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# Policy Manual

## 106.1 PURPOSE AND SCOPE

The manual of the Orange County Sheriff-Coroner Department is hereby established and shall be referred to as "The OCSD Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of this Department. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized, however, that police work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to Members of this Department under the circumstances reasonably available at the time of any incident.

All Members are to conform to the provisions of this manual. Members assigned to a task force or multi-agency operation are to conform to the provisions of this manual as well as any Memorandum of Understanding and additional policies and procedures required by the task force or multi-agency operation. If any provision of a Memorandum of Understanding or policy or procedure of the task force or multi-agency operation conflicts with this policy manual, the Member shall immediately notify his/her task force supervisor and his/her Department supervisor.

## 106.2 RESPONSIBILITIES

The ultimate responsibility for the contents of the manual rests with the Sheriff. Since it is not practical for the Sheriff to prepare and maintain the manual, the following delegations have been made:

### 106.2.1 SHERIFF

The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Departmental Directives which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.

### 106.2.2 EXECUTIVE STAFF

Staff shall consist of the following:

1. Sheriff
2. Undersheriff
3. The Assistant Sheriff or Executive Director from each Command
4. The Commander or Senior Director from each Command

The executive staff shall review all recommendations regarding proposed changes to the manual.

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### 106.2.3 OTHER PERSONNEL

All Department Members suggesting revision to the contents of the Policy Manual shall forward their suggestion, in writing, to their Division Commander/Senior Director who shall consider the recommendation and forward to the Professional Services Command, S.A.F.E. Division.

### **106.3 FORMATTING CONVENTIONS FOR THE POLICY MANUAL**

The purpose of this section is to provide examples of abbreviations and definitions used in this manual.

#### 106.3.1 ACCEPTABLE ABBREVIATIONS

The following abbreviations are acceptable substitutions in the manual:

1. Departmental Directives may be abbreviated as "DD"
2. Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X"

#### 106.3.2 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Accountability:** The state of being held answerable for the proper performance of a duty or function.

**Adult:** Any person 18 years of age or older.

**Bureau:** A subordinate unit of a Command that is assigned the responsibility for the performance of a particular tasks.

**CHP:** California Highway Patrol.

**Commissioned Personnel:** The deputized Member of the Department (Deputy Sheriffs, Deputy Coroners and Reserve Deputies) and Public Officers (Sheriff Special Officer).

**County:** The County of Orange.

**Department Directive:** Applies to Organization of Command, Chain of Command, and Operational Command.

**Department /OCSD:** The Orange County Sheriff-Coroner Department.

**Deputy:** A commissioned Member who is a peace officer as defined in the Penal Code regardless of rank or gender, whether permanently or temporarily employed (This includes reserves and extra help deputies where applicable).

**Deputy Coroner:** To conduct investigations to determine circumstances, manner, cause of death and identity of decedent coming under the Sheriff-Coroner's jurisdiction.

**DMV:** The Department of Motor Vehicles.

**Employee/Personnel** - Any person employed by the Department.

**Juvenile:** Any person under the age of 18 years.

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**Manual:** The Orange County Sheriff-Coroner Department Policy Manual.

**Member:** All persons who are employed by the Sheriff's Department and shall include sworn deputies and professional (non-sworn) employees. This includes reserve deputies and volunteers.

**Deputy/Sworn:** Those Members, regardless of rank, who are PC830.1 Members of the Orange County Sheriff-Coroner Department.

**On-Duty:** Member status during the period when he/she is actually engaged in the performance of his or her assigned duties.

**Order:** An instruction either written or verbal issued by a superior.

**POST:** The California Commission on Peace Officer Standards and Training.

**Rank:** The title of the classification held by a deputy.

**Shall (or will):** Indicates a mandatory action.

**Should (or may):** Indicates a permissive or discretionary action.

**Sheriff Special Officer (SSO):** A commissioned public officer employed by the Sheriff to exercise duties (per PC 831.4 and 836.5 and Orange County Codified Ordinance 1-2-127) as delegated by the Sheriff-Coroner in accordance with Departmental policies and regulations.

### 106.3.3 DISTRIBUTION OF MANUAL

Copies of the Policy Manual shall be distributed to the following:

1. Division Commander
2. Department Commander

An electronic version of the Policy Manual (Lexipol) shall be posted on the Sheriff's Department network for access by all Members.

It is accessible through the OCSD Intranet Home Page under the "Knowledge Center", "Resources", "Policy and Procedure Manuals" tabs. Each Member requires a "User Name" and "Password" to access the Policy Manual (Lexipol). No changes shall be made to the electronic version without authorization.

### 106.4 INITIAL MANUAL ACCEPTANCE

As a condition of employment, all Members are required to read and obtain necessary clarification of this Department's policies.

The Professional Standards Division provides all new Members a "Policy Manual Verification Acknowledgement Form" as well as instructions on how to access the Policy Manual (Lexipol). After reading and becoming familiar with each individual policy and/or the entire manual, each Member is responsible for acknowledging acceptance of those policies through an electronic statement of receipt. This is accomplished by depressing the "Acknowledge" button provided within each policy or the manual as a whole.

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### 106.4.1 REVISIONS TO POLICIES REVISION ACCEPTANCE

Throughout the year, Executive Command informs all Members of new policies and of policy revisions by means of a "Policy Manual Updates" memo forwarded by the S.A.F.E. Division. Those new and/or revised policies become current and effective the date that the memo is released. It is each Member's responsibility to become familiar with all policy changes within the "Orange County Sheriff Department Policy Manual" by accessing (Lexipol), reading each new or revised policy, and acknowledging his/her acceptance of those policies through an electronic statement of receipt. This is accomplished by depressing the "Acknowledge" button provided within each policy.

Simply reading a PDF Version of any new policy or policy revision is not sufficient proof for Member acknowledgement. Only by logging into Lexipol and supplying the electronic statement of receipt can the Member fulfill acknowledgment.

**\*\*Note:** The Lexipol acknowledgement reads as follows: "I hereby acknowledge I have been provided access to this new or updated policy and understand it is my responsibility to review, become familiar with and comply with all provisions contained therein. I further acknowledge that if I have questions about or do not fully understand any portion of this policy I shall seek clarification from my supervisor.