

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT
VICTOR VALLEY STATION
PROCEDURES**

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VICTOR VALLEY STATION PROCEDURES

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CHAIN OF COMMAND, NOTIFICATIONS, AND RESPONSIBILITIES 1/000

The Chain of Command at the Victor Valley Station is as follows:

1. Captain
2. Lieutenant
3. Administrative Sergeant

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

1/005 GENERAL RESPONSIBILITIES – LINE SUPERVISION

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

The Administrative Sergeant is responsible for scheduling and directing the activities of the deputies and Service Specialists. The Administrative sergeant is also responsible for scheduling, directing, and supervising the office specialists assigned to the station.

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

1/010 ADDITIONAL SUPERVISORY RESPONSIBILITIES OF THE SERGEANTS

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

1. Direct, supervise and review the activities of the community service area team.
2. Develop and maintain support services, resources, and training techniques for the community service area team.

3. Be innovative in the assignment and deployment of personnel in support of problem solving efforts.
4. Coordinate and disseminate any requests from citizens with all supervisors.
5. Ensure that Deputies develop an expertise and knowledge of their community service area and actively participate in problem solving in the City of Adelanto and the unincorporated areas of the Victor Valley.
6. Utilize all civilian resources to anticipate and solve community concerns.
7. Other collateral duties as assigned.

1/015 **STANDING DIRECTIVES FOR WATCH COMMANDERS**

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

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

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

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

Watch commanders are responsible for investigating and documenting incidents which are likely to result in a complaint from a citizen, are likely to result in civil liability on the part of the employee or the Department, and which require documentation per Department policy.

The watch commander is required to make proper notifications, obtain necessary recordings, photographs and other media, and complete required paperwork in a timely manner.

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

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

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

1/020 MANDATORY WATCH COMMANDER ADVISAL

The watch commander shall be advised immediately when the following incidents occur:

1. Violent felony crimes
2. Injury to employees and/or the public
3. Traffic collisions involving Department vehicles
4. Employee discharge of firearm (Accidental or Intentional)
5. Vehicle pursuits
6. Missing persons (adults or juveniles, at-risk or not)
7. Potential citizen complaints or lawsuits
8. Potential overtime situations

1/025 COMMANDER NOTIFICATION

The station commander or lieutenant shall be notified of all major felony crimes, at-risk missing persons, and other law enforcement incidents, which may attract media attention, create complaints, or civil liability. The station commander or lieutenant shall be notified when on-call personnel are required to supplement operations or when specialized teams are requested. The station commander or lieutenant will make required notifications.

1/030 GEOGRAPHIC JURISDICTION OF STATION

The Victor Valley Station is responsible for providing 24-hour per day law enforcement protection to the citizens living in the incorporated areas of the City of Adelanto and the unincorporated areas of the Victor Valley.

The Victor Valley Station is divided into patrol areas to expedite the handling of calls for service. Patrol areas are fixed areas of responsibility for answering calls for service. Although a deputy is assigned to a particular area, Sheriff's Dispatch or the Watch Commander may dispatch him to another area as needed.

1/035 SCHEDULES

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

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

Generally, each proposed work schedule will be posted approximately 2 months in advance. Because of manpower shortages and/or requests for time off, the proposed schedule may be revised after its posting. Personnel are reminded to check the proposed schedule frequently for changes that might affect them.

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

1/040 POSSESSION/OWNERSHIP OF STATION KEYS

1. All keys and/or door cards to the station/substation doors, vehicles, gas pump, etc., are property of the Victor Valley Station.
2. Unauthorized duplication of station or facility keys is prohibited.

REPORTING FOR DUTY 2/000

2/005 PATROL PERSONNEL

Each employee shall report for duty with ample time to be properly dressed, prepared, and seated in the briefing room at the beginning of their tour of duty unless excused by the Watch Commander.

Phelan/Lucerne Valley Substations

Deputies assigned to Phelan and Lucerne Valley Substations are to be properly dressed, prepared, and seated in the briefing room prior to the beginning of their tour of duty awaiting the conference call from the Victor Valley Watch Commander.

2/010 PROFESSIONAL STAFF

All professional staff are expected to report to work on time, wearing appropriate business attire.

All requests for time off should go through the Admin Sergeant. In the event of an unplanned absence or the need for emergency time off, and the Lieutenant is not available, contact the Watch Commander.

Phelan/Lucerne Valley Substations

Office Specialists/Assistants assigned to Phelan and Lucerne Valley shall report to their respective Substation Sergeants for day to day issues such as:

- Requests for up to two days off
- Requests to come in late or leave early
- Request to schedule adjust

In the absence of the Substation Sergeant, the employee shall contact the Administrative Sergeant or Watch Commander with their request or notification. All requests for vacation or extended time off (3 days or more) shall be made to the Administrative Sergeant.

2/015 SHIFT RESPONSIBILITIES

When working as a Watch Commander you will ensure the following items are completed on your shift:

1. Prior to conducting your shift briefing, check for calls pending.
 - a. Priority one calls will be handled immediately.
 - b. Calls that have been held for an extended amount of time will be handled as soon as possible.
 - c. Generally, briefing time should be held to 20 minutes. Make sure this time is spent wisely, discussing important issues and needs.
2. After briefing, the Watch Commander will ensure his deputies go in service as soon as possible. The deputies are not to loiter around the office. If they are not working, assign them to additional tasks.
3. Watch Commanders will ensure patrol units are clean and in good working order and ready to respond to calls for service.
4. Watch Commanders will routinely check with the deputies as they are going over their assigned car and determine if there are any problems which need to be addressed.
5. Make sure the Automotive Officer is advised of any discrepancies with the patrol cars, so the problem can be fixed or eliminated.
6. After the deputies are in service, the Watch Commander, during each shift, will conduct a general inspection of both the interior and exterior of the station and note any discrepancies on the shift log.
7. The Watch Commander should make every effort to ensure an officer with a suspect in-custody is afforded time on shift to complete their report(s) prior to the end of shift.
8. All in-custody reports are to be completed by end of shift. Only in extreme situations, and only with the Watch Commander's approval, will overtime be used for reports. When a deputy is removed from the field to complete in-custody report(s), response time to calls for service increase. Watch Commanders should

make sure a deputy completes the reports and returns to their patrol assignment as soon as possible.

9. As Watch Commander, you are to offer care, guidance, and support for all your personnel. Show a positive, constructive interest in all your contacts.

2/020 CHANGE OF WATCH AND BRIEFING

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

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

ALL SHIFT PERSONNEL SHALL BE LOGGED INTO CAD PRIOR TO BRIEFING.

2/025 UNIT INVENTORY SLIPS

All personnel operating vehicles assigned to the Victor Valley Station will utilize a unit inventory slip. The inventory slips will be turned into the Watch Commander prior to leaving the station to assume patrol duties. The Watch Commander will review all inventory slips.

PATROL DUTIES 3/000

One of the Victor Valley Station's largest components is its patrol division. Most of its law enforcement personnel are deployed at this level. Most contacts with the public occur at the patrol level.

The appearance and demeanor patrol deputies display during public contact plays a major role in determining society's confidence in its law enforcement agency, as well as in the success of any investigation undertaken. Deputies must display a positive, helpful, courteous, and concerned attitude to the public.

It is the duty of the deputy, when assigned a call, to investigate the complaint thoroughly. The informant or victim should be personally contacted, and the proper investigative procedures initiated. All available leads should be followed, considering the severity of the

crime and the amount of time involved. Remember, this may be the only law enforcement contact that person will ever have.

3/005 TESTIFYING IN COURT

When properly subpoenaed, personnel will appear in court as required, wearing either a patrol uniform or appropriate professional business attire.

3/010 END OF SHIFT REQUIREMENTS - PATROL DEPUTY

At the end of their assigned shift, the patrol Deputy shall:

1. Ensure their vehicle has a full tank of gas and the vehicle's interior is free of trash.
2. Ensure all reports taken are turned in. Incomplete reports must be approved by the Watch Commander and copy of the incomplete reports cover page shall be placed in the shift's in-basket.
3. Ensure that all CHP 180s and in-custody reports are turned in prior to E.O.W.

If the substations sergeant is not available, deputies assigned to the Phelan and Lucerne Valley Substations shall call the Victor Valley Station Watch Commander for approval of incomplete reports. There will be no exceptions.

3/015 ASSIGNED FOLLOW-UPS

Follow ups may be assigned to deputies by the Watch Commander, Detective Sergeant, or Admin Sergeant. Assigned follow ups may include misdemeanors, run away juveniles, District Attorney follow up requests, and on a case by case basis, felonies.

EVIDENCE AND PROPERTY 4/000

4/005 INTERIM PROPERTY LOCKERS

The interim property lockers are the keyed metal lockers located in the hallway outside the Evidence office. This is where property is stored after having been tagged and awaiting transfer into the station property room. The key is to be removed and placed into the round hole after the items are secured. The Evidence Officer will replace the key for future use after

the item(s) have been removed. The Evidence Officer shall check the lockers routinely to ensure the lockers are available for evidence storage.

4/010 TEMPORARY EVIDENCE LOCKERS

Temporary evidence lockers have been placed at the Victor Valley, Lucerne Valley, and Phelan Stations. Deputies shall only store evidence property in the temporary evidence lockers with the consent and approval of their watch commander. The intent of the temporary lockers is to allow for a chain of custody of evidence during a break in shifts.

At no time, should evidence property be stored in a temporary evidence locker during a deputy's regularly scheduled days off, or a more extended length of time.

Watch Commanders shall inspect these lockers daily to ensure this policy is adhered to.

AUXILIARY PERSONNEL 5/000

5/005 SEARCH AND RESCUE

Search and Rescue Personnel shall understand and adhere to the following guidelines:

1. Utilized at the discretion of the Watch Commander. The coordinator will be contacted to initiate call-out if needed.
2. Will wear an identifiable uniform.
3. Will act under the immediate direction of the coordinator or regular deputy at the assigned scene.

FINGERPRINTING AND LIVE SCAN 6/000

Fingerprinting and/or Live Scans will be done for those persons requiring it for employment or other reasons. Fingerprinting and/or Live Scans are done at the Victor Valley Station and the Phelan and Lucerne Valley Substations, usually by appointment. If the person is in immediate need of fingerprinting and/or Live Scan, every attempt will be made to accommodate them.

EQUIPMENT 7/000

The station's patrol related equipment is monitored by the Admin Sergeant. Regular equipment audits will be conducted in accordance with the Station's Inspection Matrix. Routine weekly audits will also be conducted by the Watch Commanders.

The station also provides additional equipment, either issued to each deputy, patrol unit, or stationary office equipment. Detectives also have specialized equipment for their division. The designated supervisor will ensure that issued equipment is audited in accordance with the Station Equipment Inspection Matrix. Any lost, stolen, or damaged equipment should be reported to the Admin Sergeant or Watch Commander as soon as possible.

7/005 PERSONNEL LOCKERS

Lockers are in both the male and female dressing rooms. Lockers are issued to all sworn personnel. If extra lockers exist, they may be issued to non-sworn personnel. All lockers will be inspected biannually.

7/010 PATROL UNITS AND AUXILIARY VEHICLES

The patrol units and auxiliary units will be used for official duties only. They are to be inspected prior to each shift and any damage or safety concerns brought to the attention of the Watch Commander. Any items needing repaired should be logged on the vehicle check out sheet and noted on the vehicle maintenance board.

TRAFFIC ENFORCEMENT 8/000

8/005 TRAFFIC ENFORCMENT AND ACCIDENT INVESTIGATION

Traffic enforcement and accident investigation is an important service we provide to the citizens of Adelanto. Deputies should keep in mind the wide variety of resources available to them when conducting traffic investigations.

8/010 MAJOR ACCIDENT INVESTIGATION TEAM (M.A.I.T.)

Traffic collisions present two areas of concern. First, there may be elements that would make the collision a criminal matter. Second, civil liability issues may need to be addressed. M.A.I.T. investigations serve as a measure to determine the amount of criminal negligence, who is liable, and to what degree.

8/015 ISSUING AND WRITING PARKING CITATIONS

The Victor Valley Station personnel (Deputies, Sheriff Service Specialists, and any other personnel designated by the Captain) will be responsible for writing parking citations in accordance with VC40202a, within the City of Adelanto.

The notice of parking violation shall be served:

1. By handing the citation to the person in charge of the vehicle.
2. By placing the citation either under the windshield wiper of the vehicle, or in another conspicuous place on the vehicle to be easily seen by the person in charge of the vehicle upon their return to the vehicle.
3. If for some reason the vehicle is driven away prior to the attaching of the citation to the vehicle, the issuing officer shall file the notice with the station and the station will then mail the citation to the registered owner.

The citations shall be placed in the citation tray at the Victor Valley Station.

8/020 PROCESSING PARKING CITATIONS

An assigned office specialist at the Victor Valley Station logs the parking citation and scans a copy into a file. The entire citation is then sent to the City of Adelanto for further processing, including handling of all administrative hearings, reviews, and appeals.

PHELAN SUBSTATION 9/000

9/005 HOURS OF OPERATION

The Phelan Substation is open to the public, Monday thru Friday, from 0800 to 1700 hours.

9/010 STATION VEHICLES/SHOTGUN/MINI-14

All vehicles will be secured, and all electronic equipment turned off. All shotguns and/or mini 14s not being utilized will be secured in the substations armory. **NO FIREARMS WILL BE LEFT IN THE VEHICLE.**

9/015 EVIDENCE

All evidence held in the interim evidence locker will be transported to the Victor Valley Station on a weekly basis. **NO EVIDENCE WILL BE HELD FOR MORE THAN ONE WEEK.**

LUCERNE VALLEY SUBSTATION 10/000

10/005 HOURS OF OPERATION

The Lucerne Valley Substation is open to the public, Monday thru Friday, from 0800 to 1700 hours.

10/010 STATION VEHICLES/SHOTGUN/MINI-14

All vehicles will be secured, and all electronic equipment turned off. All shotguns and/or mini 14s not being utilized will be secured in the substations armory. **NO FIREARMS WILL BE LEFT IN THE VEHICLE.**

10/015 EVIDENCE

All evidence held in the interim evidence locker will be transported to the Victor Valley Station on a weekly basis. **NO EVIDENCE WILL BE HELD FOR MORE THAN ONE WEEK.**