

VICTORVILLE STATION Procedure

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2015



VOLUME 0 – GENERAL PROVISIONS

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/201. AUTOMOTIVE SHERIFF'S SERVICE SPECIALIST

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VOLUME 0 – GENERAL PROVISIONS



0/100. VICTORVILLE STATION PROCEDURE

0/101. PURPOSE

The rules and regulations set forth in the Victorville Station Procedure are guidelines for the actions of members of the station. They are an aid to interpreting department policy as it relates to this station.

Under no circumstances will the contents of this procedure supersede the rules and regulations as written in the San Bernardino County Sheriff's Department Manual.

The intent of this is to address and clarify situations that are unique to the Victorville Station. Therefore, information contained in the Department Manual will generally not be duplicated herein.

Employees of the Victorville Station are expected to be familiar with the contents of the Department Manual and this station procedure.



0/200. GENERAL EMPLOYEE JOB DESCRIPTIONS

0/201. AUTOMOTIVE SHERIFF'S SERVICE SPECIALIST

AUTOMOVE SHERIFF'S SERVICE SPECIALIST assigned to the police department. The Automotive SSS is responsible for the routine upkeep and maintenance of all vehicles assigned to the station. It is the responsibility of the Automotive SSS to ensure that all duties are completed in a timely manner.

THE AUTOMOTIVE SSS WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED.

- A. Keep Vehicles Mechanically Maintained
 - 1. Maintain vehicle maintenance files.
 - 2. Transport vehicles to and from maintenance locations.
 - 3. Perform minor repairs or replacements.
- B. Duty Assignments – General
 - 1. Repairs should be initiated and completed in a timely manner.
 - 2. Any observed problems or discrepancies which cannot be completed in such a manner or effect the safety deployment of the stations' vehicles should be brought to the attention of the watch commander as soon as possible.

0/202. SHERIFF'S SERVICE SPECIALIST

COMPLAINT OFFICER

The court liaison (complaint officer) reports to and is supervised by the Administrative Sergeant.

THE COMPLAINT OFFICER WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED BY THE ADMINISTRATIVE SERGEANT.

- A. Ensure all criminal reports are submitted to the District Attorney's Office for review.
- B. Be responsive to any D.A. requests for additional information, further investigation, evidence, etc.
- C. Criminal complaints.
- D. Obtain signature of a judge on arrest warrants.



- E. Maintain an up-to-date complaint log.
- F. Take traffic citations to the Court clerk.
- G. Update Complaint Officer Report Tracking System (C.O.R.T.S)

FIELD SHERIFF SERVICE SPECIALIST

Field Sheriff Service Specialist (Field SSS) positions will be under the direct supervision of the shift watch commander.

The purpose of the Field SSS is to perform routine tasks traditionally performed by deputy sheriffs that do not require a sworn officer. The objective is to provide proactive patrol time for deputies, and to allow for more investigative time at crime scenes.

FIELD SSS POSITIONS WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED.

A. RESPONSIBILITIES

Field Service Units will assist patrol with priority 3 and 4 calls. Calls will be assigned as follows:

1. Misdemeanor calls with no investigative leads.
2. Felony property crimes with no apparent leads or suspect information.
3. Generally, non-injury traffic accidents and complaint of pain traffic accidents when no medical attention is needed.
4. Counter and late reports.
5. Issue citations (parking, insurance, registration).
6. Abandoned vehicles.
7. Assist at injury traffic accidents

Field Service Units will not be assigned the following calls:

8. Crimes against persons
 - a. Battery – Assaults
 - b. Public Decency
 - c. Rape – Robbery
9. Injury Traffic Collisions (unless properly trained).
10. Collisions involving city or county vehicles (unless properly trained).



11. Area checks or 9-1-1 hang-ups.
12. Any crime in progress.

B. OPERATIONAL GUIDELINES

1. RESPONSE TO CALLS

If immediate follow-up can be done as a result of the investigation, the watch commander will be notified. Field SSS will collect and document evidence. However, no follow-up that may lead to suspect contact will be done. Very complex crime scenes are to be reported to the watch commander.

Field SSS are not to be preempted from calls when they are already on scene, unless authorized by watch commander.

CRIME PREVENTION OFFICER

The crime prevention officer will be under the direct supervision of the station's Administrative Sergeant.

THE CRIME PREVENTION OFFICER WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED.

- A. Organize neighborhood watch groups.
- B. Present programs before the public on personal and neighborhood safety; teach awareness of danger and how to counteract physical attacks.
- C. Demonstrate locks, security devices and alarm systems; recommend ways to improve security of residential and commercial property.
- D. Educate the public to recognize and report situations when a crime may be in progress.

PUBLIC INFORMATION OFFICER

The public information officer will be under the direct supervision of the station's Administrative Sergeant.



THE PUBLIC INFORMATION OFFICER WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED.

- A. Disseminate news to the press through written releases, taped interviews and/or press conferences.
- B. Prepare Public Service Announcements regarding timely issues.
- C. Respond to the scene of incidents that attract news media attention to act as a liaison between the Department and the media.
- D. Maintain updated lists of media names and phone numbers.
- E. Coordinate law enforcement related presentations to schools, civic groups, etc.



VOLUME 1 – ADMINISTRATION

1/000.

1/100. SERGEANTS

- /101. ADMINISTRATIVE SERGEANT
- /102. DETECTIVE SERGEANT
- /103. TRAFFIC SERGEANT
- /104. GANG SERGEANT

1/200. SCHEDULING

- /201. REQUESTS FOR SCHEDULE TRADES
- /202. VACATION SCHEDULE
- /203. OVERTIME
- /204. REPORTING ABSENCES
- /205. EMACS

1/300. STATION EQUIPMENT/SUPPLIES

- /301. MAILBOXES
- /302. KEY CONTROL
- /303. STATION ISSUED EQUIPMENT

1/400. ADDITIONAL SERGEANT RESPONSIBILITIES



VOLUME 1 – ADMINISTRATION

1/101. ADMINISTRATIVE SERGEANT

The Administrative Sergeant has the following responsibilities:

- A. Administrative Investigation Review
 - 1. Occupational Injuries.
- B. Administrative Reports and Correspondence
 - 1. City Manager's Report
 - 2. Inter-departmental Memos
 - 3. Inter-city Memos
 - 4. Outgoing Correspondence
 - 5. Budget Planning
 - 6. Personnel/Equipment Recommendations
 - 7. Writing and Proposing of City Ordinances
 - 8. Writing and Proposing of Federal, State or Local Grants
 - 9. Other Administrative Reports, Statistics and Correspondence as assigned.
- C. Represent Victorville City Station as a member of the following City or Regional committees.
 - 1. Victorville Code Enforcement
 - 2. Any other assigned committees or meetings.
- D. Liaison between Victorville City Station and the following Persons or organizations.
 - 1. Federal or State Agencies.
 - 2. Victorville City Officials, i.e., City Council, City Manager, Department Heads and City Departments.
 - 3. San Bernardino County Fair, i.e., Fair Manager
 - 4. Victorville Valley Global Hospital, i.e., Administrative Staff/Personnel
 - 5. Private businesses, i.e., Mall of Victor Valley, local department stores, utility company representatives.



E. Special Event Planning

1. San Bernardino County Fair Security / Crowd Control Plan.
2. Victor Valley Mall Christmas Security Plan
3. Any other assigned special events.
4. All approved public gathering contracts.

F. Facility Inspection Maintenance and Inventory

G. Equipment and Supplies

1. Order inventory and maintain records as needed on a variety of equipment items and office supplies, including, but limited to the following:
 - a. Furniture
 - b. Computers
 - c. Office Phones, Mobile Phones
2. Key Control
 - a. Building/office keys / key cards
 - b. Vehicle keys

H. Major Incidents

Respond when needed on major incidents relating to major incidents involving the station or city, i.e., disasters, officer involved shootings, major media situations.

- I. Any and all other duties necessary to provide the orderly supply of public service as assigned by the station commander or Lieutenant.

1/102. DETECTIVE SERGEANT

The Victorville Detective Sergeant has the following responsibilities:

A. Administrative Reports and Correspondence.

1. Inter-department memos.
2. Outgoing Correspondence.
3. Personnel/Equipment recommendations for the Detective Division.



4. Other Administrative Reports, statistics, correspondence or projects as assigned.
- B. Administrative Investigations
1. Citizen Complaints of officers/employees assigned to the Detective Division.
 2. Claims Against the County involving the Detective Division.
 3. Occupational injuries involving the Detective Division.
- C. Represent Victorville Station as a member of the following City or Regional Committees.
1. Any special assigned committees or meetings.
- D. Liaison between Victorville Station and the following persons or organizations.
1. Federal, State or County agencies.
 2. Local Police agencies.
- E. Equipment and Supplies
- Order, inventory and maintain records as needed on equipment under the control of the Detective Division.
- F. Personnel
- Direct supervision, training, development, evaluation and scheduling of nine (9) Detectives, one (1) Deputy, and one (1) Office Specialist.
- G. On-Call Duty
- On-call duty to respond when needed on major criminal investigations or major incidents.
- H. Any and all other duties necessary to provide the orderly supply of public service as assigned by the station commander or lieutenant.

1/103. TRAFFIC SERGEANT

The Victorville Traffic Sergeant has the following responsibilities:

- A. Administrative Investigations.
1. Claims Against the County.
 2. Occupational injuries.
- B. Administrative Reports and Correspondence



1. Inter-department Memos.
 2. Inter-city Memos.
 3. Outgoing correspondence.
 4. Station Policy Statements regarding the Traffic Division.
 5. Personnel/Equipment recommendations.
 6. Tracking and reviewing reports of the Traffic Division.
 7. Writing and proposing City Ordinances regarding traffic.
 8. Writing and proposing of Federal, State or local grants.
 9. Tow agreements
 10. Other administrative reports, statistics and correspondence as assigned.
- C. Represent the Victorville Station as a member of the following City or Regional Committees.
1. Victorville traffic Advisory Committee.
 2. Station Coordinator/Representative for OTS grant programs.
 3. Any other assigned committees or meetings.
- D. Special Events Planning
1. Any event where traffic control or enforcement is needed, or required by the City.
- E. Training
1. Ensure Traffic Division employees have required training for traffic enforcement.
 2. Assign and coordinate training for deputies assigned to the Traffic Division.
 3. Coordinate traffic training for newly assigned field deputies.
 4. Organize and host local traffic training courses as the need arises.
- F. Personnel
- Direct supervision, training, development, evaluation and scheduling of all deputies assigned to the traffic detail.
- G. Equipment and Supplies



1. Order, inventory and maintain records as needed on a variety of items including, but not limited to the following:
 - a. Traffic radar equipment.
 - b. Traffic related equipment.
 - c. Assigned City and County MAIT equipment
- H. Any and all other duties necessary to provide the orderly supply of public service as assigned by the station commander or lieutenant.

1/104. GANG SERGEANT

The Victorville Gang Sergeant has the following responsibilities:

- A. Administrative Reports and Correspondence.
 1. Inter-department memos.
 2. Outgoing Correspondence.
 3. Personnel/Equipment recommendations for the Gang Detail.
 4. Other Administrative Reports, statistics, correspondence or projects as assigned.
- B. Administrative Investigations
 1. Citizen Complaints of officers/employees assigned to the Gang Detail.
 2. Claims Against the County involving the Gang Detail.
 3. Occupational injuries involving the Gang Detail.
- C. Equipment and Supplies
 1. Order, inventory and maintain records as needed on equipment under the control of the Gang Detail
- D. Personnel
 1. Direct supervision, training, development, evaluation and scheduling of Deputies.
- E. On-Call Duty
 1. On-call duty to respond when needed on major criminal investigations or major incidents.

Any and all other duties necessary to provide the orderly supply of public service as assigned by the station commander or lieutenant.

1/200. SCHEDULING

Patrol deputy shift schedules will generally be twelve (12) weeks in duration. Patrol sergeants shift schedules will generally be twelve (12) weeks in duration. Shift schedules will be posted twelve (12)



weeks in advance. These attendance schedules contain such information as shift assignments, days off, scheduled schooling, etc.

1/201. REQUESTS FOR SCHEDULE TRADES

Whenever two (2) deputies want to request a schedule trade, they must have the exchange approved by the supervisors affected by the trade. This applies whether the trade is for days off, work days or entire shift. To accomplish this, the deputies must fill out a memo requesting a schedule trade. After preparing the memo with the appropriate information, both deputies shall sign it. They must then obtain the approval and signatures of the supervisors affected by the trade.

1/202. VACATION SCHEDULE

A vacation sign-up sheet shall be circulated between November 1 and December 1 for the following calendar year. Signing up for vacation will be on a seniority basis. Senior officers shall select one vacation choice and then pass it along to the next person in line. Once all officers have made their first selection, then officers will be allowed to make a second selection. Vacation requests, as with other requests for time off, will be subject to the manpower needs of the station.

1/203. OVERTIME

- A. All overtime will be approved by a watch commander.
- B. Overtime sheets will usually be signed by the watch commander who approved the overtime.
- C. Court overtime
 - 1. May be approved by any watch commander.
 - 2. A copy of the subpoena shall be attached to the overtime sheet.

1/204. REPORTING ABSENCE

- A. An employee calling in sick or reporting another absence will call and speak to the watch commander as soon as possible. The employee shall give the watch commander the following information:
 - 1. Reason for absence (if sick give general nature of illness).
 - 2. Expected length of absence.



- B. The watch commander shall fill out an eTime Absence Request in EMACS.

1/205. EMPLOYEE MANAGEMENT AND COMPENSATION SYSTEM (EMACS)

Employees' EMACS eTime entry is the responsibility of each individual employee. The payroll clerk will complete EMACS eTime entry only for employees who cannot do it themselves, due to illness, vacation, etc.

EMACS eTime entry can be submitted at any time, but will normally be due on Tuesday morning after the pay period ends. Any change of the due date for EMACS entry will be emailed to all employees.

1/301. MAILBOXES

Mailboxes are to be used for messages, reports, subpoenas, etc. All notebooks, flashlights, coffee cups, etc. should be kept in your locker. Mailboxes should be checked daily for messages and employees should periodically purge their mailboxes to prevent clutter.

1/302. STATION ISSUED EQUIPMENT

A. Photograph and ID Equipment

Every deputy has been issued an ID Kit, digital camera, sim card, and other supplies. Any additional supplies shall be issued by the watch commander on an as-needed basis in exchange for spent supplies. These items will be kept in a locked supply cabinet.

B. Digital Recorders/Flashlights

All personnel will be issued a PUMA digital recorder and a flashlight from the Training Division. These items will be the responsibility of the employee it is issued to. If the items are damaged, lost or stolen, the employee assigned the items will direct an IOM to the training sergeant explaining the circumstances for the damage or loss and request a replacement.

1/303. USE OF PATROL UNITS FOR COURT & TRAINING

Generally, patrol units are not to be used for transportation to and from court or training unless the deputy is on-duty at the Victorville City Station. Deputies may be authorized to use the patrol unit for court or training with watch commander approval.



1/400. ADDITIONAL SERGEANT RESPONSIBILITIES

Each sergeant within this station may be assigned additional responsibilities other than the responsibilities that will fall under his/her duty assignment. These additional responsibilities will be assigned to the sergeant by the Captain or Lieutenant and an updated list of additional responsibilities to each sergeant will be kept by the Captain's Secretary.





VOLUME 2 – CLERICAL

2/000.

2/100. SECRETARY I

2/200. SUPERVISING OFFICE SPECIALIST

2/300. OFFICE SPECIALISTS

/301. RECORDS CLERK POSITION

/302. FRONT DESK/DESK 2 CLERK POSITIONS

/303. STAT CLERK POSITIONS

/304. REGISTRANT POSITION

/305. DETECTIVE CLERK POSITION

/306. TRAFFIC CLERK POSITION

/307. WARRANTS/BACKUP POSITION

2/400. REPORT AND CITATION PAPER FLOW

/401. STAT CLERK

/402. DETECTIVE CLERK

/403. RECORDS CLERK

/404. REGISTRANT CLERK



VOLUME 2 – CLERICAL

2/100. SECRETARY I

This position is that of Captain's Secretary. The Captain's Secretary will be under the direct supervision of the Captain and will adhere to the Station's Clerical Expectations and the Department's Value Statement.

THE CAPTAIN'S SECRETARY WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS:

- A. Complete brief correspondence following general direction.
- B. Screen and direct mail and phone calls for the Captain and Lieutenant.
- C. Schedule appointments, meetings and make reservations as directed.
- D. Maintain Administrative, and Personnel files.
- E. Handle all paperwork as it relates to personnel; address and phone number changes (including station roster), etc.
- F. Complete paperwork for personnel as it relates to expense claims and advance money for training. Also responsible for arranging airline and car rental reservations.
- G. Order supplies and business cards for the station and employees.
- H. Deliver and pick up "Incoming" mail from City Hall and Superior Court.
- I. Manage all aspects of the City and county budget for the station.

2/200. SUPERVISING OFFICE SPECIALIST

The supervising office specialist reports to the administrative sergeant and is responsible for the scheduling and rotation of the clerical staff, the work performance evaluations (WPE), and to adjust assignments to alleviate any backlog of work.

The supervising office specialist also has the following assigned duties:

- a. Verify and approved all EMACS payroll submissions
- b. Maintain log and balances on the grants
- c. Prepare a monthly CAL ID Live Scan report
- d. Retrieve/verify traffic fees collected by traffic clerk



- e. Write work performance evaluations on clerical staff

2/300. OFFICE SPECIALISTS

The Office Specialists will be under the direct supervision of the station's Supervising Office Specialist and will adhere to the Station's Clerical Expectations and the Department's Value Statement.

- A. The clerical staff will work together as a team to accomplish the tasks of their assigned positions according to the procedures in the clerical manual.
 - 1. Although each clerk is responsible for the duties of their assigned position, they will assist in other areas, as necessary, to ensure back-log is kept caught up.
- B. It is each clerk's responsibility to review the procedure manual as they rotate into a position to become aware of any changes that may have occurred since they were last in that position.
 - 1. It is the responsibility of the clerk currently working a position to train or update the clerk rotating into that position.
 - 2. If there are any changes in procedure that occur while a clerk is working a position, the Supervising Office Specialist will be notified in order to up-date the procedure manual.
- C. It is each clerk's responsibility to keep the area of the position they are assigned to neat and orderly.
- D. The clerical positions consist of the following:
 - 1. RECORDS CLERK
 - 2. FRONT DESK CLERK
 - 3. DESK 2 CLERK
 - 4. STAT CLERK I
 - 5. STAT CLERK II
 - 6. REGISTRANT CLERK
 - 7. DETECTIVE CLERK
 - 8. TRAFFIC CLERK
 - 9. WARRANTS/BACKUP CLERK

2/301. RECORDS CLERK POSITION



THE RECORDS CLERK WILL ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO PROCEDURES IN THE CLERICAL MANUAL.

- A. Upload miscellaneous paperwork into Inform every morning.
- B. All traffic cites go to Traffic Clerk after uploading into Inform report.
- C. Scan paperwork into RIS as necessary
- D. Copy and distribute reports according to procedures in this manual.
- E. Fax requested reports to Probation, Juvenile DA, and DA.
- F. Maintain the copier in the records area and both scanners, including reporting malfunctions and ensuring supplies related to the machines are in stock
- G. Keep a clean and orderly work area

2/302. FRONT DESK/DESK 2 CLERK POSITIONS

COLLATERAL DUTIES

ALTHOUGH THE FRONT DESK IS PRIMARILY RESPONSIBLE FOR HANDLING COUNTER TRAFFIC AND DESK 2 IS PRIMARILY RESPONSIBLE FOR ANSWERING CALLS, BOTH CLERKS WILL STILL WORK COLLATERALLY TO ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO PROCEDURES IN THE CLERICAL MANUAL.

- A. Answer phones and direct calls to appropriate destination or assist when requests fall within your expertise.
- B. Handle counter traffic, including accepting payment for fingerprints and administrative fees.
- C. Enter counter calls-for-service and lost cell phone reports
- D. Accept Courtesy Reports, and Lost Cell Phone Reports, and forward to appropriate personnel.
- E. Accept and file Restraining Orders
- F. Issue Property Release Forms as requested
- G. Arrange appointments for Live Scan Fingerprints
- H. Assist public with requests for "Extra Patrol" and "Ride-alongs"
- I. Issue Citizen Complaint Forms as requested
- J. Accept Volunteer Applications



- K. Issue Bad Check & Petition for Juvenile Report Forms
- L. Keep clean and orderly work areas

FRONT DESK CLERK DUTIES

1. Unlock and lock the front door.
2. Primary duty is to handle Counter Traffic.
3. Monitor e-mail for incoming subpoenas. Log subpoenas as they are received.
4. Enter Live Scan forms in log
5. Maintain printer and copier located at the front desk. Retrieve toner when low toner indicator is lit.
6. Advise appropriate personnel of problems with surveillance system.
7. Assist the Desk 2 Clerk as necessary with her assigned tasks, including completing the Desk 2 assigned tasks in her absence.

DESK 2 CLERK DUTIES

1. Primary duty is to Answer Phones.
2. Issue Courtesy Report DR numbers and assign deputy to create CR4 in Inform.
3. Complete records check (DD Form 369) for military applicant requests received from recruiting service.
4. Monitor and distribute incoming faxes. Report any supply or malfunction issues.
5. Distribute phone messages, subpoenas, miscellaneous paperwork and mail that have been placed in the folder on Desk 2.
6. Retrieve recovered vehicle teletypes, then forward to Traffic Clerk.
7. Retrieve Due Diligence Warrants from printer & forward to Warrants Clerk.
8. Maintain Restraining Order files and purge as necessary.
9. Maintain printers and fax behind the desk area.
10. Assist the Front Desk Clerk as necessary with her assigned tasks, including completing the Front Desk assigned tasks in her absence.



2/303. STAT I and II CLERK POSITIONS

THE STAT CLERKS WILL WORK COLLATERALLY TO ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO PROCEDURES IN THE CLERICAL MANUAL.

The Stat 1 Clerk will be responsible for providing the Month-end and Year-end Stat reports. The Stat 2 Clerk will be responsible for providing those reports in the absence of the Stat 1 Clerk.

- A. Perform daily stat entries according to procedure.
- B. Prepare and send DA submission forms. Work with DA Liaison to ensure all in-custody reports are submitted to DA.
- C. Make appropriate copies and mail Admin Per Se form, and CDL Suspension Notices to DMV.
- D. Complete all month-end procedures by the 10th of each month.
- E. Email a copy of the month-end criminal stat report to the Administrative Sergeant and the Supervising Office Specialist.
- F. Perform any necessary statistical research as requested.
- G. The Stat 2 Clerk will complete the Relief Clerk duties in her absence.
- H. Back-up the front counter as assigned or whenever necessary.
- I. Pick up Desk 2 overload calls as necessary.
- J. Print copies of CPS and APS reports and forward to the Records area.
- K. Keep a clean and orderly work area.

2/304. REGISTRANT POSITION

THE REGISTRANT CLERK WILL ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO PROCEDURES IN THE CLERICAL MANUAL.

- A. Interview, research, and process all 290 and drug registrants.
- B. Take fingerprints and DNA as needed per guidelines.
- C. Maintain compliance checks log.



- D. Maintain station registrant files and purge as necessary.
- E. Notify registrant detective of any out of compliance issues.
- F. Assist other law enforcement agencies with information regarding registrants.
- G. Back-up the front counter as assigned or whenever necessary.
- H. Pick up desk overload calls as necessary.
- I. Keep a clean and orderly work area.

2/305 DETECTIVE CLERK POSITION

THE DETECTIVE CLERK WILL ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO INSTRUCTIONS IN THE DETECTIVE CLERK MANUAL.

- A. Enter all pawn slips received from local pawn shops.
- B. Run identifiable property listed on pawn slips.
- C. File pawn slips.
- D. Maintain detective assignment log.
- E. Receive email from CHOP reference cold case hits.
- F. Maintain DA Follow up log.
- G. Detective monthly stats.
- H. Maintain the Registrant (PC290) Compliance Check Log.
- I. Responsible for any other duties as assigned by the Detective Division Sergeant.

2/306 TRAFFIC CLERK POSITION

THE TRAFFIC CLERK WITH ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO PROCEDURES IN THE CLERICAL MANUAL



- A. Answer Traffic/Vehicle related phone calls
- B. Retrieve and release copies of Traffic Collision reports
- C. Collect Administrative Fees for Towed and Repossessed Vehicles
- D. Contact Deputy for citation sign-offs
- E. Collect and process CHP 180's and stat
- F. Maintain 180 and Impound Books
- G. Handle undeliverable 180 Notices
- H. Arrange Tow Hearings
- I. Stat Traffic Collision Reports
- J. Collect and process Traffic, eCite, Clean Sweep, and SARB Citations
- K. Collect and process City Parking Citations
- L. Process Traffic Citation Amendments
- M. Update tow rotation
- N. Update Court Dates
- O. Perform other duties as requested by the Traffic Sergeant
- P. Perform any necessary statistical research as requested
- Q. Keep a clean and orderly work area

2/307 1WARRANTS/BACKUP CLERK POSITION

THE WARRANT/BACKUP CLERK WILL ACCOMPLISH THE FOLLOWING ASSIGNED TASKS ACCORDING TO PROCEDURES IN THE CLERICAL Procedure.

- A. Complete live scan fingerprinting for City personnel when a COP is not available
- B. Complete live scan fingerprinting for permits
- C. Handle insurance company requests for copies of reports.
- D. Assign and log Due Diligence Warrants.
- E. Handle insurance company requests for copies of reports.



- F. Pick up Desk 2 overload calls
- G. Keep a clean and orderly work area.

2/401. STAT CLERK

Forward all RAJ and Missing Persons reports (not to include returned person reports) to the Detective Sergeant

- A. Forward all Courtesy Reports to the Detective Sergeant for review/distribution.
- B. After the Records Clerk attaches Citation and Juvenile paperwork to report, she will give the paperwork to the Stat Clerks. This paperwork will be kept in numerical order by the report number until report has been stated. After report has been stated, citations and juvenile paperwork will be given to the DA Liaison.
- C. All traffic cites go to Traffic Clerk after uploading into Inform

2/402. DETECTIVE CLERK

- A. Forward copies of reports sent to the DA by DA Submission to the DA Court Liaison.
- B. Purge pawn slip files monthly.
- C. Complete the monthly validation list.

2/403. RECORDS CLERK

- A. Scan and upload report attachments into Inform and attach to appropriate report.
- B. Process and mail reports for other agencies.

2/404. REGISTRANT CLERK

After making all computer entries for each registrant, make copies of all forms and forward original to the Records Division



VOLUME 3 – PATROL

3/000.

3/100. OPERATIONS

/101. SHIFT ASSIGNMENTS

3/200. PROCEDURES

/201. VEHICLE OPERATIONS

/202. VEHICLE FUELING

3/300. REPORTS

/301. REPORT SUBMITTAL

/302. TELETYPES

/304. PRESS RELEASES

/305. PAPER FLOW

3/400. WATCH COMMANDERS

/401. REPORTS

3/500. COUNTER/MODIFIED DUTY DEPUTIES

/501. RESPONSIBILITIES



VOLUME 3 - PATROL

3/100. OPERATIONS

3/101. SHIFT ASSIGNMENTS

Vehicle and equipment assignments will be documented at the beginning of each shift by the watch commander. It will be the watch commander's responsibility for the accuracy and accountability of all personnel and equipment. The watch commander will be informed prior to anyone making changes to assigned equipment.

If a vehicle or piece of equipment is in need of repair, the deputy will immediately call this defect to the watch commander's attention. The defect will be documented on a green repair sheet and routed to the Automotive SSS. When the item is repaired, the on-duty watch commander will be notified and the vehicle or equipment will be put back in service.

Keep Vehicles Properly Equipped

Maintain and stock items such as road flares and other frequently replaced items.

Routinely inspect and inventory vehicle equipment and condition.

Keep Watch Commander and Automotive SSS Informed of Vehicle Status

Inform the watch commander and Automotive SSS of any observed vehicle safety discrepancies.

3/201. VEHICLE OPERATIONS

Prior to briefing, the watch commander may assign a unit to each oncoming field deputy. These assignments will be located on the Briefing Board.

No changes to the Operations Board or the Briefing Board of assigned equipment are to be made without consent of the on-duty watch commander.

At the conclusion of briefing, the field deputy will conduct a physical inventory of his unit and assigned equipment.

Completion of the form can be done by check marks indicating whether the items are in the unit and the overall condition of the unit and equipment.

After the deputy has completed the inventory and check-off procedure, the deputy will return the Vehicle and Equipment Form to the watch commander before leaving the station to begin his patrol shift.

It will be the watch commander's responsibility to check each slip handed in by the deputy to ensure that each deputy has the proper assigned equipment.



The watch commander will then review and file the forms.

Before a unit is dead-lined, the deputy will contact the on-duty watch commander and advise him/her of the condition of the unit.

3/202. VEHICLE FUELING

It is the responsibility of the deputy to fuel his/her vehicle at the end of watch. The vehicles will be fueled at the gas pump located at the Victorville Station.

When the gas pump at the station is not operational, the deputies will fuel their vehicles at a gas station, using the San Bernardino County gas credit card. The credit card is authorized to be used when the unit is driven out of the area.

3/300. REPORTS

3/301. REPORT SUBMITTAL

All in-custody reports shall be submitted prior to EOW. If there are special circumstances that would prevent you from turning in a report until the next day, you will need the watch commander's approval to hold the report.

It is the individual deputy's responsibility to make sure his or her reports are turned in by the end of their work week.

No employee shall take vacation prior to submitting all reports.

3/302. TELETYPES

It is the reporting deputy's responsibility to do all the necessary teletypes for a report.

These teletypes should be done immediately to stay within the time limits required by law.

3/303. PRESS RELEASES

Public Information Officer to write press release and forward it to Public Relations.

When a deputy makes an arrest or is investigating a crime which is news worthy, a press release shall be made by the Public Information Officer. In the event the PIO is unavailable, the investigating deputy shall present a draft to the watch commander. When approved by the Public Information Officer or watch commander, the press release will be disseminated.

In major cases, such as homicide, the Homicide Detail or the Public Affairs Division will prepare the Press Release.



At no time shall a press release give information that will hamper, hinder, or impede the investigation.

3/304. PAPER FLOW

A. DEPUTIES

1. Initiate/complete reports in Inform, upload call history and criminal history then put any additional attachments into "scanning" box at the end of shift.
2. Under no circumstances will a deputy go on days off or vacation without completing all outstanding reports.

3/400. WATCH COMMANDERS

3/401. REPORTS

Patrol Sergeants are responsible for reviewing reports daily. The sergeants will review the reports for completeness, accuracy and grammatical errors.

The sergeants will ensure probable cause existed for the actions taken and that the actions taken were proper.

The sergeants will ensure that the reports are routed to the proper person for follow-up or to the District Attorney if applicable.

3/500. COUNTER/MODIFIED DUTY DEPUTIES

3/501. RESPONSIBILITIES

Assignment to the Victorville City Desk position is considered to be a modified position. Therefore, deputies will be required to perform job duties that may not necessarily be within their normal scope/duties/job description.

The modified position is set up to meet the medical restrictions set forth by the attending physician.

JOB DESCRIPTION

The following is a list of job duties the position will be responsible for, but is not limited to only those responsibilities.

- A. Must check in with Admin. Sergeant. In his absence, must check in with the day shift watch commander. Also, at EOW must check out with Admin. Sergeant or Watch Commander.
- B. Hours are at the discretion of the Station Commander.
- C. Two 15-minute breaks (15 min. in AM - 15 min. in PM).
- D. Must be armed at all times, unless the injury prohibits him/her from carrying a weapon.



- E. Priorities, unless otherwise directed by the Administrative Sergeant or Watch Commander:
1. Handle all counter calls.
 2. Handle all calls on CAD as assigned by dispatch.
 3. Assist the detective unit.
 4. Handle all special assignment by patrol W/C. Admin. Sgt. will have final assignment priority responsibility.
 5. When and if all assignments are caught-up and updated, the modified/counter deputy will report to the Admin. Sgt. or Watch Commander for an assignment.
- F. The deputy assigned to this position will be responsible to provide medical appointments, physical therapy appointments, a minimum of one (1) week in advance to the Admin. Sgt./Watch Commander.
- a. Work hours may be adjusted to accommodate doctor appointments, therapy sessions, etc.



VOLUME 4 – TRAFFIC

4/000.

4/100. TRAFFIC PROGRAM

/101. OBJECTIVES

4/200. TRAFFIC PERSONNEL

/201. PERSONNEL

/202. TRAFFIC DEPUTY

/203. TRAINING OF TRAFFIC DEPUTIES

/204. TRAFFIC DETAIL DESIGNATION

4/300. TRAFFIC PROGRAM EQUIPMENT

/301. RADAR/LIDAR

/302. RADAR TRAILER

4/400. TRAFFIC COLLISION INVESTIGATION

/401. REPORTS

4/500. TRAFFIC OPERATIONS

/501. CITY TRAFFIC ENGINEERING



VOLUME 4 – TRAFFIC

4/100. TRAFFIC PROGRAM

4/101. OBJECTIVES

To make the streets of the City of Victorville safer for the motoring public by enlisting the assistance of citizens, educating the public in matters relating to traffic safety, enforcing traffic laws, and working with city engineers to improve traffic flow.

To enforce traffic laws by using current statistics and historical problem areas as a basis for selective enforcement by applying.

Enforcement at problem locations.

Enforcement of problem violations based on primary collision factors.

Enforcement of driving under the influence laws.

The success of the traffic detail will be based on its ability to lower the number of accidents in the City of Victorville, especially those accidents causing injuries and fatalities.

4/200. TRAFFIC PERSONNEL

4/201

SERGEANT

DUI TRAFFIC CAR DEPUTY

TRAFFIC DEPUTIES

OFFICE SPECIALIST

4/202. TRAFFIC DEPUTY

The traffic deputy shall:

- A. Investigate traffic accidents and prepare reports.
- B. Make public contacts, which may include written citations, and written or verbal warnings for traffic violations.
- C. Maintain high visibility for deterrence.
- D. Be alert to hazardous traffic conditions and take appropriate action.



- E. Testify in Court.
- F. Be alert to criminal behavior and take appropriate action.
- G. Be familiar with the applicable laws and codes and keep yourself appraised of changes or new laws.
- H. Become knowledgeable with the operation of traffic radar and Lidar systems.
- I. Be familiar with traffic accident statistical reports
- J. Be on constant look-out for DUI drivers and take appropriate action.
- K. Assist other deputies in emergency situations and/or calls as able and needed.
- L. Participate in events.

4/203. TRAINING OF TRAFFIC DEPUTIES

All traffic deputies should attend specialized training specific to traffic law enforcement, whenever possible, in order to build their expertise and to improve the service provided by the station; such as:

1. Skid School (Intermediate Traffic)
2. Advanced Traffic
3. Accident Reconstruction course
4. Commercial Enforcement course
5. Driving Under the Influence course
6. Any other traffic related course

4/204. TRAFFIC DETAIL DESIGNATION

The deputies assigned to the traffic detail will be assigned an individual call sign to be used for the duration of their assignment to traffic. The call signs shall be:

1. 17X1, 17X2, 17X3, etc. will be used to designate the traffic and DUI cars



4/300. TRAFFIC PROGRAM EQUIPMENT

4/301. RADAR/LIDAR

The traffic detail units assigned to the traffic detail will be equipped with mounted radar devices or hand-held Lidar devices for use in enforcing speed laws.

4/302. RADAR TRAILER

The traffic detail is assigned two radar trailers. These trailers should be deployed as often as possible in the areas experiencing a higher number of speed violations or collisions related to excessive speed.

Deployment will be at the direction of the traffic sergeant, or other sergeant, and generally delivered and picked up by a Sheriff's Service Specialist.

4/400. TRAFFIC COLLISION INVESTIGATION

4/401. REPORTS

The traffic sergeant shall review all traffic reports.

A traffic accident report will be completed on applicable CHP forms and have all of the headings as indicated in the CHP Collision Investigation Manual under the Traffic Accident Report Section. A factual diagram shall be prepared in the following situation.

1. Injury and fatal collisions
2. Officer involved collisions
3. Liability to the City or County exists and a factual diagram contains information related to the cause.

4/500. TRAFFIC OPERATIONS

4/501. TRAFFIC ENGINEERING

The City will be furnished with accident locations for their study and evaluation to determine if possible hazardous or contributory conditions exist.

Traffic deputies who become aware of hazardous conditions shall submit a traffic safety proposal identifying the problem and offering solutions. The traffic sergeant will review then furnish this information to the City.

VOLUME 5 – INVESTIGATION

5/000.

5/100. DETECTIVE PERSONNEL

/101. PERSONNEL

/102. DETECTIVES

5/200 GANG TEAM/SPECIAL PROJECTS

/201. PERSONNEL

/202. MAJOR ENFORCEMENT TEAM (M.E.T.)

5/300. CALL-OUT PROCEDURES

/301. ON-CALL



VOLUME 5 – INVESTIGATION

5/100. DETECTIVE PERSONNEL

5/101. PERSONNEL

The Detective Division shall consist of the following personnel:

DETECTIVE SERGEANT

DETECTIVES

ACTING DETECTIVE

DETECTIVE CLERK

5/102. DETECTIVES

DETECTIVES WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED BY THE DETECTIVE SERGEANT:

- A. The station detectives will follow-up all felony cases with any suspect leads.
- B. They will write search warrants.
- C. Make suspect contacts.
- D. They will recover and stat stolen property.
- E. They will conduct detailed interviews with parties to an investigation.
- F. They will write detailed reports on all investigations assigned to them.
- G. They will maintain a good relationship with station deputies and, whenever possible, will be available to assist them with their investigations.
- H. A designated detective is responsible for the overall containment of sex offenders and the enforcement of all sex offender registration laws.
- I. A designated detective will oversee the Victorville City Station's missing person investigations. He/she will be responsible for the overall compliance to mandates regarding these investigations.



5/200. GANG TEAM PERSONNEL

5/201. PERSONNEL

The Gang Team shall consist of the following personnel:

GANG SERGEANT

M.E.T. DEPUTIES

GANG DEPUTIES

5/202. MAJOR ENFORCEMENT TEAM (M.E.T.) DEPUTIES

THE M.E.T. DEPUTIES WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES AS ASSIGNED BY THE GANG SERGEANT:

- A. The MET deputies will report to the Gang Sergeant
- B. MET deputies will be responsible for the Special Projects assignment to including working with the City Staff on projects, attending City Council meetings, and assisting with homeless problems with the H.O.P.E. team.
- C. MET deputies will be responsible for conducting ABC law education and ABC compliance checks, including minor decoy programs.
- D. Conduct investigations; self-generated or assigned by the Gang Sergeant or Watch Commander.
- E. Conduct follow-up investigations assigned by the Gang Sergeant.

5/203. GANG DEPUTIES

THE GANG DEPUTIES WILL BE RESPONSIBLE FOR COMPLETING THE FOLLOWING TASKS AND ANY OTHER RELATED DUTIES ASSIGNED BY THE GANG SERGEANT:

- A. The Gang deputies will report to the Gang Sergeant.
- B. The Gang deputies will wear the green and black SMASH uniform as the daily uniform, unless dictated by a specific assignment or at the Gang Sergeant's direction.
- C. The Gang deputies will complete Gang registrations for subjects required to register under a conviction of PC 186.22 or as directed by the Court as a term of their sentence.
- D. Provide expert testimony in Court proceedings as a gang expert.



5/300. CALL-OUT PROCEDURES

5/301. ON-CALL

The On-Call Detective may be called out;

1. When a major crime occurred and it appears there may be leads;
2. Crimes that need immediate follow up and may lead to the identification and arrest of outstanding suspects.

Whenever possible, the Detective Sergeant should be notified prior to calling out the On-Call Detective. This is to make sure the necessary resources of the Detective Division are utilized.

If it is not possible to notify the Detective Sergeant prior to calling out the On-Call Detective, the Detective Sergeant should be notified as soon as possible.

The watch commander will maintain the responsibility of making all other appropriate notifications as deemed necessary.





VOLUME 6 – EVIDENCE/PROPERTY

6/000.

6/100. EVIDENCE/PROPERTY IN GENERAL

/101. INTERIM LOCKERS

6/200. EVIDENCE OFFICER

/201. EVIDENCE OFFICER

/202. EVIDENCE SUPERVISOR



VOLUME 6 - EVIDENCE/PROPERTY

6/100. EVIDENCE/PROPERTY IN GENERAL

6/101. STORAGE/INTERIM LOCKERS

All evidence/property seized shall be stored in the evidence room, or interim lockers. NO evidence or property may be stored outside of these areas (i.e., locker room, locker, desks, units, etc.).

6/200. EVIDENCE OFFICER

6/201. EVIDENCE OFFICER

Generally, the evidence officer's duties will cover, but are not limited to:

1. Oversee the Victorville City's evidence system.
2. Maintain the Bar Code Labels, PETS entries and all appropriate paperwork associated with evidence/property.
3. Keep the interim lockers clean.
4. Organize and maintain the evidence room.
5. Keep evidence supply room stocked with appropriate paperwork and packaging material.
6. Coordinate and maintain BATCH reports.
7. Maintain all necessary files on evidence
8. May photograph items of evidence and prepare photographic exhibits for court; prepares visual aids for training purposes.
9. Receives, stores and releases property and evidence obtained at crime scenes; transfers evidence to and from storage.
10. Enters, tracks and removes property on the Property Evidence Tracking System; maintains chronological reports of the property system.
11. Maintains chain of evidence for all property and evidence for the station and prepares evidence for viewing or release.



12. Prepares exhibits for court.
13. Prepares necessary reports and correspondence.

6/202. EVIDENCE SUPERVISOR

The assigned evidence supervisor for the City of Victorville Sheriff's Station will be assigned by the station's commander and will be at the rank of sergeant. The evidence supervisor's duties will cover, but are not limited to:

1. Oversee the entire station evidence system.
2. Supervise the assigned evidence officer(s).
3. Make daily inspections of the evidence system (i.e., interim lockers, evidence room, PETS entries, etc.).
4. Ensure Sheriff's policies are followed pertaining to evidence/property.



VOLUME 7 – COMMUNITY SERVICES

7/000.

7/100. COMMUNITY SERVICES

7/101. CRIME PREVENTION RESOURCES

7/200. COMMAND POST



VOLUME 7 – COMMUNITY SERVICES

7/100. COMMUNITY SERVICES

7/100. CRIME PREVENTION RESOURCES

Victorville City Station offers the following programs to the community.

Neighborhood Watch

Robbery Prevention

Retail Theft Prevention

Personal Safety

Home Security Survey

Commercial Security Surveys

Police Displays

For Children:

Bicycle Safety

Danger Stranger

How to Use 9-1-1

McGruff, the Crime Dog

7/200. MOBILE COMMAND POST

The Victorville Mobile Command Post can be requested to respond any time, day or night, at the request of a station watch commander.

The Mobile Command Post can be used for the following purposes:

To serve as a command post in any major incident, which includes major accident investigations, barricaded suspects, or any other incident the watch commander requests.



VOLUME 8 – VOLUNTEER FORCES

8/000.

8/100. ALL VOLUNTEERS

/101. IDENTIFICATION CARDS

8/200. CITIZEN PATROL

/201. PROGRAM MANAGEMENT



VOLUME 8 – ALL VOLUNTEERS

8/100. ALL VOLUNTEERS

8/101. IDENTIFICATION CARDS

All volunteers at the Victorville City Station will be required to affix their sheriff's identification card to their person when wearing civilian attire prior to entering the Victorville City Station. The identification card will remain visible on their person while inside the station. Those who do not have their identification card visible will be denied entry into the station.

8/200. CITIZEN PATROL

8/201. PROGRAM MANAGEMENT

The programs of the Citizen Volunteer Patrol are coordinated by the Public Information Officer from the Victorville City Station.

The Citizen Volunteers are also responsible for keeping patrol vehicles clean by:

1. Transport vehicles to and from the car wash, as requested by the Automotive SSS.
2. Routinely inspect vehicle interior and exterior, and
3. Maintain vehicle appearance.

