.S.'s shall report to the Sergeant and keep them advised of their daily activities and status on a regular basis. Before leaving the station, the S.S.S. shall sign out on the "sign out" board in the clerical area with their destination and time of return and use the MDC.

2.803 S.S.S RADIO CALL SIGN

The Sheriff's Service Specialist assigned to the Twin Peaks Station shall use the radio call signs 5-Adam-1 and 5-Adam-2. Whenever leaving the station the SSS shall keep dispatch updated of their location via radio.

3.000 INVESTIGATIONS

3.100 NOTIFICATIONS

3.101 NOTIFICATION OF SPECIALIZED INVESTIGATION UNITS

When the situation arises that a specialized detail (narcotics, homicide, arson/bomb, coroner or any other detail not assigned to Twin Peaks) needs to be notified, the deputy will advise the Watch Commander and they will determine who and if the phone call needs to be made. **Follow the Department Notification Matrix on Starlink.**

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

3.102 NOTIFICATION OF COMMANDER

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

CRIMINAL MATTERS

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

NON-CRIMINAL MATTERS

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

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6. Plane crashes

3.103. NOTIFICATION OF STAFF REFERENCE WILDLAND FIRES

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

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

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

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

3.104 NOTIFICATION OF STATION DETECTIVES

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

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

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

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

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

3.105. NOTIFICATION OF SEARCH & RESCUE

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

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

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

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

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

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

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

4.000 EVIDENCE/PROPERTY

4.100 GENERAL PROVISIONS

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

4.101 PROPERTY/EVIDENCE LOCKERS

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

4.101.1 CONTAMINATED/DRYING EVIDENCE LOCKER

Occasionally, an item collected as evidence may be contaminated with fluids. The Twin Peaks Station has a temporary evidence cage available for drying contaminated items. The Evidence drying Cage is secured inside the old "Sobering Cell" in the jail area. The evidence cage may only be used at the direction of the Watch Commander.

4.102 HANDLING OF FOUND CURRENCY

Refer to Department Policy 3.266 and 5.310

4.103 HANDLING OF FOUND PROPERTY

Refer to Department Policy 3.266

4.104. LATENT PRINT HANDLING PROCEDURES/ INVESTIGATING OFFICER RESPONSIBILITIES

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

4.105 CAL-ID COORDINATOR RESPONSIBILITIES

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

4.106 NARCOTIC EVIDENCE PROCEDURE

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

4.106.1 NARCOTIC FIELD TESTING

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

4.107 PROPERTY AT SUICIDE SCENES

Refer to Department Policies 5.530 and 5.530.10

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

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

4.108 HANDLING OF SEX KITS, BLOOD ALCOHOL AND MARIJUANA KITS

Once complete, all sex kits held at the station shall be locked in the refrigerator identified for this purpose and located in the hallway by the Briefing Room. Blood/alcohol kits must have a property tag and are placed directly in the evidence refrigerator. The blood/alcohol kit must also have a corresponding CR-3 Property sheet. Note: All unused crime lab kits are kept in the station supply room in the closet under the evidence refrigerator.

4.109 PROPERTY RELEASE PROTOCOL

Refer to Department Policy 5.380 and 5.380.10

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

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1. The public will be directed to “call” the Twin Peaks Station and make an “appointment” with the property officer.
2. If the property officer is not in the office, a message will be taken with the name and contact phone number of the person calling. The property officer will return the call as soon as possible.
3. The property officer will determine if the property can be released and if the person requesting the release is legally entitled to the property.
4. Once it has been determined the property can be released, the property officer will arrange for the release of the property.
- 5.

4.200 EVIDENCE ROOM SECURITY

4.201 EVIDENCE ROOM ACCESS

[REDACTED]

5.000 PRISONER/JAIL POLICY

5.100. PRISONER HANDLING

5.101. DIRECT TRANSFER TO JAIL

Generally, after an arrest a prisoner will be transported directly to Adelanto Detention Center, Big Bear Jail, Central Detention Center, or West Valley Detention Center.

Field citation releases should be considered as an alternative to booking when appropriate.

5.102. ARREST/BOOKING PAPERWORK

All arrest paperwork should be placed in the Watch Commander's inbox.

5.103. ARRESTEE'S PROPERTY

Refer to Department Policy 3.452 thru 3.452.15

5.104 ARRESTING OFFICER RESPONSIBILITY

It is the responsibility of the deputy placing an arrestee in a Twin Peaks Holding Cell to conduct a thorough search of the prisoner. All personal property, including the belt and shoelaces, are to be removed and placed in a plastic bag. All monies belonging to the suspect shall be placed in a coin envelope and then placed in the plastic bag. The amount of money is to be verified by the arrestee and the amount written on the booking application and signed by the prisoner. The coin envelope, with the arrestee's full name on it, is then to be placed in the plastic bag. The property is then booked in with the inmate at the jail they are booked into.

5.105 UNACCEPTABLE PROPERTY

Refer to Detention and Corrections Policy 8.130.10.

Any items listed as unacceptable for the jail property room will be held in safekeeping for the suspect at the station level. This property will be identified with an evidence bar code and released to the station property officer.

5.105.1 UNACCEPTABLE PROPERTY DISPOSITION / ARRESTING OFFICER RESPONSIBILITY

All property taken for safekeeping will be neatly packaged in the same manner as regular evidence and labeled with the owner's name, DOB, description of the property, and date of

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arrest. Evidence bar codes will be attached to the property in a manner that will identify it for future identification and release.

The arresting officer will provide the arrestee, from whom the property was taken, with a receipt and instructions for retrieval of the property at the time the property is taken. A copy of this receipt will be forwarded to the station Property Officer along with the property.

Personal property collected for safe keeping under this section shall be placed into the Evidence Storage Locker with a "Blue Card" listing the owner's name and address listed as well as a CR-4 authorizing the release.

If the property taken does not belong to the arrestee, the arresting officer shall make a reasonable effort to identify the actual owner and then forward this information, in writing, to the station Property Officer with the property.

5.105.2 PROPERTY OFFICER'S RESPONSIBILITIES

When property taken for safekeeping is received, the station Property Officer will secure it in a location specifically identified for this purpose. The location will be clearly and plainly marked and completely separate from all other property/evidence normally in the evidence locker.

The Property Officer will also establish a tickler file of this property for weekly audits.

5.105.3 SECOND PARTY/PROPERTY OFFICER'S RESPONSIBILITIES

When property taken from an arrestee belongs to a person other than the arrestee, the station Property Officer shall make a reasonable effort to notify the owner of the property of its location, how to retrieve it, and the time period it will be held. Notice to property owners shall be made by first class mail. All efforts made to notifying a property owner will be documented and filed for future reference.

5.105.4 RETENTION TIME

The Property Officer will audit property taken for safekeeping on a weekly basis. Fourteen days after the property is stored, a notice will be sent to the last known address of the property owner. The owner will be given sixty days to claim the property.

Once notified, the property owner may do one of the following:

- Retrieve the property.
- Authorize, in writing, another person to retrieve the property.

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- Notify, in writing, that he/she is unable to retrieve the property because he/she is in custody and request the agency hold the property. If this occurs, the public agency must hold the property ten additional months before destruction.

If there is no response, the property will be destroyed as prescribed by Department Policy 5.450. A copy of this letter will then be placed in the DR file.

5.106 JAIL KEYS



5.200 ARRESTEE OBSERVATION PROCEDURES

5.201 HOLDING CELL PROCEDURE

A supervisor shall be notified anytime a deputy wishes to place an arrestee in a Twin Peaks Station Holding Cell. The station's "Holding Cells" shall only be used on a limited basis as follows:

- For the detention of un-booked adults arrested by sheriff's personnel pending transportation to Central Jail or WVDC. Pending unforeseen circumstances or watch commander approval, the arrestee should generally not be held longer than four (4) hours before transportation.
- For detention of juveniles age 14 and over arrested by sheriff's personnel pending transportation to Juvenile Hall or release to a parent or guardian. W&I Code 207.1 specifies that only those juveniles classified under W&I 602 (that are 14 and over) may be held in a secure lock up facility for a maximum time of four (4) hours. If a juvenile is held at this station, an entry shall be made on the Juvenile Secure Detention Log.
- For the detention of un-booked adults pending their release at the station. These arrestees are to be held for no longer than four (4) hours.
- All subjects placed into a Holding Cell will have a Secured Housing Log filled out and placed on the cell door. The subject's welfare shall be checked at least once an hour and the check documented on the Housing Log.

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

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

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

When arrestees are in the holding cells, a sworn officer must be in the station. At no time will a general employee be left alone with an arrestee.

Arrestees' shoelaces and/or shoes shall be removed along with belts and any other item which could be used to aid in suicide. These items shall be tagged with the inmate's name and booking number.

5.202 ADULT CONFINEMENT LOG

A monthly Adult Confinement Log will be maintained in the search and un-cuff area of the station for all prisoners that are held in the holding cells.

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

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

5.203 ARRESTEE MOVEMENT

All arrestees shall be handcuffed and in the immediate physical control of a deputy when moving the prisoner to or from a holding cell. Arrestees shall be transported into and out of the facility through the carport door. Arrestees shall NOT be moved through the Administrative area of the station during business hours.

When leaving the facility with an arrestee, the transporting deputy will maintain physical control of the arrestee at all times. Once the arrestee is secure in the transporting unit, the deputy shall return the jail keys to key control. The jail keys may be handed to another employee for return to key control during the movement from the holding cell to the transporting unit as long as the primary transporting officer maintains physical control of the arrestee.

5.204 VANDALISM OF CELLS

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

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

5.205 EMERGENCY CELL PROCEDURES

An evacuation map is hanging on the wall by the holding area. All deputies of the station shall be familiar with it and the following procedures:

- Fire alarms are installed and a fire extinguisher is located on the wall by the kitchen. All fire alarms and water systems are inspected annually by the Fire Department, State Fire Marshall and County Risk Management.
- In case of fire, all prisoners will be removed through the nearest exit and placed in a patrol car for safety and security.
- If an arrestee's takes a hostage, the holding area will be locked down, the building secured, and the watch commander advised. For further advisals and notifications, see Notification Matrix in Starlink.
- If an arrestee escapes, Dispatch shall be notified immediately for broadcast purposes. For notifications, see Notification Matrix.
- In the event of a natural disaster, arrestees shall be moved to a safe location.
- If an arrestee is injured or suffers an emergency medical problem, notify Dispatch to respond medical aid. If the problem is a grave emergency, the arrestee shall be taken to the nearest medical facility by ambulance. All other cases will be taken to the Arrowhead Regional Medical Center. For notifications, see Notification Matrix.

5.300 INMATE WORKERS

5.301 INMATE WORKERS

Inmate workers are sentenced prisoners and are brought to this station from Glen Helen Rehabilitation Center who are assigned to the Work Release Program.

Two or three inmate workers may be brought to Twin Peaks Station. The Sheriff's Service Specialists, under the direct supervision of the watch commander, is responsible for the supervision of all inmate workers while at the Twin Peaks Station.

5.302 HOUSING AND TRANSPORTATION

Inmate workers will be assigned from Glen Helen Rehabilitation Center Work Release Program.

A Twin Peaks SSS will pick them up from Glen Helen Rehabilitation Center in the morning and transport them back to Glen Helen at the end of the day.

5.303 INMATE WORKER DUTIES

- Inmate workers will perform all duties assigned to them by station personnel.
- Worker assignments should be divided as equally as possible between inmate workers.
- Inmate workers will be primarily utilized for county vehicle carwash duties.
- Inmate workers will keep busy with assigned tasks while at the Twin Peaks Station.
- If working on the Twin Peaks Wood Program the inmates shall wear boots, gloves and eye protection. Inmates ARE NOT to use any saws, splitters or operate any other machinery. Inmate workers WILL NOT deliver wood.

5.304 DISCIPLINE

Inmate workers will follow all rules and orders of the station and obey all orders given to them by station staff.

Inmate workers will not smoke or possess tobacco of any type while at the Twin Peaks Station.

Inmate workers will not communicate in any way with other prisoners or civilians in or around the Twin Peaks County building.

Inmate workers, who fail to perform their duties or in any way present discipline problems, will be returned to Glen Helen Rehabilitation Center for possible disciplinary action.

5.400 WORK RELEASE

5.401 WORK RELEASE INMATES ASSIGNED TO THE TWIN PEAKS STATION

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

5.402 WORK RELEASE INMATE PROCEDURES

When an inmate arrives at Twin Peaks for his/her first day, they will be photographed by the Watch Commander or their designee. The photograph will be attached to a CNI printout. In addition, a Criminal History will be run to insure the inmate was properly assigned to this station. The file will list the subject's expected hours of work, days off, and out date.

The worker's information and photo will be placed on a clipboard and hung on the wall adjacent to the W/C's office under the Press Release clipboard. The photograph will be plainly visible on the outside of the clip.

Each day the worker will report to work at the front desk but will not begin working until they are searched. This will be the responsibility of the Watch Commander or designee.

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

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

5.403 RULES AND REGULATIONS

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

- Expected hours of work. Monday through Friday (unless otherwise stated in court paperwork), 8:00 a.m. to 4:00 p.m., with one half hour off for lunch. These hours will be in effect unless otherwise stated by the court.
- A dress code, which excludes sandals and shorts. All workers will wear long pants, a polo shirt, T-shirt or long-sleeved shirt. T-shirts will not contain any advertising or writing that includes references to drugs or any profanity. The worker will wear a orange or green vest with "WRP" on the back.

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- Perimeter boundaries where they can and cannot go on the ground. The station S.S.S. will also walk the worker around these areas to ensure there is no misunderstanding.
- The issued identification will be worn at all times when on duty.
- The designated smoking area, away from public view.
- The worker will report to the station S.S.S. or the Watch Commander.
- Any violations of procedures will result in dismissal from the program.

5.500. ESCAPE PROCEDURES

5.501 SUPERVISOR'S RESPONSIBILITIES IN THE EVENT OF AN ESCAPE

The supervisor shall ensure the following actions take place in the event of an escape from this station:

NOTE- A Work Release Inmate is not an escape. Deputies will conduct an area check for the inmate and the Watch Commander shall immediately notify GHRC Work Release.

- Conduct a thorough check of the station, surrounding county offices, buildings and neighborhoods.
- Notify CHP, Central Patrol, and Valley Dispatch.
- Broadcast the suspect's description and charges.
- Notify the station commander, executive officer and duty detective.
- If the escapee has already been housed at CDC, WVDC or GHRC, immediately notify the facility's watch commander.
- Ensure a log is initiated, recording the times of notifications and who made them.
- Ensure a thorough report is completed.

5.600 JUVENILE CONFINEMENT POLICY

5.601 SUICIDE RISK AND PREVENTION

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Whenever a juvenile is taken into custody and is found to be a suicide risk, the arresting deputy shall transport the juvenile to a Mental Health Unit without delay. They shall not be held at the Twin Peaks Station. In order to facilitate a faster turnaround, the Behavioral Health Crisis Intervention Team (CIT) or TEST Team may be contacted and used for transport and supervision.

5.602 USE OF RESTRAINTS

Refer to Department Policy 3.182.20

5.603 DISCIPLINE

If major disciplinary problems arise with the juvenile who is being held in temporary custody, the juvenile is to be transported immediately to Juvenile Hall.

5.604 MEDICAL ASSISTANCE AND SERVICES

If it becomes apparent that the detained juvenile is in need of emergency medical assistance, the deputy will immediately request medical aid through Dispatch. The juvenile's condition will be evaluated, and the juvenile treated or hospitalized as deemed necessary by responsible emergency medical personnel. The detained juvenile's parent or guardian shall be notified as soon as possible.

5.605 JUVENILE CONFINEMENT LAW

The Department of Youth Authority requires that we report monthly on the number of juveniles in secure confinement at our facility. Secure confinement occurs when a minor under the age of 18 is (1) detained in jail, or (2) locked in a room/enclosure and/or secured to a cuffing rail or other stationary object while in-custody in a law enforcement facility.

A juvenile confinement log for applicable minors is maintained on a clipboard in the jail booking area. It is to be filled out by any deputy who securely confines a juvenile. The month and day and hour that the juvenile is confined, along with the month, day and hour released, are to be placed on the log. Additional instructions for filling out the log are attached to the clipboard.

Keep in mind that this policy applies to those juveniles that are described under W&I 602. Also, juveniles under 14, or those that do not qualify under W&I 602, cannot be locked down.

Under no circumstances are juveniles to be securely confined in our facility for longer than four hours.

5.606 JUVENILE CONFINEMENT LAW/REGULATIONS AND APPLICABLE SECTIONS OF THE WELFARE AND

INSTITUTION CODE

For all minors held in secure detention and non-secure custody: Refer to Penal Code Sections 4555, 4556, 4561, 4566 as well as WIC 207.

6.000 *PARKING*

6.100 PARKING POLICY

6.101 STATION PARKING LOT SECURITY



6.102 UNATTENDED DEPARTMENT VEHICLE

Refer to Department Policy 3.132

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

6.103 REMOTE CONTROLLED GATE OPENERS



6.104 DEPARTMENT VEHICLE PARKING ASSIGNMENTS

Generally, only the vehicles being used by deputies on duty will park in the carport. All other vehicles will be parked in the rear parking area against the fence lines.

Units will not be parked against the block wall or in parking stalls designated for specific vehicles.

When snow accumulates on the roof of the county building, caution will be taken to ensure that emergency vehicles are not stranded under the overhang carport when snow slides from the roof. Snow removal equipment must have access to all parking areas around the county building, therefore, vehicles should be placed in areas not affecting snow removal.

6.105 EMPLOYEE VEHICLES



The wash rack is not to be used for long term parking. Vehicles placed on the wash rack shall be cleaned and removed in a timely manner to ensure the wash area is available for Department vehicles.