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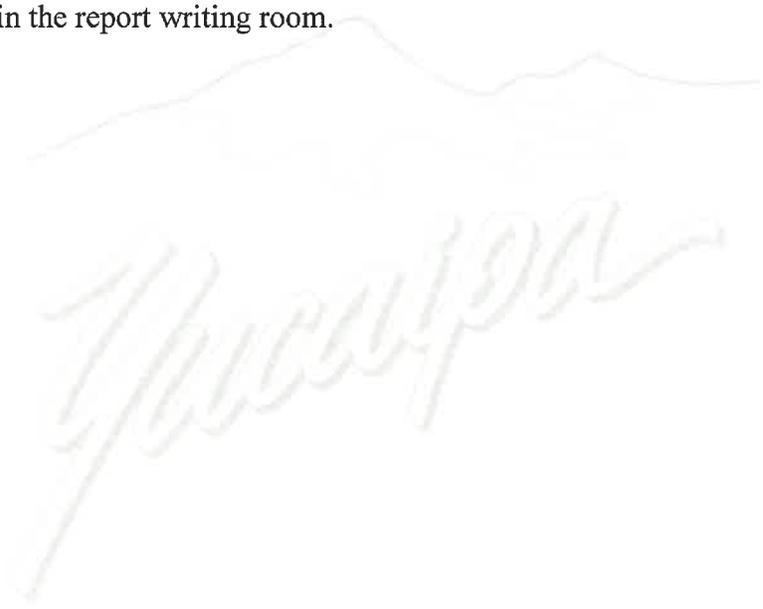
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**Section 1.216**

**Station Manual**

The intent of the Yucaipa Station Manual is to provide all personnel with procedures and guidelines in the day-to-day functions of the station. This manual shall be organized and maintained as follows:

- The section numbers of this manual reflect the applicable Department Manual section they are supplementing.
- The Yucaipa Station administrative sergeant is responsible for the maintenance and revision of this manual, upon approval of the Station Commander.
- The Station Manual shall be maintained on the Yucaipa shared drive and a hard copy available in the report writing room.



**Section 1.306.10**

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

Sheriff's Service Specialists work under the supervision of the Administrative Sergeant, unless otherwise noted, and fill a variety of patrol and administrative duties. Each SSS should be cross-trained in all duties. SSS duties include:

- Patrol
- Property / Evidence
- Court Liaison
- Crime Prevention
- Crime-Free Multi-housing
- Volunteer Programs
- Media and Public Relations

**Patrol**

Sheriff's Service Specialists assigned to Patrol are responsible for taking criminal, incident, and traffic collision reports, writing parking citations, towing vehicles, tagging abandoned vehicles for removal, and processing or assisting with the processing of crime or accident scenes. SSS's may fill other patrol functions as needed. Patrol SSSs will report to the watch commander of their assigned shift.

**Property / Evidence**

The Sheriff's Service Specialist assigned to Property/Evidence, is responsible for storage, data entry, transportation to and from Sheriff's Scientific Investigations Division, and disposition of all property/evidence for the Yucaipa Station. The Property/Evidence SSS is responsible for the ordering and storage of evidence related supplies. The Property/Evidence SSS shall receive and process requests from the courts and other law enforcement agencies related to evidence and shall copy and distribute digital media pursuant to such requests.

**Crime Free Multi-Housing**

The Sheriff's Service Specialist assigned to Crime-Free Multi-Housing is responsible for working with city staff and multi-family housing locations to collaboratively lower crime rates, address housing concerns and improve the quality of life for tenants. The CFMH SSS will work with the Public Affairs Division to ensure CFMH guidelines are followed and required trainings and inspections are completed. The CFMH SSS will generally work patrol and handle CFMH as a collateral duty.

**Media and Public Relations**

The Sheriff's Service Specialist assigned to media and public relations duties will manage the station's social media, assist staff with the preparation and distribution of press releases and liaison with the Public Affairs Division as needed. The SSS will also work with allied agencies to collaboratively prepare and share public safety messages. The SSS assigned to this role will generally work patrol and handle media and public relations responsibilities as a collateral duty.

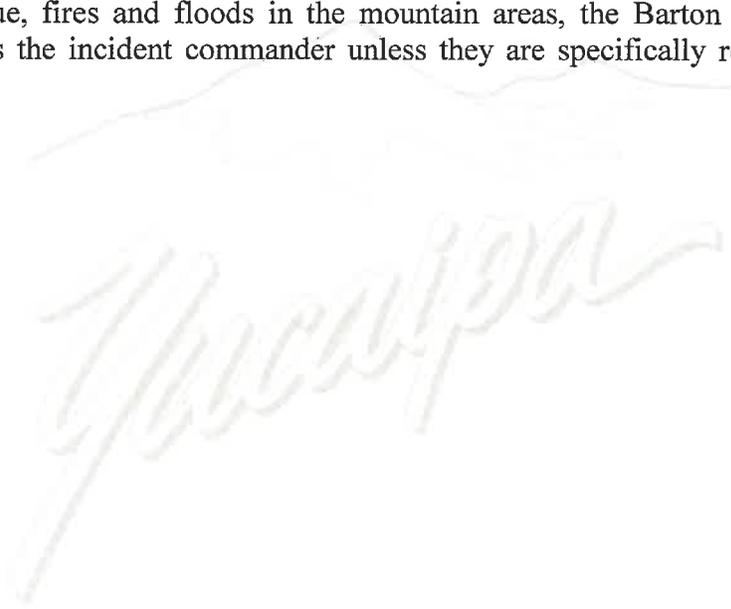


**Section 1.524**

**Resident Deputy Sheriff**

The deputy sheriff assigned to the Barton Flats resident post is responsible for patrol functions in the unincorporated mountain communities surrounding Yucaipa. This deputy will also generally be the primary Search and Rescue coordinator for Yucaipa Station.

Due to the unique knowledge gained through assignment to the post, the Barton Flats deputy will likely have knowledge, skills and abilities beyond those of other county deputies when it comes to the geography, terrain and response to calls in the mountain communities. In instances of Search and Rescue, fires and floods in the mountain areas, the Barton Flats deputy should generally serve as the incident commander unless they are specifically relieved by a higher-ranking officer.



**Section 1.722**

**Response to Phone and Email Messages**

All personnel are expected to check their department email each work day and respond to messages in a timely and professional manner. Department members are expected to return phones messages as soon as practicable.



**Section 2.252**

**On Call Scheduling**

Subject to station commander discretion, the following personnel will be on call:

- The station lieutenant
- One detective
- The Barton Flats resident deputy
- One Search and Rescue coordinator



**Section 2.258**

**Overtime**

Absent extraordinary circumstances, overtime must be approved prior to being worked. Generally, the supervisor authorizing the overtime should sign the overtime sheet. Court overtime can be approved by any supervisor and the associated subpoena should be attached to the overtime sheet.

Employees are responsible for completing and submitting their own overtime sheets. Completed and approved overtime sheets must be turned in to the Captain's Secretary when EMACS is submitted.



**Section 2.324**

**Report Review: Watch Commander**

Unless a report is held for a specific supervisor, watch commanders should review all pending reports during their shift. In-custody reports and CHP 180's should be reviewed each shift to ensure timely routing occurs.

Field Training Officers shall review their trainee's reports prior to Watch Commander review.



**Section 2.332**

**Request for Training Procedure**

**Request Approval**

A request for training within California must be submitted a minimum of six weeks in advance. A request for training outside California must be submitted a minimum of eight weeks in advance.

Submit a memorandum to your immediate supervisor requesting approval to attend a class with the flyer for the class attached. The Training Sergeant will submit your request to the Lieutenant for his approval. If approved, immediately contact the Captain's Secretary to make travel and payment arrangements.

**After Approval of Request**

The Captain's Secretary will assist the employee with the completion of required forms, course registration, training and reimbursement. The Captain's Secretary will ensure necessary forms and SAP entries are completed and routed appropriately.

If a travel advance is obtained, the employee will be paid through direct deposit in advance of the class. If a travel advance is not obtained, the employee can seek reimbursement for any authorized expenses incurred that are compliant with county policy and the employee's MOU. The employee should consult with the Captain's Secretary to ensure necessary receipts and other documentation are obtained and properly submitted.

## **Section 2.408.10**

### **Receipt of Money**

Yucaipa Station provides numerous services for which a fee is collected. The station does not maintain a cash drawer to provide change, so all fees must be paid in exact cash amounts. Fees must be paid prior to services being rendered.

All personnel accepting money shall issue a receipt. Receipts will be completed in triplicate. The original will be given to the person paying. The second copy will be attached to the money and dropped in the front counter drop box. The third copy will remain in the receipt book.

If a vehicle release fee is collected, the receipt number shall be noted on the vehicle release form. A copy of the release form shall be attached to the receipt and money. All three items shall be placed in the front counter drop box.

Any discrepancies in this process shall be immediately brought to the attention of the Administrative Sergeant or watch commander.

#### **Receipt Books**

The Administrative Sergeant will issue all money receipt books and maintain a log. The log shall contain the following information:

- Issued to
- Date of issuance
- Receipts numbers
- Date completed and returned.

The receipt book log will be maintained at the Yucaipa Station. Used city receipt books will be stored by Yucaipa City staff and county receipt books will be sent to Sheriff's Headquarters for storage.

**Section 2.440**

**Administrative Fingerprinting**

Yucaipa Station offers Livescan fingerprinting service to applicants who are residents of the Yucaipa Station's service area or those applying for employment with the City of Yucaipa. A processing fee shall be collected, and a receipt issued. Fees vary depending on specific services provided and a fee schedule is available at the front desk.

When inked fingerprint cards are rolled, a fee per card shall be collected.

Any fingerprinting fees, along with a copy of the receipt, shall be attached together and placed in the front counter drop box.



**Section 2.604.10**

**Cleaning and Maintenance of Station Weapons**

A sergeant will be assigned the armory as a collateral duty. That sergeant is responsible for ensuring station weapons are inventoried, cleaned and maintained. The armory sergeant will prepare a quarterly report to the Station Commander detailing the inventory and maintenance status of all weapons.

A designated and properly trained deputy sheriff will perform routine cleaning of station weapons. Repairs of station weapons shall be performed by, or at the direction of, the Sheriff's Range Master.



**Section 2.636**

**Vehicles: Unit Inspection/Inventory Form**

All personnel operating vehicles equipped with an MDC shall document the vehicle inspection and inventory, using current department procedures, prior to leaving the station at the start of shift. If an immediate response to an emergency call is required, the vehicle inspection and inventory shall be completed as soon as practicable.

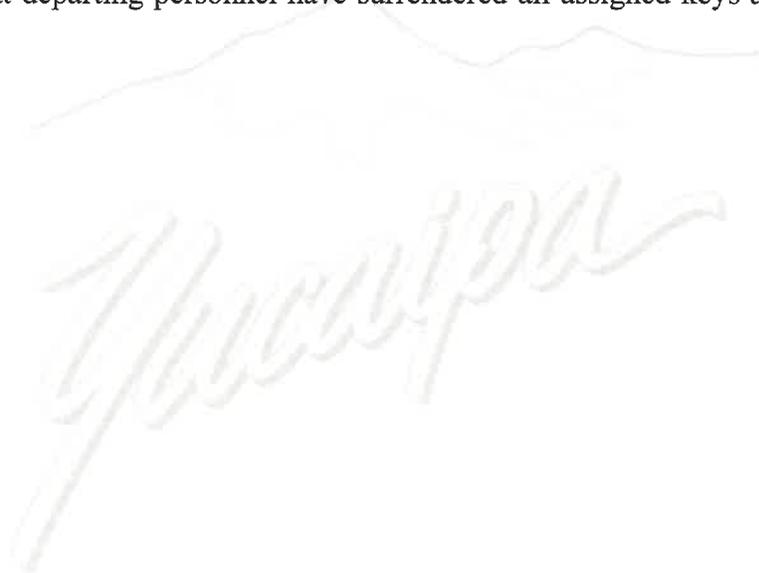


**Section 2.656**

**Key Control**

The Administrative Sergeant maintains key control and shall:

- Keep accurate inventory of the key control box.
- Ensure the key control box contains a complete set of master keys and a supply of frequently issued keys.
- Maintain a list of the occupants of personnel lockers/combinations and a list of the keys issued to personnel.
- Issue lockers/combinations and station keys to newly assigned personnel.
- Ensure that departing personnel have surrendered all assigned keys and magnetic entry cards.



**Section 2.664**

**Citation Books**

Citation books are stored in a cabinet at the front desk. A log book is kept with the citations. The front desk office specialist will log the citations out to the employee using the log book. In their absence, the employee taking the citations will complete the log book entries themselves.

Completed citations will be placed in the watch commander's box. After the watch commander reviews the citations, they will be routed to the station's office specialists for filing and submission to the courts, city or other desired destination.

The station shall maintain copies of citations for no less than three years.



**Section 3.104**

**Administrative Services to City**

The Yucaipa Station building, and property are owned and maintained by the City of Yucaipa. The telephone lines and most data lines are county equipment. There are also city data lines into the building supporting the city camera systems.

**Reservations: Conference/Community/Training Rooms**

The Captain's Secretary maintains a yearly reservation calendar for the station conference room, community room, and training room. All reservations for these rooms shall be made through the Captain's Secretary. The community room is available for use by public entities and community groups subject to City and station approval. Due to facility security, the conference and training rooms are generally only available to governmental organizations, subject to station needs.

There are predesignated reservations for these rooms on a continual basis, e.g. patrol shift briefings, Citizen on Patrol meetings and Explorer meetings.

**Traffic Complaint Routing**

Traffic complaints are received by both the station and city staff. City staff prepare a monthly log of complaints received by the city and forward it to the Traffic Enforcement Deputy. The Traffic Enforcement Deputy is responsible for adding complaints received at the station to this log and taking enforcement action on all complaints. At the end of each month the log containing all complaints and enforcement action taken are routed back to the city staff.

**Traffic Calming Committee**

The assigned Traffic Enforcement Deputy shall participate in monthly meetings with city staff to discuss traffic safety concerns in the city.

**Section 3.106**

**Building Security/Identification**

All personnel are responsible for station security. Each member shall ensure all exterior doors are secure when entering and leaving the building.

All personnel not in uniform while in the station shall wear an identification card or building pass on the outermost garment. All guests shall check in with the front desk and obtain/wear a visitor pass. All guests shall be escorted throughout the station.

Arrestees shall always be directly monitored by a deputy sheriff while inside the station.

**Parking of Personal Vehicles**

Employees and volunteers assigned to Yucaipa Station may park their personal vehicles inside the secured parking area during their shift or while conducting department business. They may not use the secured lot to store personal vehicles.

Personal vehicles shall not be parked in spaces assigned or marked for department vehicles.

## Section 3.110

### Patrol: End of Shift Requirements

At the end of their assigned shift, all personnel shall ensure:

- The vehicle has a full tank of gas.
- Vehicle radios and computers are logged off and turned off.
- The vehicle's interior is free of trash.
- All vehicle or equipment maintenance issues have been reported.
- All firearms have been unloaded, removed and stored in the station armory.



**Section 3.148**

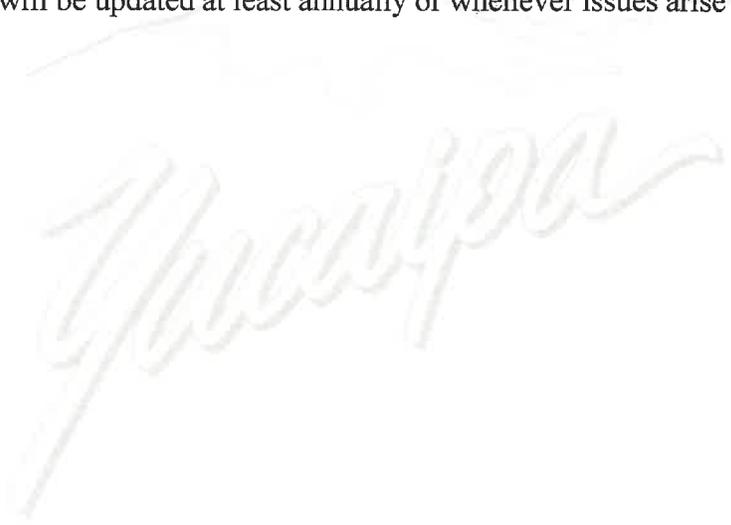
**Rotation Tow Services**

Yucaipa Station tow service providers will be selected in accordance with the Sheriff's Department Tow Service Agreement (TSA).

Any concerns with tow service providers should be reported to the Administrative Sergeant. Administrative or disciplinary actions against tow service providers will be determined by the Station Commander in accordance with terms of the TSA.

**Rotation Tow Service Files**

The Administrative Sergeant will maintain a file on all Yucaipa Station tow service providers. The file will contain all TSA documents, complaints and historical information of the tow service provider. The file will be updated at least annually or whenever issues arise with a particular tow company.



**Section 3.178**

**Due Diligence Warrants**

One sergeant at Yucaipa Station will have the collateral duty of managing and auditing the due diligence warrant system.

The clerical staff will retrieve incoming warrants and enter them daily into the “Due Diligence” file in the WARRANTS folder on the YCPA-SHARE drive. Clerical Staff will then place the Warrant Info Sheets into the due diligence sergeant’s mailbox. The sergeant will issue the warrants to patrol deputies and notate the deputy’s name and date of issue in the “Due Diligence” file on the share drive.

The due diligence should be completed within three weeks of being issued to the deputy. The deputy shall run the subject to check the status of the warrant prior to serving it. Once the attempt at service is completed, the deputy shall enter the service information into TTWIS:

- TO
- WARRANT#
- LAST NAME
- FIRST NAME
- DOB
- ATTEMPT SERVICE DATE
- EMP#
- JURISDICTION
- MISC TEXT
- COMMENTS – (DROP DOWN LIST)

Deputies will write the date and time it was entered in to TTWIS on the warrant information sheet and place it into the Watch Commander’s inbox. If the deputy was not able to enter the information into TTWIS, they must complete the hard copy to be forwarded to Records.

The Watch Commanders will update the completion date and service code in the “Due Diligence” file and place the warrants into the COMPLETED WARRANTS bin in the Watch Commander’s office. The due diligence sergeant will forward any hard copy warrant to Records via Interoffice Mail.

**Section 3.402**

**Citation Sign-Off**

Personnel at Yucaipa Station will sign off correctable violation citations. An administrative fee in the amount specified in the city or county fee schedule will be collected. A receipt will be issued for the collection of this fee. The fee and receipt will be placed into the front desk drop box.

Any City of Yucaipa fees for this service may be waived for residents who live within the city limits.



**Section 3.528**

**Preliminary Alcohol Screening (PAS) Device**

The Traffic Enforcement Deputy is responsible for maintaining a log recording accuracy checks, maintenance, calibrations and battery information on all station's PAS devices.



## **Section 3.564**

### **Vehicle Releases**

The City of Yucaipa requires the owners of all vehicles towed, stored, or impounded by the Yucaipa Station personnel to obtain a vehicle release form prior to the release from the tow companies. A release fee will be collected for this service in accordance with fee policies. The fee may be waived if the vehicle is a recovered stolen vehicle, involved in a collision only or at the discretion of the watch commander.

A vehicle release form will be completed, and the release authorized only when the following conditions exist:

- The registered owner is present, or a representative has a notarized letter from the owner;
- The vehicle has been determined releasable and all fees have been paid;
- There is evidence of current registration or a temporary operating permit;
- A licensed driver is present and available to drive the car.

After completing the Vehicle Release form, one copy shall be given to the registered owner or agent. A second copy shall be placed in the report/DR file. A third copy shall be attached to the collected fees and the receipt and placed in the money drop safe at the front counter. If no fees are collected, the third copy shall be placed in the money drop safe.

A supervisor shall approve any deviation from this process. Any discrepancies shall be immediately brought to the attention of the Administrative Sergeant.

**Section 3.564.20**

**Tow Hearings**

Tow hearings shall be conducted by the shift Watch Commander. The Watch Commander will complete the Report of Vehicle Storage/Impound Hearing form and forward the completed form to the original report.



**Section 5.205**

**Temporary Evidence Lockers**

There are four temporary evidence lockers located in the evidence packaging room of Yucaipa Station. The lockers are designed for temporary storage of unprocessed evidence or property with approval of the Watch Commander. The employee using the locker shall place a business card or note so their name and the date is clearly visible from the outside of the locker. Evidence should be held in these lockers for no more than 24 hours. The employee shall maintain the key until the locker is emptied.

