

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

---

## **SHERIFF'S PREFACE**

This manual is designed to provide all sworn and professional staff Members of this Department with a readily applicable, clear concept of departmental policies, rules and regulations. All Members are expected to read and study this material in its entirety. This manual is not intended to specifically cover all of the many situations that constantly confront the Members of a law enforcement organization. Your chain of command should be consulted for clarity in such circumstances.

The Orange County Sheriff-Coroner Department is the premier law enforcement agency in Orange County. As such, the Department has a tremendous responsibility to the citizens we serve. We recognize that effective partnerships are built on trust and strengthened by commitment and understanding. Open and honest communication is the key to developing and maintaining successful relationships. We pledge to work cooperatively with community leaders and others to resolve important issues of mutual concern with sensitivity and respect. We appreciate and value diversity in the community and in our work force. All persons will be treated with dignity and respect, including criminal suspects and incarcerated inmates. We value and respect the civil rights guaranteed to all persons by the Constitution of the United States and the State of California.

All Department Members shall further the mission statement of the Department by using initiative, resourcefulness, and sound judgment. Members shall be diligent and responsive to their duties, responsibilities, and the needs of their position. Members shall be honest, cooperative, and show loyalty to the Department and other Members. Members shall conduct themselves in a manner that will inspire the confidence and respect of the public we serve.

All sworn peace officer personnel are vested with the Sheriff-Coroner's legal authority. The Code of Professional Conduct and Responsibilities for peace officers developed by the California Peace Officers Association and the Law Enforcement Code of Ethics are included for reference as part of this manual. All sworn personnel are expected to be familiar with and adhere to the principles of both. In any case, where a conflict exists between the Code of Professional Conduct and this manual, the manual will prevail.

**DON BARNES, Sheriff Coroner**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

---

## **LAW ENFORCEMENT CODE OF ETHICS**

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God<sup>1</sup> to my chosen profession...law enforcement.

## **FOOTNOTE:**

<sup>1</sup>Reference to religious affirmation may be omitted where objected to by the officer.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

---

## **MISSION STATEMENT / CORE VALUES**

### **Mission Statement**

The men and women of the Orange County Sheriff's Department are dedicated to the protection of all we serve. We provide exceptional law enforcement services free from prejudice or favor, with leadership, integrity, and respect.

### **Core Values**

**Integrity** without compromise;

**Service** above self;

**Professionalism** in the performance of duty;

**Vigilance** in safeguarding our community.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Table of Contents

<b>SHERIFF'S PREFACE . . . . .</b>	<b>1</b>
<b>MISSION STATEMENT / CORE VALUES . . . . .</b>	<b>2</b>
<b>LAW ENFORCEMENT CODE OF ETHICS . . . . .</b>	<b>3</b>
<b>Chapter 1 - Law Enforcement Role and Authority . . . . .</b>	<b>8</b>
100 - Law Enforcement Authority . . . . .	9
102 - Sheriff - Coroner . . . . .	11
104 - Oath of Office . . . . .	12
106 - Policy Manual . . . . .	13
107 - Philosophy of Enforcement . . . . .	17
<b>Chapter 2 - Organization and Administration . . . . .</b>	<b>18</b>
200 - Organizational Structure and Responsibility . . . . .	19
203 - Function of Units . . . . .	25
204 - Departmental Directive . . . . .	59
205 - Public Relations . . . . .	60
206 - Disaster Plan . . . . .	61
208 - Training Policy . . . . .	62
212 - Electronic Communication . . . . .	66
214 - Federal Security Clearances . . . . .	70
215 - Confidential Information . . . . .	74
216 - Staffing Levels . . . . .	75
218 - License to Carry a Concealed Weapon . . . . .	76
220 - Retiree Concealed Firearms . . . . .	86
221 - County Policy and Regulation . . . . .	88
223 - Glossary of Terms . . . . .	89
<b>Chapter 3 - General Operations . . . . .</b>	<b>91</b>
300 - Use of Force . . . . .	92
301 - Critical Incident Review . . . . .	106
302 - Administrative Response Team (ART) . . . . .	112
303 - Department Media . . . . .	115
305 - Flying While Armed . . . . .	117
306 - Hobble Restraint . . . . .	119
307 - Hate Crimes . . . . .	123
308 - Unmanned Aerial Vehicle (UAV) . . . . .	128
309 - Electronic Control Device (ECD) . . . . .	138
310 - Shooting Incidents . . . . .	144
311 - Juvenile Matters . . . . .	150
313 - Vice Conditions . . . . .	151
314 - Vehicle Pursuits . . . . .	152
315 - Animal Problems . . . . .	166

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

---

316 - Response to Calls . . . . .	168
317 - Victim Confidentiality . . . . .	172
318 - Canine Program . . . . .	173
319 - Incident Command System (ICS) and National Incident Management System (NIMS) Training . . . . .	196
320 - Terrorism Liaison Program . . . . .	199
321 - Tire Deflation Device . . . . .	202
322 - Department Incident Management Teams (IMT) . . . . .	203
323 - Mobile Field Force . . . . .	213
324 - Temporary Custody of Juveniles . . . . .	230
325 - Firearm Safety . . . . .	234
326 - Department Operations Center (DOC) . . . . .	235
327 - Cite and Release Policy for Misdemeanor Non-Warrant (Street) Arrests . . . . .	239
328 - Unlawful Harassment and Discrimination . . . . .	242
329 - Issuance of Order . . . . .	245
331 - Sheriff's Response Team (SRT) . . . . .	246
333 - Member Involved Death or Serious Injury . . . . .	251
335 - FLSA Employee Notice and Acknowledgement . . . . .	252
336 - Electronic Communications Policy . . . . .	255
338 - Report Preparation . . . . .	268
339 - Gun Violence Restraining Order . . . . .	270
340 - News Media Relations . . . . .	274
347 - Disciplinary Policy . . . . .	277
348 - Reserve Deputy Sheriff Program . . . . .	280
352 - Department Computer Use . . . . .	288
358 - Major Incident Notification . . . . .	293
368 - Limited English Proficiency Services . . . . .	295
374 - DNA Samples . . . . .	302
375 - Transgender Policy . . . . .	305
380 - Handguns . . . . .	308
381 - Shotgun . . . . .	318
382 - Patrol Rifle . . . . .	319
384 - Less Lethal . . . . .	322
<b>Chapter 4 - Patrol Operations . . . . .</b>	<b>326</b>
402 - Bias Free Policing . . . . .	327
403 - Racial and Identity Profiling Act (RIPA) . . . . .	329
406 - Elder and Dependent Adult Abuse . . . . .	331
408 - Homeless Outreach and Liaison . . . . .	340
409 - Mental Illness Commitments . . . . .	348
410 - Ride-Along Policy . . . . .	352
424 - Portable Audio/Video Recorders . . . . .	359
446 - Patrol Video System (PVS) . . . . .	364
447 - Body Worn Camera . . . . .	372
458 - Foot Pursuit Policy . . . . .	378
463 - Automated License Plate Readers (ALPRs) Usage and Privacy Policy . . . . .	382
490 - Naloxone Policy . . . . .	385

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

---

<b>Chapter 5 - Traffic Operations . . . . .</b>	<b>388</b>
501 - Traffic Collision Review Board (TCRB) . . . . .	389
502 - Traffic Collision Reporting . . . . .	395
514 - Impaired Driving and Evidence Collection . . . . .	399
520 - Disabled Vehicles . . . . .	403
<b>Chapter 6 - Investigation Operations . . . . .</b>	<b>405</b>
605 - Extraditions . . . . .	406
608 - Confidential Informants . . . . .	409
609 - U Visa and T Visa Certification Policy . . . . .	419
613 - Disclosing Potential Brady Information to the Prosecution . . . . .	424
<b>Chapter 7 - Equipment . . . . .</b>	<b>429</b>
702 - Personal Communication Devices . . . . .	430
703 - Executive Order 13688 - Federally Controlled Equipment . . . . .	432
706 - Vehicle Use Policy . . . . .	436
<b>Chapter 8 - Support Services . . . . .</b>	<b>442</b>
801 - Departmental Report Distribution . . . . .	443
802 - Property and Evidence . . . . .	447
805 - Records Maintenance and Release . . . . .	458
807 - CopLogic On-line Reporting . . . . .	467
814 - Discovery Requests . . . . .	469
815 - Legal Hold Policy . . . . .	470
<b>Chapter 10 - Personnel . . . . .</b>	<b>476</b>
1001 - Code of Professional Conduct and Responsibility for Peace Officers . . . . .	477
1004 - Advancements and Promotions - Law Enforcement Series . . . . .	485
1006 - Grievance Procedure . . . . .	488
1010 - Reporting of Member Convictions . . . . .	490
1011 - Drug Testing . . . . .	492
1012 - Alcohol and Drug Use Policy . . . . .	496
1013 - Assignments, Shift Changes, Intra-Departmental Transfers, and Breaks in Service . . . . .	498
1016 - Bloodborne Pathogens Exposure Control Plan . . . . .	499
1018 - Rules of Conduct - General . . . . .	515
1019 - Rules of Conduct - Commissioned Personnel . . . . .	529
1020 - Personnel Complaint Procedure . . . . .	531
1022 - Seat Belt Procedure . . . . .	534
1024 - Body Armor . . . . .	536
1026 - Personnel Files . . . . .	539
1027 - Employee Performance Files . . . . .	542
1030 - Employee Commendations . . . . .	544
1031 - The Gold Star Program . . . . .	546
1032 - Fitness for Duty . . . . .	549
1033 - Peer Support and Assistance Program . . . . .	551

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

---

1038 - Overtime . . . . .	555
1040 - Secondary Employment . . . . .	559
1044 - Grooming Standards . . . . .	561
1045 - Lactation Break Policy . . . . .	568
1046 - Uniform and Equipment . . . . .	570
1049 - Emergency Notifications . . . . .	588
1050 - Nepotism and Conflicting Relationships . . . . .	589
1052 - Department Badge(s) / Identification Card . . . . .	592
1053 - Retirement and Separation . . . . .	596
1054 - Modified Duty Assignments . . . . .	601
1055 - Social Media . . . . .	604
1057 - Individual Development Plan . . . . .	610
1058 - Employee Speech, Expression and Social Networking . . . . .	612
<b>Attachments . . . . .</b>	<b>616</b>

## Law Enforcement Authority

### 100.1 PURPOSE AND SCOPE

Law enforcement officers are granted the authority to perform their function based on established legal authority. This Department does not tolerate abuse of law enforcement authority.

### 100.2 PEACE OFFICER POWERS

Sworn Members of this Department shall be considered peace officers pursuant to Penal Code § 830.1(Deputy Sheriff), 830.35(Deputy Coroner) and 830.6(Reserve Deputy).

The authority of any such peace officer extends to any place in the State of California, as follows:

1. As to any public offense committed or which there is probable cause to believe has been committed within the political subdivision which employs the peace officer; or
2. Where the peace officer has the prior consent of the chief of police, or person authorized by him or her to give consent, if the place is within a city or of the sheriff, or person authorized by him or her to give such consent, if the place is within a county; or
3. As to any public offense committed or which there is probable cause to believe has been committed in the peace officer's presence, and with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of the offense (Penal Code § 830.1).

The authority of any deputy coroner extends to any place in the State of California for the purpose of performing their primary duty or when making an arrest pursuant to Penal Code § 836 as to any public offense with respect to which there is immediate danger to person or property, or the escape of the perpetrator of that offense (Penal Code § 830.35.).

The authority of reserve deputies is governed by Penal Code § 830.6 and 832.6.

#### 100.2.1 SHERIFF'S SPECIAL OFFICER POWERS

A Sheriff's Special Officer is a public officer, employed by the Sheriff-Coroner of Orange County. His/Her primary duty is the security of locations or facilities as directed by the Sheriff-Coroner (Penal Code § 831.4.).

1. A Sheriff's Special Officer is authorized to write citations for infractions.
2. A Sheriff's Special Officer may arrest a person without a warrant whenever the Sheriff's Special Officer has reasonable cause to believe that the person to be arrested has committed a misdemeanor in the presence of the Sheriff's Special Officer that is a violation of a statute or ordinance that the Sheriff Special Officer has the duty to enforce (Penal Code § 836.5(a); Orange County Codified Ordinance 1-2-127(a)). The statutes and ordinances that a Sheriff's Special Officer has the duty to enforce are the State of California codes, the Codified Ordinances of the County of Orange and the municipal codes of the cities in which county buildings or facilities are located where the Sheriff's Special Officer provides security. (Orange County Codified Ordinance 1-2-127(b)). In making an arrest, the Sheriff's Special Officer will prepare a citation and release the arrestee for the misdemeanor in accordance with Penal Code section 853.6. If the



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Law Enforcement Authority*

---

arrestee demands to be taken before a magistrate or the arrestee does not qualify for citation and release under Penal Code § 853.6, the Sheriff's Special Officer will request a peace officer to take the person into custody for transport to jail. (Orange County Codified Ordinance 1-2-127(c)).

### **100.3 CONSTITUTIONAL REQUIREMENTS**

All Members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

## Sheriff - Coroner

### 102.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

#### 102.1.1 SHERIFF CANDIDATE REQUIREMENTS

Prior to filing for the office of Sheriff, any candidate shall at minimum meet the requirements of Government Code § 24004.3.

## Oath of Office

### 104.1 PURPOSE AND SCOPE

Deputies of this Department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws.

#### 104.1.1 OATH OF OFFICE

Upon employment, all sworn Members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer.

#### 104.1.2 DEPARTMENT OATH OF OFFICE

I, (individual will state name) do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies foreign and domestic. That I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California, that I take this obligation freely without any mental reservations or purpose of evasion, and that I will well and faithfully discharge the duties upon which I am about to enter.

---

# 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 OCSO 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.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Policy Manual*

---

### 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.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Policy Manual*

---

**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.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Policy Manual*

---

### 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.

## Philosophy of Enforcement

### 107.1 PURPOSE AND SCOPE

Each deputy is vested with the legal authority of the Sheriff-Coroner and is charged with the responsibility of serving the community by preserving the peace, protecting life and property, enforcing laws and ordinances, preventing and detecting criminal activity, investigating offenses and apprehending offenders.

#### 107.1.1 MEMBER RESPONSIBILITY

Deputy Sheriffs, Sheriff's Special Officers, and Sheriff Community Services Officers are expected to exercise good judgment and discretion in the performance of their duties and responsibilities, and must follow departmental rules, regulations, and procedures in all applicable situations. They must fulfill their responsibilities with consideration, self-control, impartiality, and honesty.



## Organizational Structure and Responsibility

### 200.1 ORGANIZATION OF COMMAND

In order to permit the delegation of authority, the lines of control, placing of responsibility, supervision of operations, and coordination of effort are hereby established.

### 200.2 UNITY OF COMMAND

The Department shall adhere to the principles of Unity of Command, where each individual, team, and/or incident is under the direct command of one person. Unity of Command holds that a Member should only be answerable to one person.

### 200.3 CHAIN OF COMMAND

All official communications of the Department shall be confined to official channels. Except in exigent circumstances, the chain of command shall be followed.

The order of chain of command of authority within the Department is as follows:

1. Sheriff-Coroner
2. Undersheriff
3. Assistant Sheriff/Executive Director
4. Commander/Director/Chief Deputy Coroner
5. Captain//Police Services Chief/Assistant Chief Deputy Coroner/Assistant Director
6. Lieutenant/Manager
7. Sergeant/Supervisor/Supervising Deputy Coroner

### 200.4 OPERATIONAL COMMAND

1. In the absence of the Sheriff-Coroner, the responsibility for the command of the Department shall descend to the Undersheriff.
2. In the absence of the Sheriff-Coroner and the Undersheriff, the responsibility for the command of the Department shall descend to the Assistant Sheriffs.
3. In the absence of the Sheriff-Coroner, Undersheriff and the Assistant Sheriffs, the responsibility for the command of the Department shall be assigned by the Sheriff-Coroner.

### 200.5 AUTHORITY AND RESPONSIBILITY

Each Member assigned an area of responsibility shall have authority commensurate with his/her responsibility.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Organizational Structure and Responsibility*

---

### **200.6 TEMPORARY SUPERVISORY ASSIGNMENTS**

Members temporarily performing the duties of a superior in an acting capacity shall be vested with the authority and responsibilities of that position. Said Members shall not interfere with, countermand, or modify the orders previously issued by the superior, except in an emergency.

### **200.7 EXERCISE OF AUTHORITY**

Ranking deputies shall exercise their authority under all conditions in the best interests of the Department.

### **200.8 SUPERVISORY RESPONSIBILITIES**

1. Supervisors are responsible and held accountable for the actions, conduct, and performance of subordinates and the operation of their unit. Supervisors shall train all subordinates to properly carry out their duties and obligations. They should do this through instruction, guidance, and development of sound operating procedures.
2. Supervisors shall set a proper example for subordinates to follow and shall strive to assist them. Supervisors shall promote and maintain a high level of morale. Supervisors shall be aware of the level of performance of subordinates and shall fairly and impartially evaluate them, in accordance with county and Departmental instructions.
3. A primary responsibility of a supervisor is to support the actions of a subordinate where such actions are in conformance with good law enforcement procedures and policy.
4. On duty field supervisors, whether assigned to unincorporated areas or a contract city, shall report any unusual or significant event directly to the on duty Department Commander. Secondary notifications to contract city Police Services Chiefs shall also be made when appropriate.

### **200.9 DELEGATION OF RESPONSIBILITY**

While supervisors may delegate their responsibility for the performance of duties and functions to subordinates, they cannot delegate their accountability.

### **200.10 SENIORITY**

When a question of seniority arises, such seniority shall be determined by the appropriate Memorandum of Understanding (MOU). In the absence of an MOU definition, seniority shall be determined by continuous, full time service as a regular Department Member.

When two or more Members are working together on the same assignment or detail and are of equal rank or grade, such seniority shall not be exercised except in an emergency necessitating it, unless one Member has been designated by competent authority as being in command.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Organizational Structure and Responsibility*

---

### **200.11 COMMANDS AND DIVISIONS**

The Sheriff-Coroner is responsible for the administration and management of the Orange County Sheriff-Coroner Department. There are seven (7) Commands and twenty three (23) Divisions in the Sheriff-Coroner Department.

They are as follows:

1. Executive Command
  - (a) Public Affairs & Community Engagement Division
2. Administrative Services Command
  - (a) Financial Services Division
  - (b) Research & Development Division
  - (c) Technology Division
3. Custody Operations Command
  - (a) IRC/Transportation Division
  - (b) Central Jails Division
  - (c) Inmate Services Division
4. Corrections & Court Operations Command
  - (a) Theo Lacy Facility
  - (b) James A. Musick Facility
  - (c) Court Operations Division
5. Patrol Operations Command
  - (a) North Operations Division
  - (b) Southeast Operations Division
  - (c) Southwest Operations Division
  - (d) Transit Operations Division
6. Investigations & Special Operations Command
  - (a) Investigations Division
  - (b) OC Crime Lab
  - (c) Coroner Division
  - (d) Emergency Management Division
  - (e) Special Operations Division
7. Professional Services Command
  - (a) Professional Standards Division
  - (b) SAFE Division

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Organizational Structure and Responsibility*

---

- (c) Training Division
- (d) Records & Property Division

### **200.12 COMMAND RESPONSIBILITY**

#### **1. EXECUTIVE COMMAND**

- (a) The Executive Command is commanded by the Undersheriff whose responsibility is to provide general management, direction, and control for administration related services.

#### **2. ADMINISTRATIVE SERVICES COMMAND**

- (a) The Administrative Services Command is commanded by an Executive Director whose primary responsibility is to provide general management, direction, and control for communications, technology, research & development, and financial related services.

#### **3. CUSTODY OPERATIONS COMMAND**

- (a) The Custody Operations Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for jail related operations at the Central Jail Complex, to include inmate services for all jail facilities.

#### **4. CORRECTIONS & COURT OPERATIONS COMMAND**

- (a) The Corrections & Court Operations Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for jail and court related operations at the Theo Lacy Facility, the James A. Musick Facility, and all of the Court Operations Division.

#### **5. PATROL OPERATIONS COMMAND**

- (a) The Patrol Operations Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for field related operations, to include Orange County Transit Authority.

#### **6. INVESTIGATIONS & SPECIAL OPERATIONS COMMAND**

- (a) The Investigations & Special Operations Command is commanded by an Assistant Sheriff whose responsibility is to provide general management, direction, and control for investigative related services and bureaus within the Special Operations Division.

#### **7. PROFESSIONAL SERVICES COMMAND**

- (a) The Professional Services Command is commanded by an Assistant Sheriff whose primary responsibility is to provide general management, direction, and control for administrative and training related services.

### **200.13 DUTIES AND RESPONSIBILITIES OF OFFICERS**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Organizational Structure and Responsibility*

---

### 200.13.1 SHERIFF-CORONER

The Sheriff-Coroner, as a constitutional officer, is the Chief Law Enforcement Officer of the county and the Chief Executive Officer of the Department. The Sheriff is the final authority in all matters of Departmental policy, operations, and discipline. The Sheriff exercises all lawful powers of the office and issues such orders as are necessary to assure the effective operation of the Department.

By law, the Sheriff is charged with the responsibility for the preservation of the peace within the county through the enforcement of all laws and ordinances; the prevention and suppression of affrays, breaches of the peace, riots and insurrections and for the investigation of offenses committed in his/her jurisdiction. The Sheriff is charged with the maintenance and operation of the county jail system and the custody of all prisoners confined therein.

It is the duty of the Coroner to inquire into and determine the circumstances, manner, medical cause of death and classification of all violent, sudden unexplained, unusual deaths, and deaths wherein the attending physician has not been in attendance for 20 days prior to death or is unable to certify the medical cause of death.

### 200.13.2 UNDERSHERIFF

The Undersheriff reports directly to the Sheriff and is responsible for the operational oversight of the entire Sheriff's Department. The Undersheriff assumes duties of the Sheriff of Orange County in the absence of the Sheriff.

### 200.13.3 ASSISTANT SHERIFF/EXECUTIVE DIRECTOR

Assistant Sheriffs/Executive Directors are subordinate to the Sheriff-Coroner and Undersheriff. In the absence of the Sheriff-Coroner and Undersheriff, they are responsible to carry out all the duties and responsibilities of the Sheriff-Coroner. They are accountable to the Sheriff-Coroner for the efficient and orderly operation of the Department.

Assistant Sheriffs/Executive Directors are responsible for the fulfillment of all Department objectives and for the enforcement of all policies, orders, rules and regulations of the Sheriff-Coroner. They are accountable for the maintenance of discipline, as well as overall Department efficiency and morale.

The Assistant Sheriffs/Executive Directors shall investigate or cause to be investigated all complaints of laxity or misconduct on the part of Members of the Department and make recommendations to the Sheriff-Coroner of such disciplinary measures deemed necessary and appropriate.

The Assistant Sheriffs/Executive Director are responsible for the planning, directing, coordinating and controlling of all activities of the Department and shall formulate rules and procedures necessary to carry out the policies and directives of the Sheriff-Coroner.

### 200.13.4 COMMANDER/DIRECTOR/CHIEF DEPUTY

A Commander is subordinate to an Assistant Sheriff or Executive Director. Commanders provide direct support to an Assistant Sheriff or Executive Director. Commanders are responsible for

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Organizational Structure and Responsibility*

---

ensuring that commands under their control are meeting Department and command standards of operation.

### 200.13.5 CAPTAIN/POLICE SERVICES CHIEF/ASSISTANT CHIEF DEPUTY CORONER

A Captain/Police Services Chief/Assistant Chief Deputy Coroner is subordinate to a Commander. A Captain/Police Services Chief/Assistant Chief Deputy Coroner plans, organizes, controls and directs the work of a division, including contract cities, of the Sheriff-Coroner Department.

### 200.13.6 LIEUTENANT/MANAGER

A Lieutenant/Manager has charge of and manages the activities of a major subdivision, facility, or function of the Sheriff-Coroner Department.

### 200.13.7 SERGEANT/SUPERVISOR

Sergeants/supervisors supervise the work of law enforcement officers and professional staff engaged in general or specialized law enforcement and related activities. Sergeants/supervisors are charged with the supervision of auxiliary law enforcement activities or functions.

### 200.13.8 INVESTIGATOR

An investigator is responsible for the investigation of all assigned cases. An investigator's function is to determine all facts possible relating to the case and may include identifying persons guilty of the commission of an offense.

### 200.13.9 DEPUTY SHERIFF

The deputy is the first line representative of the Sheriff-Coroner Department. Deputies must conduct all contacts with the public in a manner conducive to good public and community relations. Deputies may be called on to perform a wide variety of assignments under many different circumstances and to assist the citizenry in a variety of non-criminal capacities.

### 200.13.10 SHERIFF'S SPECIAL OFFICER

Sheriff's Special Officers are first line representatives of the Sheriff-Coroner Department. The Sheriff's Special Officer must conduct all contacts with the public in a manner conducive to good public and community relations.

A Sheriff's Special Officer's primary duty is the security of locations or facilities as directed by the Sheriff.

A Sheriff's Special Officer may carry or possess a firearm, baton, and other safety equipment and weapons authorized by the Sheriff while performing the duties authorized in this section.

A Sheriff's Special Officer is authorized to write citations for infractions.

## Function of Units

### 203.1 ADMINISTRATION COMMAND

#### 203.1.1 COMMUNITY PROGRAMS & SERVICES DIVISION

The Community Programs and Services Division was established in 2012 to optimize efficiencies and consolidate Department resources. The primary mission of the Division is to establish better communication, coordination and connectivity between existing programs, the media, other government agencies, while fostering positive and productive relationships with the citizens of Orange County.

There are four core sections within the Division, each with specific functional responsibilities:

1. Community Programs
  - (a) Provides and supports educational programs that primarily focus on school-age children. Additional activities include coordinating award programs and the management of the Sheriff's Advisory Council and Drug Use Is Life Abuse program.
2. Community Services
  - (a) The Community Services Office is responsible for coordinating, supporting and enhancing existing drug education programs and acting as a drug education clearinghouse.
3. Public Affairs
  - (a) Is responsible for engaging our stakeholders and providing honest and transparent communication, aimed at building and maintaining the Department's strong reputation by developing mutually beneficial partnerships with the media and non-governmental agencies. This office consists of the following:
    1. **Community Relations** - Serve as the nonprofit liaison for the Department, coordinates county-wide community relations efforts and promotes OCSD as a committed community partner.
    2. **Government Relations** - Serves as the liaison with Orange County Board of Supervisors and other elected officials promoting and advancing the strategic initiatives and goals of the Department. Also serves as the Department's source of contact with public policy makers, government officials and community leaders.
    3. **Media and Public Relations** - Media / Public Relations is responsible for the handling of media inquiries and the dissemination of honest, transparent, and timely communications to the citizens of Orange County, while being mindful of public safety, news outlet deadlines, and the limitations of Department resources.

### 203.2 ADMINISTRATIVE SERVICES COMMAND

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

#### 203.2.1 FINANCIAL SERVICES DIVISION

The Financial Services Division provides financial operations, administrative, and law enforcement contract services through management of specialized functions for the Sheriff Coroner Department. Providing quality financial and administrative support to front-line public safety services and ensuring the financial integrity of the Sheriff's Department. Striving for excellence when providing the following services:

1. Financial Operations Section
  - (a) The Financial Operations Section provides financial support services for the Sheriff Coroner's Department. These responsibilities include administration of trust funds; inventory control; accounts payable and receivable; general accounting control; grant administration including preparation of grant financial claims and reports; processing of petty cash and travel; asset management, and tuition and mileage reimbursements.
2. Budget Section
  - (a) The Budget Section is responsible for administrative support to the Sheriff-Coroner Department. These responsibilities include budget preparation; expenditure projections control and analysis; development of Five-Year Strategic Financial Plan; analysis of annual State Budgets and special projects.
3. Purchasing Section
  - (a) The Purchasing Section is responsible for purchasing all materials, supplies, furnishings, equipment, livestock, and other personal property required by the Department. The Section also negotiates and executes all professional service contracts, all consultant services contracts, and all equipment contracts, lease purchase agreements, and human services agreements. In addition, Purchasing approves and confirms emergency purchases, develops contracts for commodities and/or services required on an as needed basis, and maintains a procurement system that is fair, effective and efficient.
4. Jail Cashiering Section
  - (a) The Jail Cashiering Section handles and maintains all inmate funds, processes bail and bond transactions and purchases of jail commissary items.
5. Payroll Section
  - (a) The Payroll Section is responsible for processing daily payroll data and ensuring all department employees are paid accurately and timely.
6. Supply/Reproduction Detail Section
  - (a) The Supply Detail Section provides a central area of responsibility in the ordering, receiving, inventory, storage, distribution of supplies and the ordering and/or reproduction of forms and business cards used by the Sheriff-Coroner's Department. The Supply Detail also delivers and picks up mail for the department.
7. Law Enforcement Contract Section



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

- (a) The Law Enforcement Contract Section is responsible for the development and administration of law enforcement services contracts. This Section collaborates with various Divisions within OCSD, County agencies including County Counsel and Health Care Agency, as well as other outside Federal, State, and city entities.
- 8. Real Property Section
  - (a) The Real Property Section provides comprehensive real property services to all Sheriff-Coroner Department. These services include real estate planning, acquisition and property management tasks to meet department-wide operational needs. The Real Property Agent handles these services directly, and coordinates contracted services when requested.
- 9. Revenue Audit Section
  - (a) The Revenue/Audit Section is responsible for developing cost studies for law enforcement services including contract cities and Orange County Transit Authority; cost applies for other County agencies; other special rates and fees; and revenue budget and forecast. This Section also coordinates all internal and external audits for OCSD as well as conducting internal reviews of the Department. The primary goal of the audit team is to ensure established procedures are followed and the Sheriff-Coroner's Department assets are being safeguarded.
- 10. Agenda Staff Reports Section
  - (a) The Agenda Staff Reports (ASR) Section is responsible for coordinating the completion of ASRs which are prepared with Division input and processed centrally by the ASR Section for all Department issues requiring Board of Supervisors' approval. The Section also coordinates all financial related California Public Record Act (CPRA) requests.
- 11. Communications Financial Support Section
  - (a) The Communications Financial Support Section supports the financial activities of the Sheriff's Communications and Technology Division. This Section is responsible for billings; processing payroll for the Communications and Technology Division employees; processing purchase requisitions, contracts and accounts payable documents; and monitoring the Division's fixed asset and controlled equipment inventory.

#### 203.2.2 RESEARCH AND DEVELOPMENT DIVISION

The Research and Development Division (R&D) develops and maximizes resources necessary to advance law enforcement objectives and department goals through cost effective, innovative opportunities and partnerships. The division facilitates and manages department-wide construction and maintenance for sheriff's facilities, manages fleet vehicles, procures available state and federal equipment and purchases and issues uniforms and law enforcement equipment to sworn personnel.

There are three core sections within R&D, each with specific functional responsibilities:

## *Function of Units*

---

### **Facilities Planning**

#### 1. Project Administration

- Project Administration entails the overall management and coordination of all disciplines and project components as detailed below. Included in this process is the development of detailed design and construction cost estimates for small (purchase order type) to large complex (Board Awarded capital) projects and reviewing the estimates with our customers. Responsibilities include development of comprehensive scopes of work for the architect-engineer (A-E) and a clear comprehensive description of the Public Works construction project. Project administration involves preparation of and control of the overall project budget, assuring adherence to all appropriate federal, state and local codes and ordinances as well as compliance with all appropriate standards and rules imposed by the authorities having jurisdiction (AHJ). Also included is the development of the project bid package, assuring that all appropriate reviews and approvals have been secured, validating the apparent low bidder's credentials and assuring that all County requirements have been met. Another facet of Administrative is the verification of California Environmental Quality Act (CEQA) compliance and development of requirements, such as Environmental Impact Reports (EIRs) and National Pollutant Discharge Elimination System (NPDES) reports. Agenda Staff Reports (ASRs) are also developed, refined, submitted and tracked and the development and maintenance of policies and procedures as well as process mapping, project progress reporting and project prioritization are also a responsibility of the Administrative function. Additionally, Facilities Planning verifies all project activities are within the requirements of the County's Design and Construction Procurement Policy Manual (DCPPM).

#### 2. A-E Contract Management

- This discipline is responsible for negotiating a scope of work and fee agreement with the architect-engineer (A-E), coordinating design reviews with the A-E and the customer, monitoring the progress of the design activity and reviewing and approving the plans and specifications. Responsibilities also include coordinating punch list activity with the A-E and the general contractor.

#### 3. Construction Management

- This discipline is responsible for conducting pre-bid, pre-construction, pre-grading, construction progress and construction closeout meetings along with any special or impromptu meetings that are necessary. These project managers work very closely with the construction general contractor and County inspectors to assure that specification requirements are being met and the construction schedule is being adhered to. Tasks include regular construction site visits and thorough documentation of progress. This discipline assures that all specification requirements are fulfilled at the end of the project including as-built drawings, O&M manuals, warranties, training and other end of project deliverables. Project cost and schedule control are the responsibility of this discipline including examination and analysis of the schedule of values and review and approval of all contractor pay requests.

## *Function of Units*

---

### 4. Plans/Document Management

- This discipline is responsible for maintaining up-to-date as-built documentation on all Sheriff's facilities and completion records for all projects performed by the R&D command. This discipline provides AutoCAD designs as necessary for studies and internal projects and can provide electronic file copies of facilities when required. The Master Planning and Studies discipline is responsible for forward planning activities, what-if studies, analytical comparisons and support to forward looking budget planning.

## **Facilities Operations**

The Facilities Operations Section provides facility maintenance, regulatory compliance management, and facility maintenance contract management to support the Sheriff Department's 56 facilities. The primary mission of Facilities Operations is to perform the essential maintenance and repair services necessary to keep the Department facilities operational and in compliance with legal requirements set forth in various administrative codes and regulations. Minor alterations necessary to restore original function and building systems performance may be included in this category of work.

### 1. Maintenance Planning Unit

- A team of maintenance planners order repair parts and materials needed for each job in advance, preparing a "ready to work" job schedule for each maintenance shop. Maintenance shop supervisors and maintenance planners combine their efforts to prioritize and schedule the workload for each upcoming week or maintenance cycle.

### 2. Maintenance Control Center

- The Maintenance Control Center provides the point of contact for customer maintenance requests and the daily upkeep and administration of the computerized maintenance management database. Work orders, materials requisitions, and a wide variety of reports are produced regularly using specialized software. The Maintenance Control Center also provides general clerical support for Facilities Operations including timekeeping, maintenance of document files and daily work order processing.

### 3. Maintenance Shops Units

- The Maintenance Shops Units are divided into two areas. Each area is overseen by a Craft Supervisor II and each shop will have a Craft Supervisor I and a Shop Planner assigned to it. One shop area combines responsibility for the Central Jail Complex and the External Support Shop. The External Support Shop is not site specific. This shop is responsible for the Locksmiths, Metalsmiths, Carpenters and Environmental Control Technician which do work in all of the facilities. The second shop area includes James A. Musick Facility and the Theo Lacy Jail Facility. Along with the CJX shop, these shops perform the in-house predictive maintenance, preventive maintenance and demand repair services for a variety of specialized buildings and facilities.

### 4. Compliance Management Unit

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

- The Compliance Management Unit covers a broad range of mandated inspections, environmental protection, safety, and fiscal responsibilities related to maintaining the operating systems of the Departments buildings. A full-time Administrative Manager coordinates resources from other Facilities Operations Units who contribute to the accomplishment of technical maintenance responsibilities mandated by Federal, State and local Regulatory Agencies. This unit performs critical support and compliance functions.
5. Budget Planning and Tracking
    - The Compliance Manager is responsible to coordinate the development of the annual budget plan and to monitor the expenditures throughout the budget cycle. Known responsibilities and planned maintenance account for approximately 80% of Facilities Operations annual budget with the remainder expended throughout the year to correct the inevitable breakdowns and emergencies that occur in buildings operated on a 24/7 schedule.
  6. Regulatory Compliance
    - Mandates include documentation and initiation of air quality control actions, combustion equipment inspections and permitting, Fire/Life/Safety maintenance and inspections, vertical transportation maintenance, underground storage tank permitting and inspections, storm water runoff control inspections and workplace safety inspections. The unit also serves as a checkpoint for compliance with purchasing regulations and internal business rules.
  7. Contract Management
    - The contract management team ensures that Facilities Operations meets the accountability standards defined in the County's Contract Policy Manual and the Sheriff-Coroner's expectation of transparency in the conduct of Department business. A full-time contract services supervisor oversees approximately 80 contracts covering a wide range of specialized maintenance services, parts, and supplies. Assisted by a Craft Supervisor I and a Maintenance Planner, the work of contractors is monitored and documented by this small team to ensure the quality and value of services provided.
  8. Division Safety Training Program
    - A division-wide training program addresses mandated safety training, job knowledge and trade skills required for the work environment, and professional development goals for each R&D employee. Responsibilities include facilitating a combination of professional educational services, County-wide training opportunities, and in-house "train the trainer" programs. Full documentation is retained to meet CAL/OSHA and County workplace safety requirements.
  9. Warehouse
    - The warehouse staff assembles pre-packaged materials ordered by the maintenance planners into our staging area, ready to deliver to the job-site on schedule. The warehouse also stores critical replacement parts and supplies,

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

special tools and emergency response equipment needed for rapid responses by maintenance shops when needed.

### **Resource Management Section**

The Resource Management Section provides a variety of services to the Sheriff-Coroner Department through its Quartermaster Unit, Fleet Management, and Administrative Support Unit..

#### 1. Quartermaster Unit

- The Asset Procurement falls within the Quartermaster Unit and obtains excess property from federal, state and military agencies at little or no cost. Through Asset Procurement the team regularly procures products, which includes assets such as vehicles, safety equipment, and emergency supplies valued in excess of a million dollars. Products procured would otherwise be unavailable or would have to be purchased by the department or other recipient agencies. The Quartermaster Unit also purchases and issues uniforms and law enforcement equipment to sworn personnel.

#### 2. Fleet Management Unit

- The Fleet Management Unit works cooperatively with Orange County Public Works to procure, replace, maintain and repair a fleet of over 1,000 vehicles assigned to the Orange County Sheriff-Coroner Department. The Fleet Management Unit works cooperatively with other Sheriff's commands for installation of radios, mobile computers and Patrol Video Systems in new units, servicing and outfitting of fleet vehicles and other tasks as assigned. Responsibilities include maintaining and updating the vehicle database with information on scheduled maintenance, license plates, mileage, transponder data, etc.

#### 3. Administrative Support Unit

- The Administrative Support Unit provides command-wide reception, secretarial and office services to all units within the Research and Development Command. Other duties include representing the command to the OCSD Safety Officer and the County Safety Officer, facilitating mandated R&D facility evacuation drills, annually replenishing safety equipment (fire extinguishers, first aid kits) and providing petty cash services for all R&D Command sections.

### 203.2.3 THE TECHNOLOGY DIVISION

The Technology Division was established in 2020 as a convergence of two prior existing technical divisions. The Division provides and supports the conception, implementation, maintenance, and forward mobility of all information technology systems for the entire Sheriff's Department as well as all 800 MHz public safety radio communications for the Department, County of Orange, and mutual aid users which has a long and distinguished history and enjoys an outstanding relationship with Orange County public safety community.

The Division designed, built and provides the centralized operation, maintenance, and financial management of the 800 MHz Countywide Coordinated Communications System (CCCS). This system supports law, fire, lifeguard/marine safety, public works, and general government

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

operations on behalf of the 34 cities, Orange County Fire Authority, Orange County Transportation Authority, County of Orange, and other participating agencies. The Division has developed a CCCS system life extension plan to assure that the system's operational and technical capabilities are maximized. This radio system has been an excellent example of a true City/County partnership, and also serves as a national model of interoperability.

The information technology provided by the Division covers the development, maintenance, and support of all Orange County Sheriff's Department (OCSD) computer-based applications, as well as the Sheriff's regional network infrastructure. The teams are responsible for 1,900 Desktop Computers, 500 mobile computers, 280 servers, 800 printers, and all tablets and smart phones.

Advanced technologies and firewalls are deployed throughout the Department to provide a safe and efficient computing environment. Security is of primary importance in order to prevent data loss and other potential risks from intrusions such as viruses, spyware, and hackers.

The Division also provides connectivity and support for 26 Sheriff's locations and over 50 City, County, State, and Federal Law Enforcement Agencies in Orange County as the designated CLETS (California Law Enforcement Telecommunications System) host of the County. This network provides access to law enforcement data throughout the county and allows the electronic submission of Live Scan fingerprint to CALID from 45 devices located throughout the County.

The Technology Division consists of personnel organized in nine areas that specialize in specific technical applications and support. The various units maintain a staff of managers, supervisors, engineers, technicians, developers, and support staff to provide a high level of technical expertise to various public safety functions. The Division also provides technical and operational solutions, such as jail automation, courtroom multi-media, closed circuit television, video conferencing, computer-aided dispatch, records management systems, and other custom applications providing the most cost-effective solutions with a focus on long-term reliability.

#### **Emergency Communications Unit**

- The Emergency Communications Unit coordinates all emergency communications plans with local, State, Federal and volunteer organizations, provides end-user radio training, and supplements emergency and disaster communications resources and services for all Orange County public safety agencies with trained Amateur Radio volunteers through the Radio Amateur Civil Emergency Service (RACES) program.

#### **Radio Microwave Unit**

- The Radio Microwave Unit provides engineering services to evaluate and implement state-of-the-art technologies; providing frequency management, engineering, design, installation, maintenance, and repair of communications infrastructure equipment at 34 remote radio sites and public safety dispatch centers.

#### **Technical Services Unit**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

- The Technical Services Unit is responsible for the template development and programming of all 22,000 subscriber radios on the 800 MHz CCCS. This unit also conducts radio repairs, and provides installation of all mobile radios for the Department and partner agencies. The team also supports all PVS (Patrol Video System) and ALPR (Automated License Plate Readers) equipment installations, maintenance, and repairs, as well as MDC (Mobile Data Computer) configuration, maintenance, and installation. The Technical Services Unit also provides the technical support for all public safety dispatch center radio configuration, installation, maintenance, and repairs throughout Orange County.

### **Operations**

- The Operations teams provide financial, customer service, purchasing, warehousing, safety, and facility maintenance support to the Division and our technical users in support of public safety operations and technologies.

### **Security Electronics Unit**

- The Security Electronic Unit is responsible for the planning, design, implementation, and maintenance of technology-based security systems within our jail system and other county facilities, including but not limited to closed circuit television, duress alarm systems, jail electronic controls, audio systems, and on-site audio/visual for events such as meetings, academy graduations, and Board of Supervisor meetings.

### **Applications Team**

- The Applications Team is responsible for developing, implementing, maintaining, and supporting all OCSD computer-based applications. This team also provides connectivity and support for 26 Sheriff's locations and over 50 City, County, State, and Federal Law Enforcement Agencies in Orange County as the designated CLETS host of the County. This network provides access to law enforcement data throughout the county and allows the electronic submission of Live Scan fingerprint to CALID from 45 devices located throughout the County.

### **Network/Infrastructure Team**

- The Network/Infrastructure Teams are responsible for all Sheriff's regional network servers and infrastructure including storage, upgrades, patches, and replacements. The Desk Top team within this group also deploys and maintains over 1,900 Desktop Computers, 500 Mobile Computers, 280 Servers, 800 Printers, and all tablets and smart phones for the Department.

### **Security**

- The Security Team is responsible for the security and safe-guarding of all Department technologies. Advanced technologies and firewalls are deployed throughout the Department to provide a safe and efficient computing environment. Security is of primary importance in order to prevent data loss and other potential risks from intrusions such as viruses, spyware, and hackers. This team also provides email support, VPN (Virtual Private Network) approvals and accesses, and user authorization approvals for the Sheriff's Department.

## *Function of Units*

---

### **Project Management Office**

- The PMO (Project Management Office) is responsible for the coordination, planning, tracking, and implementation support of all major technological projects. This group assists with the development of timelines, provides progress updates, establishes and solicits resources, and supports the vision of each project through their technical expertise in software, hardware, and development.

### **203.3 CUSTODY & INMATE SERVICES COMMAND**

#### **203.3.1 CENTRAL JAIL COMPLEX**

The Central Jail Complex consists of the following:

1. Central Men's Jail
  - The Central Men's Jail houses pre-trial and maximum security sentenced male inmates.
2. Central Women's Jail
  - There are no inmates housed at the Central Women's Jail at this time.

#### **203.3.2 INTAKE RELEASE CENTER**

The Intake Release Center consists of the following:

1. Intake Release Center
  - The Intake Release Center houses medium and maximum security, pretrial and sentenced male and female inmates. Provides mental health treatment to male and female inmates in modules specifically designed for Lanterman Petris Short patients and associated conservator hearings.
  - Additional services to released inmates, including: placement in housing and programs, multiple weeks supplies of medication, and access to other services.
  - Is the sole booking facility for all male and female arrestees for Orange County.
2. Transportation Bureau
  - The Transportation Bureau's primary duty is the in county transportation of all inmates committed to the county jail, to and from the courts of jurisdiction, medical facilities, and special court ordered movement.
  - It is also responsible for transporting Sheriff-Coroner's prisoners to and from institutions of confinement anywhere in the state.

#### **203.3.3 INMATE SERVICES DIVISION**

The Inmate Services Command was formalized in October 2004 by consolidating three existing jail support operations; Commissary Operations, Food Services, and Correctional Programs. By consolidating these Units into a central operation it unified their overall interaction between professional and law enforcement staff to provide a cohesive, consistent, and professional level of service to the inmate population incarcerated in the County's five jail facilities. There are five



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

distinct units within the Inmate Services Command; Commissary Operations, Food Services, Correctional Programs, Inmate Re-Entry, and Command Support.

1. Commissary Operations
  - (a) Commissary Operations is a highly automated, profit-based unit with fiduciary responsibilities over inmate funds. The primary goal of Commissary Operations is to provide high quality products and services to those incarcerated in the Sheriff's jail facilities and secondly to provide funding to the Sheriff's Inmate Welfare Fund to support vocational and educational training programs.
2. Food Services
  - (a) Food Services provide three nutritionally balanced meals to each inmate housed in the County's five jail facilities. Food Services prepares special medical diets ordered by Correctional Medical Services staff for inmates with special dietary needs as well as religious diets, court ordered meals, and cold bag meals for inmates attending court, County inmate work crews and emergent operational situations. These meals must meet or exceed the requirements set forth by the California Board of Corrections, Title 15, the National Academy of Sciences Recommended Daily Allowances, and the California Retail Food Code.
3. Correctional Programs
  - (a) Correctional Programs provides inmates the opportunity for an effective, rehabilitative experience while incarcerated. Inmate programs and services related to rehabilitation opportunities are mandated by Title 15 Minimum Jail Standards and related case law. Typical programs include educational classes, vocational education training, and "life skills" classes such as Parenting and Job Development. Correctional Programs also provides opportunities for personal change, by offering classes focusing on substance abuse recovery, domestic violence, anger management, fitness and exercise, general and law library services, religious and inspirational programs and pre-release preparation and assistance - all designed to maximize the chances of an inmate's successful transition to the community at release.
4. Inmate Re-Entry
  - (a) The Inmate Re-Entry Unit was created to combat the continuing high recidivism rates that have plagued our state. The Orange County Sheriff's Department is taking a proactive role in changing the way we rehabilitate inmates by providing extensive in-custody programs and post release after care services. In-custody programs include individual assessments, pre-release planning classes, domestic violence classes, anger management classes, and pre-release planning sessions. Upon release, these formerly incarcerated individuals are encouraged to use the Unit's Great Escape Resource Center. The Great Escape Resource Center provides resources to formerly incarcerated individuals who have participated in rehabilitative programs while in custody.

## **203.4 CORRECTIONS & COURT OPERATIONS COMMAND**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

### 203.4.1 THEO LACY JAIL FACILITY

Theo Lacy Jail houses pre-trial and sentenced minimum, medium, and maximum-security male inmates, including weekender inmates. This facility also receives and books all male stays of execution and administers the Community Work Program.

### 203.4.2 JAMES A. MUSICK JAIL FACILITY

The James A. Musick Facility houses pre-trial and sentenced minimum-security male and female inmates. Custodial and rehabilitative programs are available, which include educational courses. The Musick Facility's laundry operation serves the Musick Facility, Theo Lacy Jail Facility, and Orange County Juvenile Hall.

### 203.4.3 COURT OPERATIONS DIVISION

The Court Operations Division consists of Court Services and Civil Process Services. Their primary responsibilities are to:

1. Protect and serve the judiciary and the public.
2. Ensure a safe environment in the Justice Centers.
3. Operate court holding facilities.

The Court Operations Command is spread among nine geographic locations:

1. Court Operations Administration Building (Santa Ana)
2. Central Justice Center (Santa Ana)
3. Central Justice Center-Civil Complex Center (Santa Ana)
4. Central Justice Center Community Court (Santa Ana)
5. Lamoreaux Justice Center (Orange)
6. North Justice Center (Fullerton)
7. West Justice Center (Westminster)
8. Harbor Justice Center (Newport Beach)
9. Superior Court Service Center (Mission Viejo)

### Judicial Protection Unit

1. This unit is charged with the responsibility for receiving and assessing perceived threats to members of the Orange County Superior Court.

### Civil Field Bureau

1. The Civil Field Bureau has the responsibility for serving and enforcing subpoenas, orders, notices, summonses, and other processes of the court. Civil Field deputies

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

seize property under court order, sell property seized to satisfy judgments, and enforce eviction orders.

### **203.5 PATROL OPERATIONS COMMAND**

#### **203.5.1 NORTH OPERATIONS DIVISION**

North Operations, based at Sheriff's Headquarters in Santa Ana, is responsible for patrol services in the north Orange County unincorporated areas and contract police services for the cities of Yorba Linda, Stanton, and Villa Park. North Operations is responsible for specialized law enforcement functions including the Security Bureau, Special Events, School Crossing Guards, County Parks, and the OC Fair & Event Center. The Emergency Communications Bureau, comprised of Dispatch and Control One is also a part of North Operations.

North Operations Division provides police services for approximately 75,000 residents of unincorporated North Orange County. These 41 County Islands are located adjacent to the cities of Anaheim, Costa Mesa, Brea, Garden Grove, Newport Beach, Orange, Santa Ana, Tustin, Irvine, La Mirada, Huntington Beach, Fountain Valley and Placentia. Also included are the communities of Midway City, Emerald Bay, Rossmoor, and Silverado Canyon.

In addition to the patrol function, North Operations manages the following bureaus and units:

#### **North Investigations**

- North Investigations consists of general criminal investigators and in-custody court liaisons. The Investigators and Investigative Assistants assigned to this detail are responsible for investigating crimes committed in the contract City of Villa Park, Airport Police Services, Harbor Patrol, the OC Fairgrounds, and the unincorporated areas of Anaheim, Brea, Costa Mesa, Emerald Bay, Fountain Valley, Irvine, La Mirada, Midway City, Orange, Placentia, Rossmoor, Yorba Linda, and the canyon communities of Blackstar, Modjeska, Silverado, and Santiago.

#### **Directed Enforcement Team (DET)**

- The team handles specific crime problems or concerns of north county communities. The deputies assigned to DET receive advanced training on intelligence gathering, surveillance techniques, and search warrant service. The DET team targets career criminals and violent offenders, conducts high risk warrants, conducts surveillance, search warrant service and intelligence.

#### **School Resource Officers (SRO)**

- The SRO Program places uniformed officers within educational institutions to meet a variety of needs. SROs are assigned predominantly to Middle and High Schools that are located in Sheriff's jurisdiction of Orange County. SROs handle criminal as well as social problems that occur with our youth and regularly attend sporting events, school functions, and parent meetings while still enforcing criminal laws.

#### **Gang Reduction and Intervention Program (GRIP)**

- The Orange County Gang Reduction and Intervention Partnership (GRIP) is a partnership between OCSD, the Orange County District Attorney's Office, Orange

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

County Probation Department, local businesses in the community, and School Districts to identify at-risk students. GRIP aims to increase school attendance and decrease gang activity with the communities. Deputies assigned to this program are in direct contact with at-risk students.

### **Special Events**

- Contract police services are provided regularly for numerous special events including but not limited to: The OC Fair and Event Center, County Parks, and Holiday Events.

### **Emergency Communications Bureau (ECB)**

- ECB serves as the communications center for the Department. Staffed by Radio Dispatchers and Call Takers who are also supervised by professional staff supervisors, ECB receives all incoming calls for service. Calls are dispatched via radio to the appropriate units for handling. The radio dispatchers also provide radio communications to all Sheriff-Coroner vehicles. Supplemental communications support is provided to the District Attorney's Office, the Probation Department, Park Rangers and Saddleback College. ECB provides a Public-Service Answering Point for the County 9-1-1 emergency telephone and text systems as well as non-emergency calls for service.

Control One is the County wide Coordinated Communications System providing wants/warrant teletype service and coordinating communications between all County of Orange fire and law enforcement agencies, and coordination between Orange County agencies and agencies from outside of Orange County. This unit is staffed by Communications Coordinator II's and Supervising Communications Coordinators. Control-One is the countywide point of contact for any major disasters or incidents. Control One would notify all agencies of resources requested and make necessary state and federal contacts for further assistance.

### **Security Bureau**

- The Security Bureau has the responsibility of providing law enforcement and security services to County Agencies that have contracted for services. These Agencies include the Probation Department, Social Services Agency, Health Care Agency and particular buildings within the Civic Center Plaza. The Security Bureau has Sheriff's Special Officers posted at the following locations:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Function of Units

---

1. County
  - (a) HOA Building #10 Civic Center Plaza, Santa Ana [REDACTED]
  - (b) Tax Collector Building 601 N. Ross St., Santa Ana [REDACTED]
2. Department of Child Support Services
  - (a) 1055 N. Main St., Santa Ana [REDACTED]
3. Health Care Agency
  - (a) 405 W. 5th St., Santa Ana [REDACTED]
  - (b) 1725 W. 17th St, Santa Ana [REDACTED]
  - (c) 1200 N. Main St., Santa Ana [REDACTED]
4. Sheriff's Buildings
  - (a) 550 N. Flower St., Santa Ana [REDACTED]
  - (b) Brad Gates Bldg. / Forensic Science Services 320 N. Flower St., Santa Ana [REDACTED]
5. Social Service Agency
  - (a) 6100 Chip Ave., Cypress [REDACTED]
  - (b) 12912 Brookhurst Ave., Garden Grove [REDACTED]
  - (c) 2020 W. Walnut St., Santa Ana [REDACTED]
  - (d) 1928 S. Grand Ave. A, B & C, Santa Ana [REDACTED]
  - (e) 3320 E. La Palma Ave., Anaheim [REDACTED]
  - (f) 800 Eckhoff St., Orange [REDACTED]
  - (g) 301 City Dr. S., Orange [REDACTED]
  - (h) 401 City Dr. S., Orange [REDACTED]
  - (i) 23330 Moulton Pkwy., Laguna Hills [REDACTED]
  - (j) 115 Columbia, Aliso Viejo [REDACTED]
  - (k) 1240 State College Blvd., Anaheim [REDACTED]

Most of the facilities are staffed during regular business hours with the exception of Orangewood, 401 City Dr. which is staffed 24-hours a day.

Each facility has a different set of "Post Orders". The Post Orders detail the Sheriff's Special Officer's duties and responsibilities for that particular location.

- The personnel currently assigned to the Security Bureau consist of a Captain, 3 Sergeants, 5 Deputies and 46 Sheriff's Special Officers. One Deputy is permanently assigned to a fixed post at the Hall Of Administration. In addition to the post orders at the Hall of Administration, this Deputy's duties include taking criminal counter reports at Sheriff's Headquarters. The other four Deputies are assigned to the field. They

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

respond to any of the facilities to assist the Sheriff's Special Officers with any type of law violation.

All of the Sheriff's Special Officers positions are fixed posts and they report directly to their work location. In addition to the post orders at each facility, Sheriff's Special Officers duties include the security of locations or facilities as directed by the Sheriff.

### 203.5.2 SOUTHWEST OPERATIONS DIVISION

The Southwest Operations Division is located in the City of Aliso Viejo and provides law enforcement services to more than 300,000 residents for seven contract cities: Aliso Viejo, Dana Point, Laguna Hills, Laguna Niguel, Laguna Woods, San Clemente and San Juan Capistrano. The area covered by the Southwest Operations Division encompasses approximately 72 square miles and necessitates the service of about 220 sworn and 50 professional staff members.

In addition to providing patrol operations, the Southwest Operations Division manages the following bureaus and units:

#### **Facility Community Service Officers**

- The Community Service Officers who are assigned to the Southwest Operations Facility oversee all assigned patrol equipment, fleet maintenance, distribute personal protective equipment and the patrol video system. Additionally, CSOs perform "Livescan" fingerprinting, facility maintenance, customer service at the front counter.

#### **Southwest Investigations**

- Southwest Investigations consists of a Sergeant supervising fifteen Investigators, two Investigative Assistants, and one Office Specialist. The Investigators and an Investigative Assistant is responsible for investigating general crimes committed in the seven Southwest Operations Division's contract cities. An Investigator Assistant and Office Specialist are responsible for ensuring the filing of in-custody criminal cases for the Southwest Operations Division.

#### **Regional Traffic Bureau**

- The Regional Traffic Bureau consists of one Sergeant, five Deputies and two Investigative Assistants, one Staff Specialist, and two Office Specialists. They provide review and follow-up traffic collision investigative services for the Sheriff's Department's contract cities. This includes filing cases with the District Attorney's Office, issuing citations, providing traffic statistics to the contract cities, and managing the Sheriff's Department's towing services contracts. The Regional Traffic Bureau is also responsible for administering all DUI grants from the Office of Traffic Safety.

#### **Major Accident Reconstruction Team (MART)**

- M.A.R.T. consists of sergeants and deputies; all of whom have received specialized training in conducting the investigations of major injury or fatal traffic collisions. This detail also provides assistance to local law enforcement agencies in the field of traffic collision investigation and provides investigative support to other investigative units.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

### **Auto Theft Bureau**

- The regional Auto Theft Bureau is assigned to investigate all cases of stolen and recovered vehicles within the Sheriff's Department jurisdiction. The Bureau is comprised of two Investigators, an Investigative Assistant and an Office Specialist.

### **Orange County Auto Theft Taskforce (OCATT)**

- The Sheriff's Department provides a Sergeant and two Investigators to the regional Orange County Auto Theft Taskforce, which investigates auto thefts by professional criminals in Orange County and throughout the Southern California region.

### **Regional Motorcycle Traffic Enforcement Program**

- The Regional Motorcycle Traffic Enforcement Program consists of a Sergeant and twenty-five Deputies that operate motorcycles and conduct traffic enforcement and investigate traffic collisions for eleven contract cities. When needed by the Department, the Regional Motorcycle Traffic Enforcement also functions as the Motor Strike Team which provides immediate assistance for crowd and traffic control.

### **Drug Recognition Expert (DRE) Program**

- Two Sergeants are assigned the ancillary responsibility of managing the Department's Drug Recognition Expert Program. The DRE Program facilitates training for our Deputies to recognize impairment in subjects that are under the influence of a controlled substance. All DREs must successfully complete all phases of the Drug Evaluation and Classification Program's training requirements to be certified as a DRE by the International Association of Chiefs of Police and the National Highway Traffic Safety Administration.

### **Behavioral Health Bureau**

- The Behavioral Health Bureau consists of Sergeants and Deputies that are specially trained to work collaboratively with various stakeholders to reduce recidivism and increase crisis intervention services for those experiencing mental health and/or homeless issues.

### **203.5.3 SOUTHEAST OPERATIONS DIVISION**

The Southeast Operations Division provides law enforcement services to the three contract cities of Lake Forest, Mission Viejo, and Rancho Santa Margarita. In addition to servicing the three contract cities, the Southeast Operations Division provides law enforcement services to the unincorporated communities of Coto De Caza, Ladera Ranch, Las Flores, Wagon Wheel, Trabuco Canyon, and Rancho Mission Viejo. The Southeast Operations Division's geographic area of responsibility covers over 273 square miles and includes portions of the Santa Ana Mountain range. The division provides law enforcement services to more than 280,753 residents. The Southeast Operations Division works in a continuous partnership with the Southwest Operations Division to provide special services to all contract cities and unincorporated areas.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

Southeast Operations Division deploys 65 patrol cars during each 24-hour period to carry out our mission. This requires approximately 223 staff members, of which 168 are sworn peace officers. These Deputy Sheriffs are assigned to patrol, traffic enforcement, Directed Enforcement Team (DET), Juvenile Services Bureau (JSB), School Resource Officer (SRO) programs, the School Mobile Assessment Response Team (SMART), Gang Reduction Intervention Partnership (GRIP), supervision, management and other essential support functions. In addition to providing patrol operations, the Southeast Operations Division manages the following bureaus and units:

#### **Community Service Officers**

- The Community Service Officers who are assigned to the Southeast Operations Facility, aka "Saddleback Station," oversee all assigned patrol equipment, fleet maintenance, distribute patrol equipment, personal protective equipment (PPE) and the patrol video system. Additionally, CSOs perform "Livescan" fingerprinting, correctable citation approval, facility maintenance, and a variety of customer service resources at the front counter.

#### **Southeast Investigations**

- Southeast Investigations consists of a Sergeant supervising ten Investigators, five Investigator Assistants, and one Office Specialist. The Investigators and an Investigator Assistant are responsible for investigating general crimes committed in the three Southeast Operations Division's contract cities and Unincorporated Areas. An Investigator Assistant and an Office Specialist are responsible for ensuring the filing of in-custody criminal cases for the Southeast Operations Division.

#### **South Direct Enforcement Team (DET)**

- The South DET team consists of a Sergeant, an Investigator, ten Deputies and one Deputy Probation Officer. DET operates as a plainclothes investigative detail. Their primary mission is to conduct investigative follow-up for their respective operational areas, targeting career criminals and violent offenders. Employing the use of investigative measures including crime analysis and surveillance, DET effectively focuses on problem areas and criminal matters, both within the Sheriff's Departments' jurisdiction and beyond. Members of DET author and serve both search and arrest warrants, and prepare and file their own criminal cases. DET collaborates with the Probation Department in monitoring probationers, including those released under AB 109, and routinely work with other Sheriff's Department specialty units. The DET team also assists with ensuring ABC compliance at licensed alcohol sales establishments throughout all jurisdictions serviced by the Department.

#### **Juvenile Services Bureau (JSB)**

- Juvenile Services hosts a broad series of programs that cover early intervention programs, investigations, school violence prevention, and juvenile diversion. It also includes outreach and community forum programs that inform parents about issues they may find beneficial.

Juvenile Services is overseen by the Southeast Operations Division Commander, and includes to sergeants, three deputy sheriffs, and juvenile investigators and



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

investigative assistants from each of the Sheriff's Department Contract City partners and unincorporated areas. It further includes the contract partnership with Pepperdine University for the Pepperdine Resource Youth Diversion and Education (PRYDE) program that brings diversion programs and clinicians from the university to address early intervention and mental health issues.

JSB works to provide comprehensive investigative, counseling, rehabilitation and referral services to area youths that come in contact with law enforcement. In concert with the goals of the Juvenile Court System to rehabilitate youthful offenders, JSB works in collaborative effort with the Orange County Juvenile Probation Department to divert selected juvenile offenders away from the criminal justice system into alternative programs.

The JSB Sergeant acts as a program coordinator for the School Resource Officers (SRO) throughout the Orange County Sheriff's Department operational areas. SROs collaborate on ongoing student trends, problems at schools, and efforts to provide appropriate service to the student and administrative customers they serve.

JSB staff work hand-in-hand with probation officers, the juvenile court, and psychologists from Pepperdine University's PRYDE program. The JSB sergeant operates as the liaison between the PRYDE program and the Sheriff's Department. The sergeant also coordinates Sheriff's Department efforts with the Orange County Board of Education, Juvenile Justice Commission, and several local school districts on a variety of projects, issues, and programs.

### **School Mobile Assessment and Resource Team (SMART)**

- The School Mobile Assessment and Resource Team is utilized in school situations and incidents related to violence, threats, possession and/or use of weapons, unstable behaviors, and suicidal actions or tendencies. SMART works collaboratively in conjunction with school officials, the Health Care Agency, the Probation Department, and the District Attorney's Office, to help resolve safety issues and concerns involving all personnel associated to schools. SMART is comprised of a sergeant, an investigator, three deputies and a clinician from the Orange County Health Care Agency. The team responds at the request of law enforcement personnel or school administration to provide services and resources, including threat assessments, criminal investigation, case management and referrals to mandatory counseling, where deemed appropriate. The goal of SMART is to evaluate and assess each incident individually, to effectively resolve the matter through the least intrusive mean available (while still maintaining safety and security to the school), and ultimately return the staff and students to their daily routine.

### **Orange County Gang Reduction and Intervention Partnership (OC GRIP)**

- Orange County Gang Reduction and Intervention Partnership (OC GRIP) is a collaborative effort between the Orange County District Attorney's Office, Orange County Sheriff's Department, Orange County Probation Department and various police departments with the goal to prevent minors from joining criminal street gangs.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

OC GRIP also works closely with Waymakers, a non-profit organization that shelters children, supports victims, counsels families, and educates communities. Faith based organizations, private businesses, and community groups also partner with the program.

### **Field Training Bureau (FTB)**

- The Field Training Bureau (FTB) operates in the Field Operations Command and consists of one Captain and three Sergeants. It is responsible for the management and oversight of the Department's Field Training Program (FTP). The following are the primary functions of Bureau:
  - Provide oversight of each patrol trainee's progress through the Field Training Program
  - Manage the database utilized to document trainee's performance
  - Management of FTO selection process, FTO training and development
  - Administer the Patrol Readiness Education Program (PREP)
  - Manage the Field Operations Manual (FOM)
  - Address/research law enforcement "industry standards / best practices"
  - Disseminate training bulletins related to case law, patrol procedures, and officer safety
- FTB works collaboratively with the Department's three Patrol Divisions to successfully prepare and transition deputies to assignments in Field Operations. In addition, the Bureau provides accurate and timely information to Field Operations' personnel that enhance their effectiveness and expertise in providing service to our community.

### 203.5.4 TRANSIT OPERATIONS DIVISION

#### **Airport Police Services Bureau**

- The Airport Police Services Bureau has the responsibility to provide law enforcement services and security for the residents and visitors of Orange County on the publicly owned property at John Wayne Airport. This includes the protection of all persons and property through the enforcement of laws, security regulations and procedures.

The bureau works closely with Airport management, the Department of Homeland Security (including the Transportation Security Administration), the Federal Bureau of Investigations, the Orange County Intelligence Assessment Center, U.S. Customs and Border Protection, and the air carriers serving the airport.

The bureau routinely provides dignitary protection to high profile government officials that are transiting through John Wayne Airport. They work collaboratively with the United States Secret Service, the State Department, Capital Police, the California Highway Patrol, and other involved entities to coordinate the safe arrival and departure of these dignitaries through John Wayne Airport.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

The bureau's Explosives Detection Teams provide K-9 services to John Wayne Airport through a cooperative agreement with the Department of Homeland Security/Transportation Security Administration. The team protects the public, airport employees, and property by acting as a pro-active deterrent against possible terrorist and criminal activity. They conduct random and directed bomb sweeps of the airport's parking lots, terminals, commercial ramp, aircraft, freight building and cargo area.

### **Harbor Patrol Bureau**

- The Harbor Patrol Bureau provides around-the-clock law enforcement, marine fire-fighting and search/rescue services along the 48 miles of Orange County coastline and within the county's three major harbors at Newport Beach, Sunset-Huntington and Dana Point. Deputies are on heightened alert to any possibility of terrorist activity, and constantly monitor potential targets within the harbors and along the county coastline. The bureau works closely with local and federal government agencies, sharing information for the detection and prevention of suspected acts of terrorism.

The Newport Beach office services as the headquarters for the Harbor Patrol Bureau and also as an official reporting station for the National Weather Service as well as the National Oceanic and Atmospheric Administration (NOAA). The 7,000 square foot Harbor Patrol Headquarters building contains an emergency operations center, conference and training rooms, a marine maintenance facility, and a state-of-the-art 800 MHz dispatch area. This dispatch center also serves as a backup for the county's primary dispatch facility at Loma Ridge.

The bureau provides the services of the Underwater Search and Recovery Team (Dive Team) for the varied duties of evidence and body recoveries, boating accident investigation on sunken or damaged vessels, and emergency inspections. With ongoing threats of terrorist activities targeting small and large harbors, the need for a fully equipped team ready to respond at any time has become essential. The Dive Team is also utilized for inspection of large vessels and docks for prevention of possible terrorist acts.

### **Transit Police Services Bureau**

- The Transit Police Services Bureau has the responsibility to provide security and law enforcement for the Orange County Transportation Authority (OCTA). This includes providing security and other services on OCTA buses, vehicles and transit facilities, as well as for OCTA patrons and employees. The bureau also provides special law enforcement services and investigative services for violations on transit properties and along OCTA's 47 miles of active rail right of way properties as well as 13 miles of non-operating right of way properties.

The bureau deploys a team of uniformed Deputy Sheriffs dedicated to providing specialized security and law enforcement services on OCTA buses in addition to supplementing local law enforcement agencies at transportation centers, OCTA facilities, and park & ride facilities.

Due to the extreme level of danger along our railway properties, the bureau deploys a dedicated Right of Way Team. This team of Deputy Sheriffs is tasked with the mitigation of

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

trespassing and security threats along our Orange County railway right of way properties. This team works in concert with local law enforcement, federal law enforcement, railway police, and the public at large to maintain the highest level of safety and security along these vital infrastructure sites.

The bureau deploys an investigative element which is primarily tasked with investigating criminal violations which occur on OCTA buses and OCTA owned right of way properties. This element also conducts threat assessments, special operations with surveillance capabilities, and coordinates with allied agencies for joint operations which enhance safety and security in Orange County's transit environment.

The bureau is a participant in the Department of Homeland Security/Transportation Security Administration Explosive Detection Canine Program. The bureau deploys multiple canine teams that provide support to OCTA directly by conducting searches of buses, trains, bus routes, properties, and special events to locate any explosive devices.

The bureau deploys a Community Oriented Policing (COP) Team comprised of deputies with primary focus of improving the quality of life by building ties and working closely with members of the ridership and other members of the community to prevent or reduce crime and disorder. The team takes a collaborative, multi-disciplined approach to finding solutions to the increased homeless issues within OCTA jurisdictions and properties, with equivalent emphasis on outreach, enforcement and security functions.

The bureau provides contracted services to OCTA as a representative to the Orange County Taxicab Administration (OCTAP) Public Safety Committee. TPS receives and investigates initial applications for permits pursuant to OCTAP regulations.

### **203.6 INVESTIGATIONS & SPECIAL OPERATIONS COMMAND**

#### **203.6.1 INVESTIGATIONS DIVISION**

The Investigations Command is charged with the responsibility of investigating and following up specific criminal activity, which has occurred within the jurisdiction of the Sheriff-Coroner's Department. To ensure maximum efficiency; the Investigations Command has been organized into two specific bureaus:

#### **Criminal Investigations Bureau**

The specialized organization and operating technique of the Criminal Investigation Bureau permits the concentration of investigative effort in the most productive manner. The bureau consists of the following details:

1. Homicide
2. Special Victims
3. Family Protection
4. Economic Crimes

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

5. Computer Crimes
6. Crime Analysis

The Criminal Investigations Bureau prepares and develops material derived during investigations for presentation to the District Attorney for complaint and/or warrants, which ultimately result in apprehension and successful prosecution of the offender.

### **Special Investigations Bureau**

The Special Investigations Bureau's primary responsibilities include:

1. Gang Enforcement Team
  - (a) The primary responsibility of this detail is the tracking and policing of gang activity within the Sheriff-Coroner's jurisdiction. Through street contacts, team members concentrate on gathering intelligence to help address specific enforcement needs. Special attention is given to the monitoring of sentenced gang members who have been released from custody on "gang term" probation.
  - (b) In addition, team members help coordinate anti-gang activities within the department as well as assisting with community awareness programs to help disseminate information in our areas of responsibility.
2. Special Operations / Intelligence
  - (a) This detail is responsible for:
    1. Intelligence
    2. Dignitary Protection
    3. Threat Assessment
    4. Technical Operations
  - (b) The primary function of this team is to conduct specialty investigations requiring intelligence gathering, resource networking, protection of elected officials or other dignitaries, undercover operations, and electronic surveillance.
3. Narcotics/Vice Detail
  - (a) The purpose of this detail is to investigate, analyze, deter and arrest narcotic violators. The detail itself is broken into three components addressing the street level violator and individual user, an Airport Narcotics unit and a Vice Team.
  - (b) The detail's vice responsibilities center on the investigation, arrest and conviction of violators of criminal statutes relating to all types of prostitution, disorderly conduct, gambling and pornography.

### 203.6.2 CRIME LAB DIVISION

#### **Criminalistics Bureau**

- The Criminalistics Bureau performs qualitative and quantitative tests on physical evidence, organic and inorganic substances using chemical, microscopic and instrumental techniques. For purposes of identification, comparison and

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

individualization; this bureau is responsible for the interpretation of analytical data that assists in the investigation of crimes, prosecution of offenders or the exclusion of suspects. The most frequent examinations are conducted in the fields of seized drugs, firearms comparison, arson and explosives, and trace evidence such as hair and fibers. The Bureau is also responsible for major (homicide, officer-involved shootings) crime scene investigation, including blood splatter interpretation and the collection of evidence. The Seized Drugs Unit of this bureau is responsible for examining evidence for presence of all controlled substances, evidence collected from clandestine laboratories.

#### **DNA Bureau**

- The DNA Bureau is responsible for examining physical evidence for the presence of biological material, analyzing the biological samples for the presence of DNA, and generating DNA profiles from these samples. The DNA profiles generated from this bureau provide investigatory information to law enforcement. This bureau also participates in the state and national CODIS DNA database system. The CODIS database allows searching and comparison of DNA profiles from casework samples submitted by other jurisdictions at the local, state, and national levels.

#### **Forensic Chemistry Bureau**

- The Forensic Chemistry Bureau is responsible for the detection, quantitation and interpretation of the significance of drugs and other toxins in physiological samples from (both living and deceased subjects). The analytical results may be used to help determine cause of death in Coroner cases, the presence of prescription drugs and drug of abuse in living subjects, and the effects of alcohol and drugs on driving-under-the-influence investigations. The laboratory coordinates the county-wide DUI/D blood and breath alcohol program including the analysis of blood and urine samples for alcohol and commonly abused drugs, and the maintenance of breath alcohol devices throughout the County. The bureau provides expert opinion and analysis court testimony on the effects of alcohol and other drugs on driving behavior.

#### **Identification Bureau**

- The Identification Bureau is responsible for crime scene photography and diagramming, processing crime scene latent fingerprints, the comparison and development of fingerprints from evidence to known samples, the laboratory processing of evidence for fingerprints, and the comparison of shoeprints, tire tracks and other impression evidence. The Identification Bureau maintains a full service photographic studio and darkroom to document physical evidence and trauma on victims as well as the developing and printing of booking photos and crime scene photographs for court and investigation purposes. The bureau includes the laboratory Evidence Control unit, which is responsible for logging and tracking of all evidence handled by the laboratory.

#### **Cal-ID Bureau**

- The Cal-ID Bureau is responsible for the operation of the county-wide Automated Biometric Identification System (ABI) and the associated county Livescan and Mobile ID systems. Through this system, the fingerprints and other biometric modalities from

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

arrestees throughout the county are identified on a timely basis. Latent fingerprints collected from crime scenes are compared to the database fingerprints of known criminals. The Cal-ID Bureau maintains communication and integrates with the Department of Justice AFIS in Sacramento. This permits the comparison of arrestee fingerprints and crime scene latent prints with fingerprints from criminals statewide.

### 203.6.3 CORONER DIVISION

#### **Investigations Unit**

- The Investigations Unit is responsible for carrying out the statutory duties of the Coroner as defined in California Government Code Section 27491 and Health and Safety Code Section 102850. Those duties include investigation into the circumstances surrounding all deaths falling within the Coroner's jurisdiction for the purpose of determining the identity of the deceased, the medical cause of death, the manner of death, and the date and time of death. Medicolegal death investigations are conducted countywide on all homicides, suicides, accidents, suspicious, and unexplained deaths. Other duties include locating and notifying the legal next of kin, safeguarding personal property, collection and preservation of evidence, and completion of mandatory records and documents. Deputy Coroners are P.O.S.T. certified sworn peace officers under Penal Code 830.35(c) whose authority extends to any place in the state for the purpose of performing their primary duty under Section 27469 and 274971 to 27491.4.

#### **Forensic Unit**

- The Forensic Unit is comprised of Forensic Assistants with primary responsibility for assisting the Forensic Pathologists with autopsy examinations; scheduling and assisting outside neuropathologists, odontologists and anthropologists; collecting, chronicling, and maintain all autopsy-related evidentiary specimens; processing the decedents into and out of the Coroner facility; and providing training opportunities for medical residents/students and mortuary science students: On a daily basis, the Forensics Unit works in coordinated effort with any and all county law enforcement agencies, local and state health departments, funeral homes, organ and tissue procurement agencies, and California DOJ as needed. Forensic Pathology Services are provided by Juguilon Medical Corporation. The staff is comprised of four Board Certified Forensic Pathologists and is managed by Chief Forensic Pathologist Anthony A. Juguilon.

#### **Training Unit**

- The Coroner Facility houses the California Coroner Training Center, the sole educational institution in the State designated specifically for the specialized training needs of Coroners. The Division provides all of the POST mandated medicolegal death investigation training for California Coroners and Medical Examiners. The Division is also proactive in the community, participating in awareness programs geared toward preventing drunk driving and drug use; domestic violence, child abuse, and elder abuse; and reporting consumer products that cause fatal injury. The Division provides educational services for medical, legal and law enforcement professionals, collaborates with research organizations pursuing medical science advancements and

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

maintains collaborative relationships with non-profit organ and tissue procurement agencies to enhance the quality of life and save lives.

#### 203.6.4 EMERGENCY MANAGEMENT DIVISION

Emergency Management Division serves as the Operational Area Coordinator Point under the direction of the Sheriff-Coroner and the Operational Area Executive Board. Emergency Management staff provides planning and training for all types of emergencies within the county and coordination with state and federal resources. The staff of the Emergency Management Division provides support to the Emergency Operations Center (EOC) that functions as the county's command center for natural disasters or unusual events.

#### 203.6.5 SPECIAL OPERATIONS DIVISION

##### 1. O.C. Intelligence Assessment Center

(a) The Orange County Intelligence Assessment Center (OCIAC) was built on the foundation established by the Orange County Sheriff's Department Terrorism Early Warning Group from 2001 to 2007. OCIAC is a proactive multi-agency, multi-discipline collaborative which provides comprehensive analysis, intelligence, timely information sharing, and critical infrastructure protection. Direct responsibility for the overall policy and direction of OCIAC will rest with the Orange County Sheriff-Coroner or his/her designee. The Sheriff-Coroner or his/her designee will closely coordinate with the Orange County Chiefs of Police and Sheriff's Association, and Parties' Chiefs of Police, the Fire Authority Chief and the Director of the Health Care Agency or their designees regarding matters of mutual concern related to policy and direction to ensure appropriate resolution of the issues satisfactory to all parties.

##### 2. Joint Terrorism Force (JTTF)

(a) In order to prevent, investigate and respond to a potential terrorist threat more effectively, the Orange County Sheriff's Department teamed with the FBI and other Local, State and Federal police agencies in forming the Orange County Joint Terrorism Task Force (OC JTTF). Formed in March 2002, the OCJTTF is one of sixty-six JTTF's across the United States and the 3rd largest in the nation. This task force is a driving force in the war on terror. Task Force members are responsible for collecting, analyzing and sharing critical information and intelligence related to any investigation occurring in or affecting the Orange County area. Task Force Members have undergone extensive training in FBI and Homeland Security protocol. Working together, the Orange County Joint Terrorism Task Force remains effective in its ability to respond to all matters of Homeland Security within Orange County.

##### 3. Law Enforcement Mutual Aid Bureau

(a) The Law Enforcement Mutual Aid Bureau is responsible for ensuring an effective and coordinated response to any law enforcement mutual aid request within the Operational Area.



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

- (b) The Department's Reserve Unit is contained within the Mutual Aid Bureau. The Orange County Sheriff's Department Reserve Program is one of the most exciting and innovative law enforcement volunteer forces in the nation. Volunteers provide a wide variety of services to the community, volunteering their time to work alongside career law enforcement personnel. The Reserve Unit consists of the following:
    - (a) **Reserves** - Reserve Deputies provide a wide variety of services to the community/department while augmenting existing staffing levels free of charge.
    - (b) **Professional Services Responders** - The Professional Services Responder (PSR) Program supplements traditional Reserve programs with non-sworn volunteers. PSRs provide administrative and leadership support in the areas of emerging technologies, communications, web design, graphic arts, legal and accounting services, and emergency response resources.
    - (c) **Chaplains** - The Chaplains are trained and utilized in counseling Department personnel and family members in a confidential manner in a wide variety of subjects, including spiritual matters, emotional difficulties, interpersonal conflict, family conflicts, and work stress related concerns.
    - (d) **Explorers** - The Explorers are young men and women between the ages of 14 and 21 years. They assist deputies with traffic control and crowd control at events, attend weekly meetings, and volunteer thousands of hours to the department every year.
  - (c) The Department's Mounted Enforcement Unit (M.E.U.) is contained within the Mutual Aid Bureau. The M.E.U. functions as an auxiliary mobile field force. The M.E.U. patrols beaches and parks on major holidays, performs crowd control at special events, provides security when dignitaries or high-ranking officials visit the county, and assists regular patrol personnel in high-risk crime areas or search missions. The Sheriff's M.E.U. is part of the Regional Mounted Enforcement Unit that includes other Orange County law enforcement agencies and provides for mutual aid response to major incidents. The M.E.U. is contracted by OCTA to provide regular patrols in the Trabuco Rose Canyon area.
  - (d) The Sheriff's Response Team (SRT) is contained within the Mutual Aid Bureau. SRT consists of a core group of trained personnel that can be mobilized quickly and are able to respond to a variety of emergencies and disasters. SRT is an ancillary duty.
4. Special Enforcement Bureau
- (a) Special Enforcement Bureau has the mission of saving lives during extraordinary law enforcement situations, which are beyond the capabilities of traditional police personnel. They also assist other Sheriff Commands and patrol stations with crime suppression, service of high risk search and arrest warrants, as well as

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

providing advanced training and special security operations, such as high risk prisoner escorts and site VIP protection.

5. Crisis Negotiations Team
  - (a) Crisis Negotiations Team provides expertise in establishing and maintaining communications during crisis situations, involving barricaded suspects, hostage takers, as well as individuals who are a danger to themselves or others.
6. Hazardous Device Section
  - (a) Hazardous Device Section is in charge of all explosive related incidents in this county, from detection, disposal, and the rendering devices safe. The technicians are also qualified to handle hazardous materials and underwater explosives.
7. Warrant Bureau
  - (a) The Warrant Bureau is responsible for the service of felony and misdemeanor warrants. Their duties include the investigation, location, and apprehension of named individuals and fugitives.
8. Homeland Security Grant Unit
  - (a) Homeland Security Grant Unit is responsible for administering a variety of federal and state programs. These programs include the Nuclear Power Preparedness Program and Emergency Management Performance Grant. Grant funding priorities are determined by multidisciplinary committees comprised of representatives from agencies across Orange County for the benefit of local law, fire, and health agencies. The grants unit is responsible for implementing the decisions of committees and ensuring that, in doing so, the projects and expenditures conform to the Sheriff's Department and County policies and procedures, State and Federal guidelines and regulations.
9. Aviation Support Bureau
  - (a) The Aviation Support Bureau is responsible for providing a daily law enforcement aerial patrol for unincorporated areas of the county and cities contracting for services with the Sheriff-Coroner's Department. Its objectives are to improve efficiency through swift response to life saving or life threatening incidents as well as increase officer safety through air support of ground officers. The Bureau also responds to emergency service requests from any city in Orange County and provides support to the Regional Narcotics Suppression Program.
  - (b) In addition to its primary duties, the Aviation Support Bureau participates in joint operations with the Orange County Fire Department. Some of their primary duties include:
    1. Providing aerial support during major emergencies.
    2. Fire prevention and detection activities.
    3. Transportation of personnel and equipment to emergency incidents.
    4. Actual firefighting.

## *Function of Units*

---

### **203.7 PROFESSIONAL SERVICES COMMAND**

#### **203.7.1 PROFESSIONAL STANDARDS DIVISION**

The Professional Standards Division functions include all pre-employment processing and the maintenance of personnel records on all Sheriff-Coroner Department employees. The Command coordinates employee records with County Personnel; ensures the department's compliance with State and Federal employment laws and statues; receives and processes applications for and issues various county licenses. To carry out these functions, the Command is divided into various units:

#### **Recruiting Unit**

- The Recruiting Unit is responsible for identifying and targeting applicant pools to fill sworn and professional staff vacancies in the Sheriff's Department. Recruiting Unit conducts public, county-wide, and agency recruitment for sworn and professional staff positions. Active efforts are undertaken to select the most qualified applicants by administering rigorous selection processes. Advertising and community involvement are cornerstone activities of the Recruiting Unit.

#### **Position Control Unit**

- The Position Control Unit is responsible for the placement of newly hired and promoted employees into one of 3,962 allotted positions and 168 different job classifications; is responsible for tracking all Department transfers within its 23 Divisions; and generating and disseminating monthly Department-wide vacancy reports to Sheriff's Administration, Financial Services, and all other divisions.

#### **Backgrounds Unit**

- The Backgrounds Unit is responsible for investigating applicants to ensure they meet the high standards of employment maintained by the Sheriff-Coroner Department. Detailed investigations are undertaken to scrutinize the history of applicants to include previous criminal behavior, prior work performance, credit, personal relationships, and driving record. In addition to conducting backgrounds for all Sheriff's Department hires (sworn and professional staff), the Backgrounds unit conducts backgrounds for Park Rangers, Reserves, Professional Service Responder, Health Care Agency, Interns, Advisory Council members and the Grand Jury.

#### **Employee Services Unit**

- The Employee Services Unit consists of two teams, Employee Services Support and HR Records. These teams provide ongoing career lifecycle support to employees and divisions of the Department by processing a wide range of personnel transactions in addition to maintaining all personnel and background files. Employee Services Support processes employment verification letters, retiree CCW renewals, DMV Confidentiality requests, POST applications, issues Department Identification Cards, and provides PSD Front Desk customer service. HR Records is responsible for processing department personnel transactions in the Countywide Accounting and Personnel Systems (CAPS), facilitates the on-boarding and off-boarding process, and manages leave of absences, including the Catastrophic Leave program.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

### **Employee Relations Unit**

- The Employee Relations (ER) Team is instrumental in ensuring Human Resources (HR) practices comply with Federal and State Labor Laws and the Memoranda of Understanding (MOUs) of all bargaining units.
- The ER Team's HR Analysts provide consultation services on employee relations issues that include but is not limited to; work performance, Department classification maintenance studies and operational practices that involve MOU interpretation as it relates to the terms and conditions of employment. Members of the ER team monitor Extra Help workforce activities and Conflict of Interest Filers to ensure County Policy compliance.
- HR Analysts EEOC issues and other workforce complaints on behalf of the Department and respond to EEO and DFEH inquiries regarding Harassment/ Discrimination in the workplace. In addition, guidance on addressing non-disciplinary interventions and corrective action is provided in an advisory capacity. This may include conflict resolution as well as facilitation of training and education of Division employees, supervisors and managers. HR Analysts are responsible for working with various employee bargaining units for meet and confer issues as well as facilitation of grievance hearings. The ER Team collaborates with the SAFE Division/Return to Work Unit in the facilitation of reasonable accommodation requests and absence management along with the County's Risk Management's Illness and Disability Attendance Management (IDAM) team.

### **CCW/Business License Unit**

- This Unit oversees the application process and issuing of concealed weapons permits and various business licenses required by County and Contract City ordinance. They also manage active licenses to ensure compliance and when necessary suspend and revoke licenses.

### **203.7.2 S.A.F.E. DIVISION**

The S.A.F.E. Division consists of the Risk Management, S.A.F.E., and Internal Affairs Bureaus.

#### **Risk Management Bureau**

The Risk Management Bureau works in close collaboration on legal issues with County Counsel, the County's Risk Management Office, and contract legal counsel. The Bureau evaluates legislative mandates, policy, and procedures; provides training to mitigate risk to the Department and its members; and manages civil litigation that arises. The Risk Management Bureau oversees the Department's Return to Work Program and develops Departmental performance measures.

The Risk Management Bureau contains the Civil Litigation Unit, the Return to Work Unit, the Critical Incident Review Board and the Performance, Planning, and Development Unit.

#### **Civil Litigation Unit**

- This unit investigates and manages all claims and lawsuits against the department in coordination with County Risk Management. The unit strives to reduce Department

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

liability exposure through proactive root cause and trend analysis. The unit also advises the Command Staff in mitigation efforts.

### **Return to Work Unit**

- This unit assists the County's Workers' Compensation Unit in processing, tracking and monitoring work-related injury claims. This process is performed with the goal of supporting the injured Member and helping them return to work as quickly as possible.

### **Performance, Planning, and Development Unit**

- The Performance, Planning, and Development Unit partners with all OCSD divisions to help improve the delivery of services, while striving to eliminate waste and create value for the public we serve. This unit is focused on building competency, continuous improvement, performance metrics, strategic planning, and the overall growth and development of each division and OCSD as a whole.

### **Traffic Collision Review Board**

- The Traffic Collision Review Board is chaired by the Assistant Sheriff of the Professional Services Command. The board is composed of several department members from various divisions. They meet quarterly to review all traffic collisions involving an unintended event that produces damage, injury or death involving a Department Member and a Department assigned motor vehicle or watercraft; regardless of whether the vehicle is owned by the county, a city, or leased.

### **S.A.F.E. Bureau**

The Strategy, Accountability, Focus, and Evaluation (S.A.F.E.) Bureau is tasked with revision and creation of policies and procedures to ensure that the Department meets and exceeds industry standards utilizing the best practices available. The ultimate goal of the unit is to reduce the Department's exposure to liability and create a streamlined system for supervisors and managers to support and promote the delivery of quality service; build competency; identify and address opportunities for improvement; and measure and celebrate successes. The following are some of the roles and responsibilities of the Bureau:

#### **Use of Force Review**

- Manages the Department's Use of Force database and provides regular reports to Department stakeholders identifying trends to be used for liability management. Qualifying use of force incidents are reported to the Department of Justice and other entities. Compliance review is completed prior to the enacting of legislative bills and any amendments to current laws. This is to ensure members of the department receive advice and guidance related to new legal requirements.

#### **Policy**

- The Sheriff Department contracts with LEXIPOL to provide a foundational policy manual. Over the years, sections have been tailored to meet the needs and desires of Executive Management. The policy team ensures our manuals are current with industry standards as well as the vision and direction of the Sheriff. All policies are approved by County Counsel prior to implementation. The policy team coordinates

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

with all Department divisions, manages the Lexipol Policy Manual, and revises policy based on research, case law, best practices and the findings of the Critical Incident Review Board.

### **Critical Incident Review Board**

- The purpose of the Critical Incident Review is to identify and discuss issues requiring immediate action and/or additional follow-up. By doing so, it increases the Department's ability to recommend necessary changes to policies, procedures, practices, tactics, and training to assist personnel in dealing with future critical incidents.

### **Labor Relations**

- The S.A.F.E. Bureau serves as the department liaison with the various bargaining units on all labor relation and contract negotiation issues.

### **Internal Affairs**

- The Internal Affairs Bureau is responsible for conducting investigations of alleged misconduct by department members while ensuring appropriate due process and Peace Officer Bill of Rights assurances are provided. In addition, they are responsible for responding to officer involved shootings, firearm discharge incidents, and suspicious in-custody deaths. The Internal Affairs Bureau is given the responsibility of being the custodian of records for the Professional Standards Division and providing a representative to the Critical Incident Review Board.

### **203.7.3 TRAINING DIVISION**

The Training Division is responsible for developing, scheduling and hosting law enforcement training for sworn peace officers as well as professional staff. Personnel from the Orange County Sheriff-Coroner's Department as well as local municipal and federal law enforcement agencies from throughout Orange County and surrounding areas regularly attend both Advanced Officer Training (AOT) and courses required by California Peace Officer Standard and Training (POST). Classes are primarily held at one of two locations; the Katella Training Facility located in the city of Orange and the Sheriff's Regional Training Academy located in the city of Tustin.

### **Katella Facility**

- The Katella Facility is the location of the Tactical Training Center, Firearms Training Unit, and Advanced Officer Training. The Tactical Training Center consists of driver simulators, force option simulators and a realistic street with houses and businesses. The Firearms Training Unit has an armory, three ranges on site and one mobile range that are dispatched to a variety of venues. Advanced Officer Training and Standards and Training for Corrections classes are taught in multiple instructional classrooms, including a computer training classroom.

### **The Sheriff's Regional Training Academy**

- The Sheriff's Regional Training Academy located on the former Marine Corps, Lighter than Air Base (LTA) property in Tustin was officially opened in September of 2007 and

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Function of Units*

---

facilitates up to six Basic Academies per year, as well as a modular training academy program. The site is jointly occupied by training command staff as well as our training partners from the Santa Ana College Criminal Justice offices. This 52,000 square foot, state of the art facility boasts four classrooms, indoor and outdoor recruit dining areas, an arrest and control techniques training area, a state of the art weight room, a special events room with a stage and seating for approximately 1,300 guests, dual obstacle courses, an outdoor running trail, a formal inspection grounds, and video production offices with a fully equipped production studio. The facility also houses the Sheriff's Mutual Aid Bureau and hosts Sheriff's Explorer and Reserve Officer meetings and training, as well as Citizens Emergency Response Team (CERT) training, pre-employment (PEP) and mentoring training, and more. Multiple agencies utilize the facility for recruiting and testing of law enforcement candidates. The site is also home to the Orange County Peace Officer's Memorial.

### 203.7.4 RECORDS AND PROPERTY DIVISION

The Records and Property Division consists of several service areas, broken out into four bureaus; these bureaus include: Records and Information Services, Property and Evidence, Discovery and Media Analysis.

#### **Records and Information Services Bureau**

- The Records and Information Services Bureau consists of nine details, employing over seventy professional staff in a variety of support and technical functions. Their duties include, but are not limited to: processing California Public Records Act (CPRA) requests, subpoenas duces tecum (criminal and civil), summonses, record sealing, clearance letters, and local criminal record reviews. They maintain the local summary criminal history information in the Local Arrest Record System (LARS), ensuring the information is complete and accurate, and manage centralized record keeping, records management, and imaging systems. They conduct record searches for authorized law enforcement and criminal justice agencies, provide applicant fingerprinting, release crime reports to authorized individuals and agencies, and fulfill the National Incident Based Reporting System (NIBRS) reporting requirements to the Department of Justice. They maintain a central file in the Automated Warrant Service System (AWSS) on all original warrants issued in Orange County. They operate 24/7 to run inquiries for officers in the field and make updates into the Wanted Persons System, Stolen Vehicle System, Missing Persons System, Automated Property System, Automated Boat System, Automated Firearms System, and Protection Orders System via the California Law Enforcement Telecommunication Systems (CLETS).
- This bureau is responsible for overseeing all department-wide Criminal Offender Record Information (CORI) and National Criminal Information Center/Criminal Justice Information System (NCIC/CJIS) and National Data Exchange (N-Dex) audits, conducted by the F.B.I. and the D.O.J.

#### **Property and Evidence Bureau**

- The Property and Evidence Bureau receives and safeguards all evidence and property from the Sheriff's Department and County Law Enforcement Agencies. They produce

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Function of Units*

---

evidence for investigative purposes and upon order of the court. They assist patrol and investigations with the collection of large amounts of property and evidence, and provide a field evidence booking team to assist officers with booking evidence into the automated system in the field. They coordinate the destruction of all narcotics and firearms authorized for destruction, and coordinate the disposition of all other property and evidence authorized to be purged from the system. This includes releasing property to the original owner or finder, disposing of contraband items, donating bicycles and toys to CSP (Community Service Program) or Orangewood Children's Home, converting items to Department use, and organizing property auctions through Property Bureau.com.

#### **Discovery Bureau**

- The Discovery Bureau is responsible for processing "Discovery Requests." "Discovery" refers to the legal process of obtaining evidence or information from prosecuting attorneys and/or law enforcement agencies which investigated or prepared the case against the defendant. When a Discovery Request is received, and Investigative Assistant sends a request to the appropriate division or divisions to produce the material requested. The Discovery Bureau collects and delivers the material to the requesting party in a timely and professional manner.

#### **Media Analysis Bureau**

- The Media Analysis Bureau administers the department's body worn camera program and manages all digital multimedia facets, including classification, cataloging, redacting, and preserving the chain-of-custody of digital evidence. The bureau supports the Department by utilizing a digital evidence management system (DEMS) that stores and labels digital evidence captured in the field. Bureau staff create and share digital case files containing related evidence to fulfill subpoena and discovery requests from the District Attorney's office and other law enforcement agencies including coordinating the public release of video footage per SB-1421 and AB-748.



---

## Departmental Directive

### 204.1 PURPOSE AND SCOPE

Departmental Directives establish an interdepartmental communication that may be used by the Sheriff to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding and as permitted by Government Code § 3500 et seq. Departmental Directives shall generally be communicated to all personnel via memo, e-mail, fax, briefing item and/or training bulletin. Departmental Directives shall immediately modify or change and supersede sections of this manual to which they pertain.

#### 204.1.1 DEPARTMENTAL DIRECTIVE PROTOCOL

Departmental Directives shall be incorporated into the manual as required upon approval of SAFE Division personnel. Departmental Directives shall modify existing policies or create a new policy as appropriate and shall be rescinded upon incorporation into the manual.

All existing Departmental Directives have now been incorporated in the updated Policy Manual as of the below revision date.

Any Departmental Directives issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 09-01 signifies the first Departmental Directive for the year 2009.

### 204.2 RESPONSIBILITIES

SAFE Division personnel shall review and approve revisions of the Policy Manual, which shall incorporate changes originally made by a Departmental Directive. Upon approval, the Policy Manual shall be updated to reflect approved changes.

## Public Relations

### 205.1 PURPOSE AND SCOPE

It is the policy of this Department to strive to gain public support and citizen cooperation with its programs and procedures in order to facilitate the accomplishment of Departmental objectives. The public attitude toward the Department is the result of the public's experiences and observations of the Department and its Members. Therefore, the performance and attitude of each Member shall be one of service and courtesy.

All Members shall develop a demeanor that is friendly, unbiased, and pleasant in all non-hostile situations and firm on occasions calling for regulations and control.

The appearance, attitude, habits, private life, and public contacts of individual Members affect the attitude of the public toward the Member and the Department. All Members shall examine their own conduct in all public contacts and avoid situations which unnecessarily bring discredit upon themselves or the Department.

## Disaster Plan

### **206.1 PURPOSE AND SCOPE**

The Department has prepared a Disaster Plan for use by all Members in the event of a major disaster or other emergency event. The plan provides for a strategic response by all Members and assigns specific responsibilities in the event that the plan is activated (Government Code § 8610).

### **206.2 ACTIVATING THE DISASTER PLAN**

The Disaster Plan can be activated in a number of ways. The Sheriff or the highest ranking official on duty may activate the Disaster Plan in response to a major emergency.

### **206.3 LOCATION OF MANUALS**

Hard copies of the manual are available in Professional Standards and the Department Commander's office. Electronic versions of the manual are available for download on MY18. All supervisors should familiarize themselves with the Disaster Plan and what roles personnel shall play when the plan is implemented.

### **206.4 UPDATING OF MANUALS**

The Sheriff or designee shall annually review the Disaster Plan Manual to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) and should appropriately address any needed revisions.

## Training Policy

### 208.1 PURPOSE AND SCOPE

It is the policy of this Department to administer a training program that shall provide for the professional growth and continued development of its personnel. By doing so, the Department shall ensure its Members possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

### 208.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all Members to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the Department shall use courses certified by the California Commission on Peace Officer Standards and Training (POST) and the Correctional Standards Authority (CSA).

### 208.3 OBJECTIVES

The objectives of the Training Program are to:

1. Enhance the level of law enforcement service to the public
2. Increase the technical expertise and overall effectiveness of our Members
3. Provide for continued professional development of Department Members

### 208.4 TRAINING PLAN

A training plan shall be developed and maintained by the Commander of the Training Division. It is the responsibility of this Commander to maintain, review, and update the training plan on an annual basis. The plan shall address the following areas:

1. Legislative Changes/Legal Updates
2. State Mandated Training
3. Critical Issues Training

### 208.5 TRAINING RESPONSIBILITIES

The duty of the Training Division is to prepare and present as necessary training classes for Department Members and coordinate training presented within the Department. The Training Division also assists in the development of training bulletins and Department manuals and is responsible for the operation of all training facilities.

The Training Division is responsible for the operation of all firing ranges and the maintenance of Department owned firearms including related equipment. The Training Division will also maintain Departmental training records required by regulatory agencies and will coordinate, as requested, training of personnel by sources outside the Department.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Training Policy*

---

The Training Division also utilizes Department videotape programs developed, prepared, and maintained by the Public Affairs Bureau Video Production Unit.

### 208.5.1 TRAINING REQUIREMENT

The training requirement for Members of the Department is as follows:

1. Advanced Officer Training consists of 24 hours of training every two years in compliance with the Commission on Peace officer Standards and Training (POST) requirements.
2. Standards and Training for Corrections training consist of 24 hours annually in compliance with the Correctional Standards Authority Agreement.
3. Any additional training for newly hired personnel, sworn or professional staff, shall be presented as approved by the Commander of the Training Division.

Questions related to the stated training requirements should be directed to the Commander of the Training Division.

### 208.5.2 ATTENDANCE AT SCHEDULED TRAINING

No Member shall be absent from scheduled training without proper leave or permission from, or prior notification to, an on duty supervisor at the Member's primary work location. Failure to attend scheduled training without proper leave, permission, or prior notification as required by this policy may result in progressive discipline, up to and including termination.

Notification of absence shall be made at least 48 hours in advance of the scheduled training. Limited exceptions to this requirement are listed below. If such an unexpected absence occurs, the Member shall make notification to an on duty supervisor as soon as possible. Notification shall be made via the method below:

1. The Member shall notify an on duty supervisor at his or her primary work location via telephone or direct verbal contact, and provide the reason why they are not able to attend scheduled training. Leaving a voicemail message shall not be used as a method of proper notification.
2. The supervisor who was notified of the cancellation shall notify the Training Division via email to the email address [REDACTED] before the end of the supervisor's shift. The following information shall be included:
  - (a) The name and assigned work location of the Member requesting cancellation
  - (b) The course the Member was scheduled to attend
  - (c) The reason the Member is canceling training
  - (d) The name and contact information of the supervisor requesting cancellation

Exceptions to the 48-hour advance notice requirement are as follows:

1. Personal or family medical emergency.
2. Any illness that would reasonably prevent the Member from making the 48-hour advance notification.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Training Policy*

---

3. Mandatory court appearance.
4. Notification by a Sergeant or higher rank to the Training Division requesting the Member be excused from training.
5. Physical limitation preventing the Member's participation in training.

### 208.5.3 POST PERISHABLE SKILLS AND STANDARDS AND TRAINING FOR CORRECTIONS TRAINING REQUIREMENTS

All sworn personnel who are assigned to complete any required training specified in Policy 208.5.1 shall complete the required training within the designated training cycle.

### 208.5.4 REQUIRED EQUIPMENT FOR SWORN MEMBERS

The Member shall bring all required equipment to all Department training, unless stated otherwise in a Department approved course specific training announcement.

For example, the Member shall bring a full Sam Browne consisting of no less than:

1. Duty Pistol
2. At least three loaded magazines
3. One pair of handcuffs
4. Baton
5. Department approved body armor

### 208.5.5 REQUIRED ATTIRE FOR TRAINING

Required attire for all Department training unless stated otherwise in a Department approved course specific training announcement.

Attire shall consist of:

1. Business Casual, or
2. Department approved duty uniform, or
3. Collared shirt, long pants, and closed toe shoes.

Prohibited training attire:

1. Shorts
2. Tank tops
3. Sandals/Flip Flops

Members must comply with Policy section 1018.22 when attending all training courses. Alternative training attire may be required to perform a functional task as part of an assigned training course. Any alternative attire not within the scope of Policy 1018.22 must be listed on the training course flyer.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Training Policy*

---

### 208.5.6 PROPER IDENTIFICATION REQUIRED TO ATTEND ALL ORANGE COUNTY SHERIFF'S DEPARTMENT TRAINING

All Department Members shall bring appropriate identification to all training courses.

Appropriate identification shall be considered one of the following government issued IDs:

1. State issued identification card or driver license
2. Law enforcement agency issued identification
3. Federal, county, or city issued identification

Failure to complete the training requirements per Policy 208.5 may result in progressive discipline, up to and including termination.

---

## Electronic Communication

### 212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the Department's electronic mail (e-mail) system by Members of this Department. E-mail is a communication tool available to Members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law (e.g., California Public Records Act). Messages transmitted over the e-mail system must only be those that involve official business activities or contain information essential to Members for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

#### 212.1.1 E-MAIL USAGE

All Department Members, with Department computer access shall check their Department e-mail daily, while on duty.

All first time users should obtain a logon name and temporary password by their network administrator.

If a Member works in an assignment or location that does not have Department Intranet access, the Member may contact Information Systems to gain access at their location.

Members can also check Department e-mail by using the internet. This is done by going to the following link: <https://webmail.ocsd.org/exchange>.

Members may access their Department e-mail while off duty; however, no Member shall be required to access their Department e-mail while off duty.

### 212.2 E-MAIL RIGHT OF PRIVACY

All e-mail messages, including attachments, transmitted over the Department computer network are considered Department records and, therefore, are the property of the Department. The Department reserves the right to access, audit, and disclose for whatever reason, all messages, including attachments, transmitted over its e-mail system or placed into its storage.

The e-mail system is not a confidential system since all communications transmitted on, to, or from the system are the property of the Department. Therefore, the e-mail system is not appropriate for confidential communications. If a communication must be private, an alternative method to communicate the message should be used instead of e-mail. Members using the Department's e-mail system shall have no expectation of privacy concerning communications utilizing the system.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communication*

---

### **212.3 PROHIBITED USE OF E-MAIL**

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the e-mail system is prohibited and may result in discipline.

E-mail messages addressed to the entire Department are only to be used for official business related items that are of particular interest to all users and must be approved by the Sheriff or an Assistant Sheriff. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure minimizes the misuse of an individual's e-mail, name, and/or password by others.

### **212.4 MANAGEMENT OF E-MAIL**

Because the e-mail system is not designed for long-term retention of messages (the mailbox size is limited to 99 GB) e-mail that the Member desires to save or that becomes part of an official record should be printed. Users of e-mail are solely responsible for the management of their mailboxes. Any message that is not needed should be deleted.

The following schedule is utilized to store and/or retain e-mail:

1. E-mail shall be kept for 12 months on the Exchange Server.
2. E-mail older than 1 year will be archived and stored for up to 2 years.

#### **212.4.1 E-MAIL ETIQUETTE**

The Department considers e-mail an important means of communication and recognizes the importance of proper e-mail content and speedy replies in conveying a professional image and delivering good customer service. Therefore the Department wishes users to adhere to the following guidelines:

1. Writing e-mails:
  - (a) Write well-structured e-mails and use short, descriptive subjects.
  - (b) The Department's e-mail style is informal. This means that sentences can be short and to the point. You can start your e-mail with 'Hi,' or 'Dear,' and the name of the person. Messages can be ended with 'Best Regards.' The use of Internet abbreviations and characters such as smileys, however is not encouraged.
  - (c) Use the spell checker before you send out an e-mail.
  - (d) Do not send unnecessary attachments.
  - (e) Do not write e-mails in all capital letters.
  - (f) Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
  - (g) If you forward mails, state clearly what action you expect the recipient to take.
  - (h) Only send e-mails in which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communication*

---

rephrasing the e-mail, using other means of communication, or protecting information by using a password.

- (i) Only mark e-mails as important if they really are important.
2. Newsgroups:
    - (a) Users need to request permission from their supervisor before subscribing to a newsletter or newsgroup.

### 212.4.2 PERSONAL USE

Although the Department's e-mail system is meant for business use, the Department allows the reasonable use of e-mail for personal use if certain guidelines are adhered to:

1. Personal use of e-mail should not interfere with work.
2. Personal e-mails must also adhere to the guidelines in this policy.
3. The forwarding of chain letters, junk mail, jokes, and executables is strictly forbidden.
4. Do not send mass mailings.
5. All messages distributed via the Department's e-mail system, even personal e-mails, are property of the Department.

### 212.4.3 TEXT MESSAGING

The purpose of this policy is also to establish guidelines for the proper use and application of text messaging by Members of this Department. Because of technical advances and varying manufacturer nomenclature, this policy refers to all Department-issued electronic communication devices and includes all mobile phones, PDAs, and other such wireless two way communication devices.

Text messaging is a communication tool available to Members to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices and current law. Messages transmitted over a text messaging system must only be those that involve official business activities or contain information essential to Members for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Department.

### 212.4.4 TEXT MESSAGING RIGHT OF PRIVACY

All text messages transmitted on equipment issued by the Department are considered Department records and, therefore, are the property of the Department. The Department reserves the right to access, audit, and disclose for whatever reason, without notice to Members, all messages, including text transmitted on equipment issued by the Department. Therefore, text messages are not appropriate for personal communications. If a communication is personal, an alternative method to communicate the message should be used. There is no reasonable expectation of privacy in the use of Department-issued equipment.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communication*

---

### 212.4.5 PROHIBITED USE OF TEXT MESSAGING

Sending or forwarding derogatory, defamatory, obscene, disrespectful, offensive, racist, sexually suggestive, harassing, or any other inappropriate messages via text message is prohibited and will not be tolerated.

## Federal Security Clearances

### 214.1 PURPOSE AND SCOPE

Security clearance is a determination by the United States Government. Eligibility for access to classified information, commonly known as a security clearance, is granted only to those for whom an appropriate personnel security background investigation has been completed. It must be determined that the individual's personal and professional history indicates loyalty to the United States, strength of character, trustworthiness, honesty, reliability, discretion, and sound judgment, as well as freedom from conflicting allegiances and potential for coercion, and a willingness and ability to abide by regulations governing the use, handling, and protection of classified information. A determination of eligibility for access to such information is a discretionary security decision based on judgments by appropriately trained adjudicative personnel. Eligibility shall be granted only where facts and circumstances indicate access to classified information is clearly consistent with the national security interests of the United States. Access to classified information will be terminated when an individual no longer has need for access.

This policy recognizes federal security clearances are a necessary asset and tool for Department Members in specific job assignments. The security clearances allow the Department Members to interact more closely with federal and state officials and provides the Member with access to classified information. This policy will govern the issuance and retention of security clearances for Department Members.

### 214.2 TYPES OF SECURITY CLEARANCES

There are two primary security clearances a Department Member may apply for and obtain. They are:

1. **Secret Clearance:** Gives the Member access to information on a need-to-know basis which its unauthorized disclosure could cause **serious damage** to national security.
2. **Top Secret Clearance:** Gives the Member access to information on a need-to-know basis which its unauthorized disclosure could cause **exceptionally grave damage** to national security.

### 214.3 APPROVAL BY THE SHERIFF

All applicants, regardless of assignment, must receive approval from the Sheriff or his/her designee prior to being nominated for a security clearance. Supervisors of applicants shall submit a memo to the Commander of the Investigations Division who shall request approval nomination from the Sheriff. A copy of the approved memo shall be memorialized in the Department Member's personnel file.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Federal Security Clearances*

---

### **214.4 APPLICATION PROCEDURE**

1. Upon nomination, the Department Member shall contact the Joint Terrorism Task Force (JTTF) Sergeant or the Orange County Intelligence Assessment Center (OCIAC) security liaison to receive a security clearance application.
2. Background Investigation
  - (a) The scope of the investigation varies with the level of the clearance being sought. It is designed to allow the United States Government to assess whether a candidate is sufficiently trustworthy to be granted access to classified information. Applicants must meet certain criteria relating to their honesty, character, integrity, reliability, judgment, mental health, and association with undesirable persons or foreign nationals.
3. Length of Time
  - (a) Completion of a thorough background investigation shall take approximately 45 days to 18 months.

### **214.5 SECURITY CLEARANCES ROSTER**

1. The JTTF Sergeant shall maintain a roster of all Department Members who have FBI security clearances, and the OCIAC security liaison shall maintain a roster of all Department Members who have Department of Homeland Security (DHS) security clearances.
2. On a bi-annual basis, the sergeant and security liaison shall distribute a copy of the roster to OCSD Internal Affairs and to the Professional Standards Division (PSD) for cross-reference.
  - (a) When PSD receives separation paperwork from a Member who is listed as having a security clearance, PSD will notify the appropriate security liaison.

### **214.6 ACCESS TO CLASSIFIED INFORMATION**

Access to classified information is restricted by law to particular groups of people with the necessary security clearance and a need to know. Based on public safety, the safety of Department Members and/or operational needs, it may be necessary to share classified information with Members of Department Command Staff who do not possess a security clearance. Prior to sharing classified information, the Department Member shall obtain permission to share the information through the JTTF or OCIAC chain of command.

### **214.7 SECURITY CLEARANCE DEACTIVATION**

Department Members who transfer out of a unit requiring a security clearance will have their clearance deactivated unless approved by the Sheriff or his/her designee. The clearance can be reactivated if the Department Member is transferred back into a unit that requires a security clearance or if the Sheriff or his/her designee deems it necessary. Deactivation and reactivation will be coordinated and completed through the JTTF Sergeant or the OCIAC security liaison, depending on what type of security clearance the Member had/has obtained.

## *Federal Security Clearances*

---

### **214.8 REVOCATION OF SECURITY CLEARANCES**

Security clearances may be revoked due to a number of factors. Federal agencies adhere to the Adjudication Guidelines which establish 13 potential justifications for denying or revoking federal security clearances.

If any allegation similar to those listed below is brought to the attention of the Department regarding a Department Member who possesses a security clearance, the Department shall notify the appropriate U.S. Government agency for further investigation.

1. **Allegiance to the United States:** Affiliating with or sympathizing with terrorists or overthrow of the government;
2. **Foreign Influence:** Association with foreign citizens or businesses that could lead to coercion;
3. **Foreign Preference:** Conflict of interest due to dual citizenship, service in a foreign military, or receiving benefits from another country;
4. **Outside Activities:** Involvement with any foreign individual or organization engaged in dissecting or disseminating material relating to U.S. defense, foreign affairs, intelligence, or protected technology;
5. **Criminal Conduct:** Conviction for a serious crime or multiple lesser offenses; allegations or admission of criminal activity;
6. **Security Violations:** Willful breaches, unauthorized or reckless disclosure of classified information;
7. **Misuse of Information Technology:** Unauthorized access (hacking), malicious coding, hindering access to systems, removing hardware or software, disabling security measures;
8. **Personal Conduct:** A wide spectrum, such as associating with known criminals, hindering a clearance investigation, giving false information, or reports from past employers or neighbors of unsavory behavior;
9. **Sexual Behavior:** Criminal acts, sex addiction or sexual activities that compromise the Member or show lack of judgment;
10. **Financial Considerations:** Unexplained wealth, heavy debts, gambling addiction or a pattern of being irresponsible with money and financial obligations;
11. **Alcohol Consumption:** Alcohol-related incidents, medical diagnosis of alcohol abuse, relapse after treatment;
12. **Drug Involvement:** Drug-related incidents, diagnosis of drug addiction, using drugs after rehabilitation;
13. **Psychological Conditions:** Failure to follow prescribed treatment for emotional, mental or personality disorders; a pattern of incidents or high-risk, aggressive or unstable behaviors.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Federal Security Clearances*

---

### **214.9 FOREIGN TRAVEL**

1. Whenever a Member with a DHS security clearance travels outside the U.S., he or she must complete a DHS Notification of Foreign Travel Form (DHS 11043-1) and send it to the DHS Security Liaison at the OCIAC 30 days before he or she departs. The DHS Security Liaison shall forward the form to the DHS. If a security brief needs to occur before or after the foreign travel, the Member shall be notified by DHS or the DHS Security Liaison.
  - (a) The DHS Notification of Foreign Travel Form (DHS Form 11043-1) can be obtained from the DHS Security Liaison at the OCIAC.
2. Whenever a Member with an FBI security clearance travels outside the U.S., he or she must submit an FBI Report of Foreign Travel Form (FD-772) 30 days before departing.
  - (a) When the Member returns from his or her travel, they must submit an FBI Foreign Travel Debrief Form (FD-772b) within seven days of returning.
  - (b) If the Member had any "significant" foreign contact, he or she must submit an FBI Report of Foreign Contact Form (FD-981) within seven days of returning.
  - (c) All FBI forms can be obtained from the JTTF sergeant.

### **214.10 SEPARATION FROM THE DEPARTMENT**

Prior to separating from the Department, a Member who possesses a security clearance shall arrange a debrief with the JTTF sergeant or OCIAC security liaison.

## Confidential Information

### **215.1 PURPOSE AND SCOPE**

Members of the Department shall treat as confidential the official business of the Department, and shall not impart the same to anyone except those for whom it is intended or as directed by their superiors. Members shall not make known to any person the contents of any order or directive, which they may receive, unless so required by the nature of the order.

### **215.2**

Members shall not deliver addresses at public gatherings containing confidential information concerning the Department nor shall they make any statements for publication or dissemination concerning the plans, policies, or affairs of the Department, unless authorized to do so.

### **215.3**

Departmental Members, when representing the Department, shall not make any statement criticizing any person, public/private agency, official, or any law enforcement agency.

### **215.4**

Information in any file, in or available to this Department, may be released or divulged on a need-to-know basis, only to persons or agencies having the proper authority.

### **215.5**

No person in possession of juvenile record information shall release to third parties the identity of any person subject to the proceedings of juvenile court law, or any other information about the person's involvement, without the express permission of the Presiding Judge of the Juvenile Court. WIC Section 827(a).

### **215.6**

A parent is entitled to a copy of a police report upon request to the police agency ONLY if that parent's child is the only juvenile involved, unless all juveniles are siblings. To furnish such information requires the requesting party to petition the Presiding Judge of the Juvenile Court for a court order allowing for the release of the names of other involved minors.



## Staffing Levels

### **216.1 PURPOSE AND SCOPE**

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance Member's needs against the need to have flexibility and discretion in using Members to meet operational objectives. While balance is desirable, the paramount concern is the need to meet the operational objectives of the Department.

### **216.2 MINIMUM STAFFING LEVELS**

Minimum staffing levels should result in the scheduling of at least two regular supervisors on duty whenever possible. Department Commanders shall ensure that at least one field supervisor is deployed during each watch, in addition to the Department Commander.

#### **216.2.1 SUPERVISION DEPLOYMENTS**

In order to accommodate training and other unforeseen circumstances, deputies may be used as field supervisors.

A field supervisor may act as Department Commander for a limited period of time with prior authorization from the Assistant Sheriff of Patrol Operations.

## License to Carry a Concealed Weapon

### 218.1 PURPOSE AND SCOPE

The Sheriff is given the statutory discretion to issue a license to carry a concealed firearm to residents within the community (Penal Code § 26150). This policy shall provide a written process for the application and issuance of such licenses. Pursuant to Penal Code § 26160, this policy shall be made accessible to the public.

### 218.2 POLICY

All applications to carry concealed firearms shall be fairly and impartially considered in accordance with applicable law and this policy.

### 218.3 QUALIFIED APPLICANTS

In order to qualify for a license to carry a concealed firearm, the applicant must meet certain requirements, including:

1. Be a resident of the County of Orange (Penal Code § 26150).
2. Be at least 21 years of age (Penal Code § 29610).
3. Fully complete an application that will include substantial personal information. Much of the information in the application may be subject to public access under the Public Records Act.
4. Be free from criminal convictions that would disqualify the applicant from carrying a concealed firearm. Fingerprints shall be required and a complete criminal background check shall be conducted.
5. Be of good moral character (Penal Code § 26150). In order to help establish the "good moral character" of the applicant, it is suggested that the applicant submit at least three reference letters from individuals in the community who are not members of the applicant's immediate family. Although this is not a requirement, it can assist in showing the applicant's good moral character.
6. Show good cause for the issuance of the license (Penal Code § 26150).
  - (a) Criteria that may establish good cause include the following:
    1. Specific evidence that there has been or is likely to be an attempt on the part of a second party to do great bodily harm to the applicant.
    2. The nature of the business or occupation of the applicant is such that it is subject to high personal risk and/or criminal attack, far greater risk than the general population.
    3. A task of the business or occupation of the applicant requires frequent transportation of large sums of money or other valuables and alternative protective measures or security cannot be employed.
    4. When a business or occupation is of a high-risk nature and requires the applicant's presence in a dangerous environment.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

5. The occupation or business of the applicant is such that no means of protection, security, or risk avoidance can mitigate the risk other than the carrying of a concealed firearm.
  6. Personal protection is warranted to mitigate a threat to the applicant that the applicant is able to substantiate.
  7. Good cause could include, but not be limited to, documented instances of threats to the personal safety of the applicant, his/her family or employees. Threats to personal safety may be verbal or demonstrated through actual harm committed in the place of work, neighborhood, or regular routes of travel for business. The applicant should articulate the threat as it applies personally to the applicant, his/her family, or employees. Non-specific, general concerns about personal safety are insufficient.
  8. The finding of good cause should recognize that individuals may also face threats to their safety by virtue of their profession, business or status and by virtue of their ability to readily access materials that if forcibly taken would be a danger to society. Threats should be articulated by the applicant by virtue of his/her unique circumstances.
  9. **Note** : These examples are not intended to be all-inclusive they are provided merely for your reference. Also, state and local laws do not prohibit an adult from having a concealed firearm in their home or place of business.
7. Pay all associated application fees. These fees are set by statute and shall not be refunded if the application is denied.
    - (a) The County of Orange fee for an initial license is waived for Reserve Peace Officers and Sheriff's Special Officers with the Orange County Sheriff's Department. The California Department of Justice fee for an initial license is required.
  8. Provide proof of ownership or registration of any firearm to be licensed for concealment upon request.
  9. Be free from any psychological conditions that might make the applicant unsuitable for carrying a concealed firearm (Penal Code § 26190).
  10. Complete required training (Penal Code § 26165).

### **218.4 APPLICATION PROCESS**

The application process for a license to carry a concealed weapon must be completed by all applicants. Applicants shall advance through the process until the license is either denied or issued.

1. Application
  - (a) Any individual applying for a license to carry a concealed weapon shall complete a California Department of Justice (DOJ) Application. The application shall be submitted and signed, under penalty of perjury, during the background interview.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

Any applicant who provides false information or statements on the application shall be removed from further consideration and may be prosecuted for a criminal offense (Penal Code § 26180).

### 2. Background Interview

- (a) The applicant shall schedule an appointment with the CCW Licensing Unit to submit the completed application and conduct a background interview.
- (b) If an incomplete application package is received, the Sheriff or authorized designee may do any of the following:
  1. Require the applicant to complete the package before any further processing.
  2. Advance the incomplete package for conditional processing pending completion of all mandatory conditions.
  3. Issue a denial if the materials submitted at the time demonstrate that the applicant would not qualify for a license to carry a concealed firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction, etc.).

### 3. Psychological Examination

- (a) The Sheriff may require that the applicant be referred to an authorized psychologist used by the Department for psychological testing. The cost of such psychological testing (not to exceed \$150) shall be paid by the applicant. The purpose of any psychological testing is intended only to identify any outward indications or history of psychological problems that might render the applicant unfit to carry a concealed firearm. This testing is not intended to certify in any other aspect that the applicant is psychologically fit. If it is determined that the applicant is not a suitable candidate for carrying a concealed firearm, the applicant shall be removed from further consideration (Penal Code § 26190(f)(1)).

### 4. Good Cause Determination

- (a) The Sheriff, or authorized designee, shall review the completed application package and relevant background information and determine whether the requirement of good cause has been satisfied (Penal Code § 26150). The applicant shall receive written notification of a conditional approval, or a denial if the requirement of good cause or any other statutory requirement has not been satisfied. Applicants that receive conditional approval notifications shall continue in the process (Penal Code § 26202). Applicants shall receive a conditional approval packet including documents referring the applicant to the training and fingerprinting portion of the process.

### 5. Training

- (a) The applicant shall complete a course of training approved by the Department, which complies with Penal Code § 26165. The applicant shall not be required to complete or pay for any training courses prior to any determination of good cause (Penal Code § 26165; Penal Code § 26202).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

- (b) The applicant shall successfully complete a departmentally approved firearms safety and proficiency examination with each firearm to be licensed, and provide proof of successful completion. The cost of any training, inspection, and examination shall be the responsibility of the applicant.
  - (c) The applicant's firearm(s) is/are subject to inspection at the discretion of the Sheriff or designated Department Member. The Sheriff reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is deemed unsafe (Penal Code § 31910).
6. Fingerprinting and DOJ Background Check
- (a) The applicant shall be required to submit to fingerprinting and a complete criminal background check. Photographs are taken on site for department use. No person determined to fall within a prohibited class described in Penal Code § 29800, et seq., or Penal Code § 29900 or Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 will be issued a license to carry a concealed weapon. A license shall not be issued if the California DOJ determines that the applicant is prohibited by state or federal law from possessing, receiving, owning or purchasing a firearm (Penal Code § 26195).
  - (b) Applicants may use any Live Scan fingerprinting service authorized by the California Department of Justice to complete the fingerprinting process.
    - 1. A current list of Live Scan locations is available on the DOJ website at [www.ag.ca.gov/fingerprints/publications/contact.php](http://www.ag.ca.gov/fingerprints/publications/contact.php).
7. Application Fees
- (a) The applicant shall be required to pay all application fees associated with the CCW licensing process. Application fees include a County processing fee and a Department of Justice application processing fee.
  - (b) Applicants shall pay the DOJ application processing fee when they are fingerprinted.
    - 1. Fees shall be paid directly to the Live Scan fingerprinting service provider.
    - 2. If the Sheriff's Department's Live Scan service is used, applicants shall submit a check made payable to the Orange County Sheriff's Department for the required DOJ application processing costs.
  - (c) Payment of the County's fee will be required upon issuance of a license.
  - (d) The County's fee does not include any additional fees required for training or psychological testing.
  - (e) All fees paid are non-refundable.

### 218.4.1 APPROVAL OR DENIAL NOTIFICATION

Once the Sheriff or authorized designee has verified the successful completion of the process, a final determination will be made. The application for a license to carry a concealed weapon shall either be approved or denied.

## *License to Carry a Concealed Weapon*

---

Whether an application is approved or denied during any step of the process, the applicant shall be notified in writing within 90 days of the initial application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

The issuance of a license by the Sheriff shall not entitle the holder to either a property or liberty interest as the issuance, amendment, or revocation of such license remains exclusively within the discretion of the Sheriff as set forth herein.

### **218.5 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED WEAPON**

The authority to issue a limited business license to carry a concealed firearm to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department may not issue limited licenses (Penal Code § 26150). Therefore, such applicants may be referred to the Sheriff for processing.

An individual who is not a resident of the County of Orange, but who otherwise successfully completes all portions of the process, may be issued a limited license subject to approval by the Sheriff and subject to the following:

1. The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the County of Orange (Penal Code § 26150).
2. Such a license will be valid for a period not to exceed 90 days from the date of issuance and will be valid only in the County of Orange (Penal Code § 26220).
3. The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).
4. Any application for renewal or re-issuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides (Penal Code § 26220).

### **218.6 ISSUED CONCEALED WEAPON LICENSE**

In the event a license to carry a concealed weapon is issued by the Sheriff, the following shall apply:

1. The license shall not be valid outside the State of California, unless recognized by another State.
2. The license shall be subject to any and all reasonable restrictions or conditions the Sheriff has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the concealed weapon.
  - (a) All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).
  - (b) The licensee shall be required to sign a Terms of License Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *License to Carry a Concealed Weapon*

---

3. The license shall be laminated, bearing a photograph of the licensee with the expiration date, type of weapon, restrictions, and other pertinent information clearly visible.
  - (a) Each license shall be numbered and clearly identify the licensee.
  - (b) All licenses shall be subjected to inspection by the Sheriff or any law enforcement officer.
4. The license shall be valid for a period not to exceed two years from the date of issuance (Penal Code § 26200).
  - (a) A license issued to state or federal magistrate, commissioner, or judge shall be valid for a period not to exceed three years.
  - (b) A license issued under Penal Code\_ § 26170 to any reserve peace officer appointed pursuant to Penal Code § 830.6 shall be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve officer.
5. If the licensee's place of residence in Orange County was the basis for issuance of a license, and the licensee moves out of Orange County, the license shall expire 90 days after the licensee has moved (Penal Code § 26210).
6. The licensee shall notify this Department in writing within ten days of any change of place of residency.

#### 218.6.1 LICENSE RESTRICTIONS

1. The Sheriff may place special restrictions limiting time, place, manner and circumstances under which any license shall be valid. In general, these restrictions shall prohibit the licensee from:
  - (a) Consuming any alcoholic beverage while armed.
  - (b) Falsely representing him/herself as a peace officer.
  - (c) Unjustified or unreasonable displaying of a weapon.
  - (d) Committing any crime.
  - (e) Being under the influence of any medication or drug while armed.
  - (f) Interfering with any law enforcement officer's duties.
  - (g) Refusing to display his/her license or weapon for inspection upon demand of any peace officer.
  - (h) Loading the permitted firearm with illegal ammunition.
2. The Sheriff reserves the right to inspect any license or licensed weapon at any time.
3. The alteration of any previously approved weapon including, but not limited to adjusting the trigger pull or making modifications that create an unsafe weapon (Penal Code § 31910) shall void any license and serve as grounds for revocation.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

### 218.6.2 AMENDMENTS TO LICENSES

Any licensee may apply to amend a license at any time during the period of validity by completing and submitting a written Application for License Amendment along with the current processing fee to the Department in order to (Penal Code § 26215):

1. Add or delete authority to carry a firearm listed on the license.
2. Change restrictions or conditions previously placed on the license.
3. Change the address or other personal information of the licensee (Penal Code § 26210).

Any amendment to a valid license which is approved by the Sheriff, shall require a new license to be issued reflecting the amendment. An amendment to any license shall not serve to extend the original expiration date and an application for an amendment shall not constitute an application for renewal of the license.

### 218.6.3 REVOCATION OF LICENSES

Any license issued pursuant to this policy may be immediately revoked by the Sheriff for any of the following reasons:

1. The licensee has violated any of the restrictions or conditions placed upon the license.
2. The licensee becomes psychologically unsuitable to carry a concealed firearm.
3. The licensee is determined to be within a prohibited class described in Penal Code § 29800, et seq., Welfare and Institutions Code § 8100, Welfare and Institutions Code § 8103 or any state or federal law.
4. The licensee engages in any conduct which involves a lack of good moral character or that might otherwise remove the good cause for the original issuance of the license.

The issuance of a license by the Sheriff shall not entitle the holder to either a property or liberty interest as the issuance, amendment or revocation of such license remains exclusively within the discretion of the Sheriff as set forth herein.

If any license is revoked, the Department shall immediately notify the licensee in writing and the California DOJ (Penal Code § 26195 and Penal Code § 26225).

### 218.6.4 LICENSE RENEWAL

No later than 90 days prior to the expiration of any valid license to carry a concealed firearm, the licensee may apply to the Sheriff for a renewal by:

1. Verifying all information submitted in the renewal application under penalty of perjury.
2. Completing a Department-approved training course pursuant to Penal Code § 26165. The applicant shall not be required to pay for a training course prior to the determination of good cause (Penal Code § 26165).
3. Paying a non-refundable renewal application fee.
  - (a) The County of Orange fee for renewal of a license is waived for Reserve Peace Officers and Sheriff's Special Officers with the Orange County Sheriff's



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

Department. The California Department of Justice fee for renewal of a license is required.

4. The applicant's firearm(s) is/are subject to inspection at the discretion of the Sheriff or designated Department member. The Sheriff reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is unsafe (Penal Code § 31910).

Once the Sheriff or authorized designee has verified the successful completion of the renewal process, the renewal of the license to carry a concealed firearm shall either be granted or denied. Prior issuance of a license shall not entitle any licensee to any property or liberty right to renewal.

Whether an application for renewal is approved or denied, the applicant shall be notified in writing within 90 days of the renewal application or within 30 days after receipt of the applicant's criminal background check from the California DOJ, whichever is later. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

### **218.7 DEPARTMENT REPORTING AND RECORDS**

Pursuant to Penal Code § 26225, the Sheriff shall maintain a record of the following and immediately provide copies of each to the California DOJ:

1. The denial of a license
2. The denial of an amendment to a license
3. The issuance of a license
4. The amendment of a license
5. The revocation of a license

The Sheriff shall annually submit to the State Attorney General the total number of licenses to carry concealed firearms issued to reserve peace officers and judges.

### **218.8 CONFIDENTIAL RECORDS**

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, commissioner, or judge contained in an application or license shall not be considered public record (Government Code § 6254(u)(2)).

Any information in an application or license which tends to indicate when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of his/her family shall not be considered public record (Government Code § 6254(u)(1)).

### **218.9 CCW TRAINING PROVIDERS**

As part of the state requirements under Penal Code § 26165, the course of training for issuance of a license may be any course acceptable to the Department, shall not exceed sixteen (16) hours, and shall include instruction on at least firearms safety and the law regarding the permissible use of a firearm. For license renewal applicants, the course of training shall be no less than four (4) hours.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

The Department requires that the training provided include classroom instruction and successful completion of a written examination and a practical application shooting examination. At minimum, the course must provide instruction on current applicable firearm laws, weapons safety and include hands on training. Training providers must impress upon the students the grand importance and responsibility of being licensed to carry a loaded firearm. The goal of this program is to ensure that the citizens of Orange County are provided with high quality firearms training.

The guidelines provided are minimums and not intended to be totally comprehensive.

### **218.10 TRAINING PROVIDER APPROVAL PROCESS**

1. Instructor Certification
  - (a) Training providers must submit a copy of a valid form of photographic identification and proof of completion of an acceptable Firearms Instructor's Certification Course for each individual firearms instructor. Examples of acceptable courses may include, but are not limited to, courses offered by;
    1. A federal, state, or municipal law enforcement agency
    2. A branch of the United States military
    3. The California Bureau of Security and Investigative Services (BSIS)
    4. The National Rifle Association
2. Course Materials
  - (a) Training providers must submit their course syllabus, course materials (i.e., student materials, handouts, written examination, practical application outline, etc.), and course(s) of fire to the Department for review and consideration. If approved, training providers shall be added to the approved training provider list maintained by the CCW Licensing Unit.

### **218.11 MINIMUM STANDARDS OUTLINE**

The learning objectives for the Concealed Weapons Training course shall not exceed sixteen (16) hours of training for an initial license and shall not be less than four (4) hours of training for a license renewal.

Students will be required to:

1. Understand and demonstrate adequate knowledge of handgun safety and handling (to include cleaning, disassembly and assembly) and handgun storage.
2. Understand and demonstrate adequate knowledge of techniques and equipment used to safely carry weapons, retain control of weapons, and avoid unwarranted detection of weapons.
3. Understand and demonstrate adequate knowledge of California Penal Code sections relating to firearms and sections dealing with the permissible use of a firearm.
4. Understand and demonstrate adequate knowledge of locations where firearm possession is prohibited (i.e. air travel).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *License to Carry a Concealed Weapon*

---

5. Understand and demonstrate adequate knowledge of civil and penal liability laws regarding firearms for the state of California.

Prior to the live fire course, each handgun must be checked for safe and mechanically sound condition. All safety considerations and precautions must be taken during live fire and weapon handling. The student must demonstrate shooting proficiency and safe technique for all weapons to be listed on the CCW license.

### **Sample Course of Fire**

The course of fire utilized by the Department is as follows:

1. A passing score of 70% on a live fire course using the same weapon(s) that shall be listed on the license. The live fire course shall be at minimum, 72 total rounds fired at standard silhouette B-27 scoring targets placed 3, 5, and 7 yards from the shooter; 24 rounds per distance. The live fire course should be conducted after the classroom portion of the certification course.

### **218.12 APPROVED TRAINING PROVIDER LIST**

Approved training providers shall be placed on the list for a period of two years. At the end of the two year period, the training provider shall be required to resubmit all instructor certifications and course materials to the Department for review and recertification.

Approved training providers are subject to review by the Department at any time. The Department may require approved training providers to submit additional information and materials to verify compliance with minimum standards. If at any time, the Department determines that an approved training provider is not complying with the minimum standards, the training provider shall be removed from the approved list. Training providers removed from the approved list who would like to be reconsidered for approval, shall need to resubmit all instructor certifications and course materials for review and consideration by the CCW Licensing Unit.

## Retiree Concealed Firearms

### 220.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the process and conditions associated with the issuance, revocation, and denial of a concealed weapons (CCW) endorsement for retired deputies of this Department.

### 220.2 QUALIFIED RETIREES

Any full-time sworn deputy of this Department who was authorized to carry a concealed firearm during the course and scope of their employment shall be issued an identification card with a "CCW Approved" endorsement upon honorable retirement (Penal Code § 25460 (c)).

1. For the purpose of this policy, "honorably retired" includes all peace officers who have qualified for, and accepted, a service or disability retirement, however, shall not include any deputy who retires in lieu of termination (Penal Code § 16690). See Policy Manual § 1053.4 Retirement/Separation (Peace Officer/ Non-Reserve) for retirement/separation eligibility guidelines.
2. No "CCW Approved" endorsement shall be issued to any deputy retiring because of a psychological disability (Penal Code § 26305(a)).

### 220.3 MAINTAINING A CCW ENDORSEMENT

In order to maintain a "CCW Approved" endorsement on an identification card, the retired deputy shall:

1. Qualify at least annually at a course approved by this Department at the retired deputy's expense (Penal Code § 25475).
2. Every five years, the retired deputy shall petition the Department for renewal of CCW privilege. Upon verification by this Department that all requirements have been met by an otherwise qualified retired deputy, the "CCW Approved" endorsement shall be re-stamped and dated (Penal Code § 25465).
3. Remain subject to all Department rules and policies as well as all federal, state, and local laws (Penal Code § 26305(b)).
4. It is the responsibility of the retired/separated deputy to ensure the handgun is properly maintained, in good working order, and legal to possess. The Department will NOT maintain records for individual retiree handguns.

### 220.4 CARRYING FIREARMS OUT OF STATE

Subject to 18 United States Code 926C (HR-218) and Policy Manual § 380.9, qualified retired deputies of this Department may be authorized to carry a concealed weapon in other states. It is the responsibility of the individual retired deputy to confirm his/her right to carry a firearm out of state.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Retiree Concealed Firearms*

---

### **220.5 IDENTIFICATION CARD FORMAT**

The identification card issued to any qualified and honorably retired deputy shall be two inches by three inches and minimally contain the following (Penal Code § 25460):

1. Photograph of the retiree
2. Retiree's name and date of birth
3. Date of retirement
4. Name and address of this Department
5. A stamped endorsement "CCW Approved" along with the date by which the endorsement must be renewed. In the case in which a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege"

### **220.6 DENIAL OR REVOCATION OF CCW ENDORSEMENT**

The CCW endorsement for any deputy retired from this Department may be denied or revoked only upon a showing of good cause. Good cause, if challenged, shall be determined in the following manner:

1. In the event that a CCW endorsement is initially denied, the retired deputy shall have 15 days from the date of denial to request a formal hearing. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right (Penal Code § 26310(b)).
2. Prior to revocation of any CCW endorsement, the Department shall provide the affected retiree with written notice of hearing by either personal service or first class mail, postage prepaid, return receipt requested to the retiree's last known address (Penal Code § 26312).
  - (a) The retiree shall have 15 days from the Department's verification of service to file a written request for a hearing.
  - (b) The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.
3. If timely requested, the hearing for the denial or revocation of any CCW endorsement shall be composed of three members: one selected by the Department, one selected by the retiree or his/her employee organization, and one selected jointly (Penal Code § 26320(a)).
  - (a) The decision of such hearing board shall be binding on the Department and the retiree.
  - (b) Any retiree who waives the right to a hearing or whose CCW endorsement has been revoked at a hearing shall immediately surrender his/her identification card. The Department shall then reissue a new identification card which shall be stamped "No CCW Privilege".

## County Policy and Regulation

### **221.1 PURPOSE AND SCOPE**

Any policy or regulation adopted by the Board of Supervisors affecting or regulating County Members, County equipment, or the operation of County Departments, shall if applicable, become a policy or regulation of this Department.

## Glossary of Terms

### 223.1 TERMS

The following are definitions of terms used in this manual.

1. **Accountability:** The state of being held answerable for the proper performance of a duty or function.
2. **Assistant Sheriff:** The ranking officer of a Command and as such, a major executive of the Department.
3. **Bureau:** A subordinate unit of a Command that is assigned the responsibility for the performance of particular tasks.
4. **Captain:** A Police Services Chief or the ranking officer of a Bureau.
5. **Commander:** The ranking officer of a Division.
6. **Commissioned Personnel:** The deputized employees of the Department (Deputy Sheriffs, Deputy Coroners, and Reserve Deputies) and Public Officers (Sheriff's Special Officers).
7. **Construction of Genders:** The use of masculine gender includes the feminine whenever applicable.
8. **Construction of Singular and Plural:** The singular number includes the plural and the plural, the singular.
9. **Construction of Tenses:** The present tense includes the past and future tenses; and the future, the present.
10. **County:** The County of Orange.
11. **Department or Departmental:** The Orange County Sheriff-Coroner Department.
12. **Department Manuals:** Reference guides specifying the rules and regulations governing the conduct of Members and the operation of the Department as well as specifying Departmental policies and procedures.
13. **Deputy:** Commissioned personnel who are peace officers as defined in the Penal Code regardless of rank or sex, whether permanently or temporarily employed (this includes Reserve and Extra Help Deputies where applicable).
14. **Detail:** A subordinate unit of a Bureau that is delegated the responsibility for the performance of particular tasks, usually specialized in nature.
15. **Division:** A major administrative unit of the Department established to insure the performance of tasks within a particular area of Departmental responsibility.
16. **Employee:** Any person employed and paid by the Department, whether on a regular or part-time basis.
17. **General Orders:** Written directives issued by the Sheriff-Coroner, Undersheriff or Assistant Sheriff(s) which are applicable to the Department as a whole, or a subdivision thereof, which establish a policy, regulation or procedure concerning a given subject, which are effective until revoked by a subsequent order.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Glossary of Terms

---

18. **Member:** An employee of the Department or a Reserve Deputy.
19. **Misconduct:** Any action or conduct on the part of a Member of the Department, which, if true, could be grounds for disciplinary action.
20. **Order:** An instruction, written or verbal, issued by a superior officer.
21. **Procedures:** Written directives detailing the method by which the work of the Department is to be accomplished; covering the operations of Details, Bureau, Commands, and the Department as a whole, effective permanently or until revoked by subsequent procedure. Procedures shall not conflict with any provision of the Manual of Rules and Regulations, or a General Order.
22. **Professional Staff:** Any employee of the Department not commissioned or deputized.
23. **Rank:** Is defined in terms of supervisory responsibility and commences with the first level of supervision.
24. **Reserve Deputy:** A citizen who is an active volunteer member of the Sheriff's Department Reserve Force.
25. **Seniority:** A status in the Department defined in the member's Memorandum of Understanding (MOU).
26. **Sheriff:** Sheriff Coroner.
27. **Special Deputy:** A citizen who is not an employee of the Department or a member of the Reserve Force, but whose private employment, or other status, requires his being commissioned.
28. **Special Officer:** A officer employed by the Sheriff to exercise duties as delegated by the Sheriff-Coroner in accordance with Departmental policies and regulations.
29. **Superior Officer:** A deputy of the Department of higher rank.
30. **Supervisor:** A member of the Department assigned to a position requiring the exercise of direction and control over subordinates, and includes those performing in an acting or temporary capacity.
31. **Uniform:** Clothing of distinctive design and color required by the Department to be worn for identification purposes. The term shall include articles of equipment specified to be worn or carried in conjunction with the uniform.
32. **Unlawful Orders:** An instruction, either written or verbal, issued by a superior officer or supervisor which is in violation of a Federal, State, or local law. An unlawful order is also an order that is in conflict with Departmental policy, regulation, or procedure unless emergency conditions justify such order.
33. **Verbs, Mandatory and Permissive:** "Shall" and "Will" are mandatory, "May" and "Can" are permissive.
34. **Watch Commander:** The designated Lieutenant on duty at each correctional facility.



## Use of Force

### 300.1 PURPOSE AND SCOPE

This policy recognizes that the use of force by law enforcement requires constant evaluation. Any use of force is a serious responsibility. The purpose of this policy is to provide Members of this Department with guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, each Member is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

#### 300.1.1 DEFINITIONS

**Member(s):** For the purpose of Department Policy 300, a "Member(s)" is a Deputy Sheriff, Deputy Coroner, or Sheriff's Special Officer who is authorized to utilize a use of force application, has successfully completed Department approved training in the use of force application being deployed and whose job duties are such that they may be, or are likely to be, presented with the need to use force.

**Use of Force:** A use of force is defined as any incident in which a Member, either on or off duty, while performing a law enforcement function, overcomes resistance through the application of physical contact or any other force option.

This does not include the use of a firm grip control hold while performing routine functions such as searching, handcuffing, or escorting. It also does not include reasonable intervention necessitated by the physical incapacity of the subject (e.g., lifting an intoxicated or disabled person). However, Members shall make appropriate notifications in any instance that results in injury, the appearance of injury or complaint of pain.

**Feasible:** Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the Member or another person (Government Code § 7286(a)).

**Deadly Force:** Any force that creates a substantial risk of causing death or serious bodily physical injury, including but not limited to, the discharge of a firearm (Penal Code § 835a).

**Objectively Reasonable Force:** Force that is proportionate to the threat presented by, or the need to lawfully control, a subject in a particular moment. The threat or need would be perceived in that moment, and without benefit of hindsight. Force is not objectively reasonable if under the circumstances and in the relevant moment, it would be clear to a reasonable Member that lesser force would likely lead to safe control.

**Serious Bodily Injury:** Serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Use of Force*

---

**Physical Force:** Striking, holding, pulling, pushing, throwing, or exerting strength against another person.

**Hospitalized:** Receiving some form of medical treatment at a medical facility, other than an x-ray or being cleared for booking.

**Totality of the circumstances:** All facts known to the Member at the time, including the conduct of the Member and the subject leading up to the use of force (Penal Code § 835a).

### **300.2 POLICY**

It is the policy of this Department that Members shall use only that amount of force that appears objectively reasonable, given the facts and circumstances perceived by the Member at the time of the event, to effectively bring an incident under control. "Reasonableness" of the force used must be judged from the perspective of a reasonable Member on the scene at the time of the incident. Any interpretation of reasonableness must allow for the fact the Sheriff's Department Members are often forced to make split-second decisions in circumstances that are tense, uncertain, and rapidly evolving about the amount of force that is objectively reasonable in a particular situation.

Given that no policy can realistically predict every possible situation a Member may encounter, it is recognized that each Member must be entrusted with well-reasoned discretion in determining the appropriate use of force and tactics used. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires a Member to actually sustain physical injury before applying reasonable force. Members may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance. The use of any force to accomplish unlawful objectives is prohibited. The Department will not tolerate excessive and/or punitive force.

It is recognized that circumstances may arise in which Members are unable to effectively use the tools, weapons, or methods provided by the Department. In such circumstances, the Member may use alternative items or methods readily available to them, so long as the item or method was utilized in an objectively reasonable manner and only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose. In all circumstances, Members are expected to exercise sound judgment and critical decision-making when using force options.

Members are expected to carry out their duties, including the use of force, in a manner that is fair and unbiased (Government Code § 7286(b)).

#### **300.2.1 PHILOSOPHY**

The use of force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. Members are involved on a daily basis in numerous and varied human encounters and when warranted, may use force in carrying out their duties.

Members must have an understanding of, and true appreciation for, the limitations of their authority. This is especially true with respect to Members overcoming resistance while engaged in the performance of their duties.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. It is also understood that vesting Members with the authority to use reasonable force and protect the public welfare requires a careful balancing of all human interests.

The use of force is based on the "Objectively Reasonable" standard as stated in U.S. Supreme Court case *Graham vs. Connor* (1989). This is the standard considered to be the benchmark across the United States. It is contemporary, reflecting the most current judicial wisdom and it mirrors the standard prescribed by the Commission on Peace Officer Standards and Training (POST). The appropriate application of this standard requires that all factors surrounding a particular event be considered. This is true when determining whether to use force, as well as writing the requisite reports to document an event where force was used and in the supervisory review of the same event to determine the appropriateness of the action.

#### 300.2.2 VOLUNTARY COMPLIANCE / DE-ESCALATION TECHNIQUES

When feasible, Members should ask for and allow reasonable time for compliance. Members shall evaluate the totality of the circumstances presented at the time in each situation and, when feasible, consider and utilize de-escalation techniques, crisis intervention tactics, and other alternatives to force that may persuade an individual to voluntarily comply or may mitigate the need to use a higher level of force to resolve the situation before applying force. De-escalation tactics, such as time, distance, cover, and concealment, and less lethal alternatives should be part of the decision-making process leading up to the consideration of deadly force, when reasonably feasible. Other alternatives may include:

1. Summoning additional resources that are able to respond in a reasonably timely manner.
2. Formulating a plan with responding Members before entering an unstable situation that does not reasonably appear to require immediate intervention.
3. Employing other tactics that do not unreasonably increase Member jeopardy.

#### 300.2.3 DUTY TO INTERCEDE

Any Member present and observing another Member using force that is clearly beyond that which is necessary, as determined by an objectively reasonable Member under the circumstances, shall, when in a position to do so, intercede to prevent the use of unreasonable force.

When observing force used by another Member, each Member should take into account the totality of the circumstances and the possibility that the other Member may have additional information regarding the threat posed by the subject (Government Code § 7286(b)).

#### 300.2.4 WITNESS TO A USE OF FORCE

Any Member involved in or who witnesses a use of force shall notify a supervisor as soon as practical. Failure to notify a supervisor of a use of force may result in discipline pursuant to Department policy. Such notification shall be made as soon as reasonably possible.

## *Use of Force*

---

### 300.2.5 DUTY TO REPORT EXCESSIVE FORCE

Any Member who observes another Member use force that potentially exceeds what the Member reasonably believes to be necessary shall promptly report these observations to a supervisor as soon as feasible (Government Code § 7286(b)).

### **300.3 USE OF REASONABLE FORCE TO EFFECT AN ARREST, PREVENT ESCAPE OR OVERCOME RESISTANCE**

Any Member who has reasonable cause to believe that the person to be arrested has committed a public offense may use objectively reasonable force to effect the arrest, to prevent escape, or to overcome resistance. A Member who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance of the person being arrested nor shall such officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a, 836.5(b)). A Member may only use a level of force that they reasonably believe is proportional to the seriousness of the suspected offense or the reasonably perceived level of actual or threatened resistance (Government Code § 7286(b)(2)).

#### 300.3.1 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether or not to apply any level of force and evaluating whether a Member has used reasonable force, a number of factors should be taken into consideration.

These factors include, but are not limited to:

1. The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).
2. The conduct of the individual being confronted (as reasonably perceived by the Member at the time).
3. Member/subject factors (age, size, relative strength, skill level, injury/exhaustion, and number of Members vs. subjects).
4. The conduct of the involved officer (Penal Code § 835a).
5. The individual's apparent mental state or capacity (Penal Code § 835a).
6. The effects of drugs or alcohol.
7. The individual's apparent ability to understand and comply with officer commands (Penal Code § 835a).
8. Proximity of weapons or dangerous improvised devices.
9. The degree to which the subject has been effectively restrained and their ability to resist despite being restrained.
10. Time and circumstances permitting, the availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
11. Seriousness of the suspected offense or reason for contact with the individual.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

12. Training and experience of the Member.
13. Potential for injury to citizens, Members, and suspects.
14. Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
15. The risk and reasonably foreseeable consequences of escape.
16. The apparent need for immediate control of the subject or a prompt resolution of the situation.
17. Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
18. Prior contacts with the subject or awareness of any propensity for violence.
19. Any other exigent circumstances.

It is recognized that Members are expected to make split-second decisions and that the amount of a Member's time available to evaluate and respond to changing circumstances may impact his/her decision.

While various degrees of force exist, each Member is expected to use only that degree of force reasonable under the circumstances to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

#### **300.4 NON-DEADLY FORCE APPLICATIONS**

Each Member is provided with equipment, training, and skills to assist in the apprehension and control of suspects as well as protection of Members and the public. Non-deadly force applications may include but are not limited to control holds/take downs, chemical agents, Electronic Control Device, less lethal weapons, batons, and personal body weapons.

##### **300.4.1 CONTROL HOLD/PAIN COMPLIANCE TECHNIQUES**

Pain compliance techniques may be very effective in controlling a passive or actively resisting individual. Members may only apply those techniques for which the Member has received Departmentally approved training and only when the Member reasonably believes that the use of such a technique appears necessary to further a legitimate law enforcement purpose. Members utilizing any control technique should consider the totality of the circumstances including, but not limited to:

1. The potential for injury to the Member(s) or others if the technique is not used.
2. The potential risk of serious injury to the individual being controlled.
3. The degree to which a pain compliance technique may be applied should be proportionate to the amount of resistance by the suspect.
4. Whether the person can comply with the direction or orders of the officer.
5. Whether the person has been given sufficient opportunity to comply.
6. The nature of the offense involved.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Use of Force*

---

7. The level of resistance of the individual(s) involved.
8. The need for prompt resolution of the situation.
9. If time permits (e.g., passive demonstrators), other reasonable alternatives.

The application of any control technique shall be discontinued once the Member determines that compliance has been achieved.

### **300.4.2 FORCE WEAPONS, TOOLS, AND EQUIPMENT**

All weapons, force tools, or restraint equipment carried while on-duty, or off duty under the Member's authority, shall be those issued by the Department or approved for carry by the Sheriff or his/her designee. No other such instruments shall be carried or used. No issued or approved equipment or weapon is to be altered or modified unless specifically authorized by the Sheriff or his/her designee. All weapons, tools, and equipment shall be maintained in good working order and any defect shall be reported to appropriate authority and resolved expeditiously. All weapons and equipment shall be carried and used in a manner consistent with Department training as well.

### **300.4.3 RESTRICTIONS ON THE USE OF CAROTID RESTRAINT HOLD**

Members are not authorized to use a carotid restraint hold. A carotid restraint means a vascular neck restraint or any similar restraint, hold, or other defensive tactics in which pressure is applied to the sides of a person's neck that involves a substantial risk of restricting blood flow and may render the person unconscious in order to subdue or control the person (Government Code § 7286.5).

### **300.4.4 RESTRICTIONS ON THE USE OF A CHOKE HOLD**

Members are prohibited from using a choke hold. A choke hold means any defensive tactic or force option in which pressure is applied to a person's trachea or windpipe (Government Code § 7286.5).

### **300.5 DEADLY FORCE APPLICATIONS**

Where feasible, the Member shall, prior to the use of deadly force, make reasonable efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the Member has objectively reasonable grounds to believe the person is aware of those facts (Penal Code § 835a).

To the extent that it is reasonable under the circumstances, Members shall consider their surroundings and any potential risks to bystanders prior to discharging a firearm (Government Code § 7286(b)).

## *Use of Force*

---

### 300.5.1 DEADLY FORCE AGAINST A PERSON

While the use of a firearm is expressly considered deadly force, other force might also be considered deadly force if the Member reasonably anticipates and intends that the force applied will create a substantial risk of serious bodily injury or death. Use of deadly force is justified in the following circumstances:

1. A Member may use deadly force when the Member reasonably believes, based on the totality of the circumstances, that such force is necessary to defend against an imminent threat of death or serious bodily injury to the Member or another person.
2. A Member may use deadly force when the Member reasonably believes, based on the totality of the circumstances, that such force is necessary to apprehend a fleeing suspect for any felony that threatened or resulted in death or serious bodily injury, if the Member reasonably believes that the suspect will cause death or serious bodily injury to another unless immediately apprehended. Where feasible, a Member shall, prior to the use of force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the Member has objectively reasonable grounds to believe the person is aware of those facts (Example: "Police/Sheriff's Department! Stop or I'll shoot!").

Officers shall not use deadly force against a person based on the danger that person poses to himself/herself, if an objectively reasonable officer would believe the person does not pose an imminent threat of death or serious bodily injury to the officer or to another person (Penal Code § 835a).

An "imminent" threat of death or serious bodily injury exists when, based on the totality of the circumstances, a reasonable officer in the same situation would believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person. An imminent harm is not merely a fear of future harm, no matter how great the fear and no matter how great the likelihood of the harm, but is one that, from appearances, must be instantly confronted and addressed (Penal Code § 835a).

### 300.5.2 DEADLY FORCE AGAINST AN ANIMAL

Members are authorized to use deadly force against an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods to neutralize the threat are not reasonably available or would likely be ineffective.

In circumstances in which Members have sufficient advanced notice that a potentially dangerous domestic animal (e.g., dog) may be encountered, such as the serving of a search warrant, Members should develop reasonable contingency plans for dealing with the animal without the

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

use of deadly force (e.g., fire extinguisher, Taser, OC Spray, animal control officer). Nothing in this policy shall prohibit any Member from resorting to deadly force to control a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

Injured animals (with the exception of dogs and cats) may be euthanized only after a reasonable search to locate the owner has been made (Penal Code § 597.1(b)). Injured dogs and cats found without their owners shall be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed (Penal Code § 597.1(c)). However, if any animal is too severely injured to move or where veterinarian is not available and it would be more humane to dispose of the animal, the Member may euthanize the animal after obtaining approval of a supervisor (Penal Code § 597.1(e)). **Department Commander notification shall be made as soon as reasonably possible prior to or immediately following the euthanizing of any animal.**

#### 300.5.3 SHOOTING AT MOVING VEHICLES

Members shall actively attempt to move out of the path of an approaching motor vehicle. Members should not position themselves or intentionally remain in the path of a moving vehicle. A Member shall only discharge a weapon at a motor vehicle or at its occupants under the following conditions (Government Code § 7286(b)):

1. The vehicle or suspect poses an imminent threat of death or serious bodily injury to the Member or another person, AND
2. The Member has no reasonable alternative course of action to prevent the death or serious bodily injury.

For further information regarding the use of firearms during a vehicle pursuit, see Policy 314.7.3

#### 300.5.4 WARNING SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the Member reasonably believes that they appear necessary, effective, and reasonably safe.

#### 300.5.5 REPORT OF WEAPON DISCHARGE

Any Department Member who discharges a weapon intentionally, whether on or off duty, while exercising peace officer powers, shall notify the Department Commander as soon as circumstances permit.

Any Department Member who discharges a weapon unintentionally shall notify his/her immediate supervisor and the Department Commander as soon as circumstances permit. All unintentional discharges shall be reviewed to determine if the discharge was the result of accident, equipment malfunction, negligence, or inadequate training.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Use of Force*

---

### 300.5.6 POST SHOOTING PROCEDURE INVOLVING INJURED SUSPECT(S), VICTIM(S), ARRESTEE(S), OR ANY SUBJECT(S) WITHIN THE CARE OR CUSTODY OF THIS DEPARTMENT

If it becomes necessary for a Member to use deadly force, the following post-shooting procedures should be followed:

1. Approach with caution; be alert for additional subjects and weapons.
2. Handcuff and immediately search the subject. Keep the subject under continuous observation and control.
3. After you have determined the subject is no longer a threat:
  - (a) Notify dispatch of your location and circumstances if it has already not been done.
  - (b) Render whatever first aid that may be required.
  - (c) Preserve the scene.
  - (d) Assist paramedics when and if they respond, but continue to maintain control and observation of the subject until removed from the scene.
  - (e) If removed from the scene in an ambulance, a Member shall accompany that subject inside the ambulance in order to preserve evidence, to ensure the recording and legitimacy of dying declarations, and to provide safety to both the injured and medical personnel.

### 300.5.7 DISPLAYING OF FIREARMS

Members should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines (Government Code § 7286(b)):

1. If a Member does not initially perceive a threat but reasonably believes that the potential for such threat exists, firearms should generally be kept in the low-ready or other position not directed toward an individual.
2. If the Member reasonably believes that a threat exists based on the totality of circumstances presented at the time, firearms may be directed toward such threat until the Member no longer perceives such threat,
3. If a Member is involved in an inherently high-risk situation, which calls for the use of tactics that include directing firearms at individuals (e.g., high-risk stop, tactical entry, sniper/spotter operation, incidents requiring a tactical response), the Member may do so until the situation is resolved.
4. A Member shall not draw their firearm, direct it toward a person, and threaten to shoot if the person is compliant and does not present a danger.

### 300.6 MEDICAL CONSIDERATIONS

Prior to booking at the jail or release in the field, medical assistance shall be obtained for any person subjected to a Use of Force.

1. Based upon the Member's initial assessment of the nature and extent of the subject's injuries, render whatever first aid that may be required until the subject can receive

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

further medical assistance. Medical assistance may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. The on-scene supervisor, or if not available, the primary handling Member shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the Member reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

2. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until medically assessed. Any individual exhibiting signs of distress after an application of force shall be medically evaluated as soon as practicable by either paramedics at the scene or taken to a hospital for examination. Signs of distress may include shortness of breath, chest pain, and/or dizziness.
3. Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called excited delirium), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Personnel who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.
4. If the subject is in custody or is the responsibility of the Department and requires transportation by ambulance/paramedic unit, a deputy shall accompany that subject inside the ambulance until properly relieved.
5. If the subject is an inmate at one of the five Orange County Sheriff's jail facilities at the time of the use of force, then Correctional Health Services will be notified and directed to respond, and once on scene will assume responsibility for medical care.
6. Any individual who refuses medical attention shall have his or her refusal fully documented in related reports and be witnessed by medical personnel and if possible, another Member. If medical staff is willing to provide a copy of the subject's medical refusal, this document should be collected and included with the report package. If possible, an audio recording of the refusal should also be made and a notation in the report indicating the subject's refusal was recorded and either booked as evidence or stored on the Department's digital video server system.

### **300.7 POST USE OF FORCE PROCEDURES**

Supervisory notification shall be made as soon as reasonably possible following a use of force.

Any use of force by a Member of this Department shall be documented by that Member promptly, completely, and accurately in an appropriate report depending on the nature of the incident. When documenting a Use of Force event, the Department Member is encouraged to review Department audio/video recordings (e.g. Patrol Video System (PVS), jail facility cameras) as a means of ensuring factual accuracy and enhancing recollection. Use of such materials in preparation of

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

reports shall be documented, and done on an individual rather than collective basis. For further, refer to policy 303 - Department Media.

#### **300.7.1 LESS-LETHAL MUNITIONS PROTOCOL**

Any time less lethal munitions (40mm or .12 Gauge Super Sock "bean bag") are deployed and the suspect or anyone involved in the incident sustains serious bodily injury or is hospitalized, the Homicide Unit shall be notified, via the Department Commander, and be responsible for conducting the investigation.

#### **300.7.2 DEATH OR LIFE THREATENING INJURY NOTIFICATION PROTOCOL**

Per the MOU with the Orange County District Attorney's Office, all cases where an individual dies or suffers serious injury which is life threatening while in the custody or control of a Member of this Department, or is incarcerated in an Orange County Jail facility, shall be referred to the Orange County District Attorney's Office, via the Homicide Unit. The Orange County District Attorney's Office may decline to respond.

Notwithstanding the MOU with the Orange County District Attorney's Office, when an officer-involved shooting results in the death of an unarmed civilian, the California Attorney General's Office will investigate the incident (Government Code § 12525.3).

#### **300.7.3 CRM REPORTING PROTOCOL**

If a Use of Force incident involves an investigation by the Homicide Detail and/or the District Attorney's Office, the SAFE Division shall be responsible for entering the initial notification of the use of force into the CRM database system. The SAFE Division shall also be responsible for the Administrative Investigation.

If it is determined the case will not be investigated by the Homicide Detail and/or District Attorney's Office or California Attorney General's Office, the use of force analysis shall be handled by an uninvolved supervisor and reviewed through the normal CRM database review process.

### **300.8 SUPERVISOR RESPONSIBILITY**

Upon notification of a use of force, (with the exception of any Officer Involved Shooting - See "Shooting Incidents" Policy #310), the supervisor shall respond and conduct an investigation of the incident. If the designated supervisor is unable to respond, the Patrol Department Commander or Jail Watch Commander shall assign another available supervisor. A supervisor who is a participant and applies force during the involved incident cannot conduct the supervisory analysis.

The handling supervisor's responsibilities include but are not limited to the following:

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

1. Shall obtain the basic facts from the involved Member. If the Member's statement of basic facts is likely to result in the disclosure of actions that violate policy, the supervisor should adhere to Government Code section 3303(i), which states, "Whenever an interrogation focuses on matters that are likely to result in punitive action against any public safety officer, that officer, at his or her request, shall have the right to be represented by a representative of his or her choice who may be present at all times during the interrogation." If the disclosure of basic facts is not likely to result in disclosure of actions that violate policy, the supervisor may direct the Member to provide the basic facts.
2. Ensure that any injured parties are examined and treated.
3. Separately interview the subjects(s) upon whom force was applied. Questioning should be related to possible injuries sustained during the use of force and/or if the subject(s) has received medical attention. Prior to investigatory questioning, the supervisor will confirm the subject(s) has been read their Miranda Rights warning due to the questioning possibly or likely eliciting an incriminating response. The entire interview shall be recorded.
4. Ensure that photographs have been taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas (consistent with CPC 4030).
5. Identify and interview any witnesses. The entire interview shall be recorded.
6. Complete a summary of the audio and video/digital recording (s) and include with the incident documentation.
7. Shall ensure all audio and video/digital media are booked into evidence in accordance with Policy 802 Property and Evidence, including the identification in Remedy that the evidence relates to a use of force.
8. When possible, review and approve all related reports.
9. Complete the "Preliminary Notification" in the CRM system as soon as practical as well as the Supervisory Use of Force Analysis report to include assigning a determination to each Member involved as:
  - (a) In Policy, No further action required.
  - (b) Training or corrective action addressed.
  - (c) Refer to Command Staff for investigation.
10. Scan and attach all related reports to the notes section of CRM, if the report is not included in FBR.
11. Forward electronically to the assigned Lieutenant/Captain for review.

### **300.9 CAPTAIN OR LIEUTENANT RESPONSIBILITY**

1. Review and evaluate all submitted reports, photographs, audio, and video recordings.
2. Based on all submitted documentation, evaluate the overall incident and the appropriateness of all actions taken by staff.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Use of Force*

---

3. Review the Supervisory Use of Force Analysis submitted into the CRM by the supervisor. Resubmit to the Supervisor for any changes and ultimately approve the Supervisory Use of Force. Assign a determination to each staff member involved as:
  - (a) In Policy, No further action required.
  - (b) Training or corrective action addressed.
  - (c) Refer to Command Staff for investigation.
4. Forward electronically to the Commander for review.

#### **300.10 COMMANDER RESPONSIBILITY**

1. Review and evaluate all submitted reports, photographs, audio, and video recordings.
2. Based on all submitted documentation, evaluate the overall incident and the appropriateness of all actions taken by each Member.
3. Assign a determination to each Member involved in the incident as:
  - (a) In Policy, No further action required.
  - (b) Training or corrective action addressed.
  - (c) Refer to Command Staff for investigation.
4. Finalize the Supervisor, Lieutenant, and Division Commander's determinations by electronically submitting the completed assessment within the CRM system.

#### **300.11 NOTICE OF DISPOSITION**

The Commander responsible for reviewing the Supervisory Use of Force Analysis shall determinewhether the Member's actions were "In Policy, No further action required"; "Training or corrective action addressed"; "Refer to Command Staff for investigation" or other determination, and they shall provide the Member a written or emailed notice of that determination. The Members shall be provided with a notice of disposition at the conclusion of investigation.

#### **300.12 USE OF FORCE COMPLAINTS**

The receipt, processing, and investigation of complaints involving use of force incidents should be handled in accordance with Policy 1020 Personnel Complaint Procedure (Government Code § 7286(b)).

#### **300.13 TRAINING**

Members will receive periodic training on policy and demonstrate their knowledge and understanding (Government Code § 7286(b)). This training includes guidelines regarding vulnerable populations, including but not limited to children, elderly persons, pregnant individuals, and individuals with physical, mental, and developmental disabilities.

This list of training courses include curriculum which covers the objectives set forth within this policy, this list is not all inclusive:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Use of Force*

---

- Less Lethal Basic
- Less Lethal Recertification
- Taser Basic
- Taser Recertification
- Crisis Intervention Training
- Arrest Control Techniques
- Tactical Communications

Additional training courses are offered periodically to stay consistent with POST guidelines set forth in Penal Code § 13519.10.

### **300.14 PUBLIC RECORDS REQUESTS**

Requests for records relating to an incident involving the discharge of a firearm at a person by a peace officer or an incident in which the use of force by a peace officer against a person resulted in death or great bodily injury will be processed in accordance with Penal Code section 832.7 and Policy 805.

### **300.15 REPORTING TO THE CALIFORNIA DEPARTMENT OF JUSTICE**

Statistical data regarding all officer-involved shootings and incidents involving use of force resulting in serious bodily injury is to be reported to the California Department of Justice as required by Government Code § 12525.2.

### **300.16 POLICY REVIEW**

The S.A.F.E. Division will regularly review and, as necessary, update this policy for the Sheriff's approval to reflect developing practices and procedures.

## Critical Incident Review

### 301.1 GENERAL

At times, Department Members are confronted with situations in which varying degrees of force or actions are used to protect life and property, affect an arrest, or discharging firearms in the performance of their duties. Department Members are also involved in incidents where their actions cause great concern to the Department and general public. Therefore, in the interest of public safety and the safety of Department Members, the Orange County Sheriff's Department shall review critical incidents to ensure best practices are being utilized in policies, procedures, tactics, and training.

As determined by the Sheriff or the Sheriff's designee, critical incidents shall be given the prompt attention of Executive Command Staff utilizing the Critical Incident Review (CIR) process. When directed by the Sheriff or the Sheriff's designee, the S.A.F.E. Division shall begin to coordinate a *Critical Incident Review* meeting as soon as practical.

### 301.2 PURPOSE AND SCOPE

The purpose of the Critical Incident Review is to identify and discuss issues requiring immediate action and/or additional follow-up. By doing so, it increases the Department's ability to recommend necessary changes to policies, procedures, tactics, and training to assist personnel in dealing with future critical incidents.

The review shall provide to the Critical Incident Review Board and Attendees, a preliminary factual presentation by the most knowledgeable Member associated with the incident. As appropriate, a discussion of potential litigation, policy, training, and equipment issues shall occur and include subject matter experts in those areas. The Board and Attendees shall document these issues requiring further review. Prior to the close of the review, "Action Items (A/I's)" shall be provided by the Board Members on the issues requiring immediate attention.

Additionally, Members who exhibited acts of bravery, courage, and/or exceptional performance shall be discussed and recommendation for the appropriate Department commendation shall be considered.

#### 301.2.1 DEFINITIONS

**Critical Incident:** any incident where the actions of Department Members in the performance of their duties, are likely to have a significant impact on the Department, community, citizens, or any other person, and/or incidents involving the use of deadly force or force resulting in serious physical injury.

**Deadly Force:** that which creates a substantial risk of serious bodily injury or death. See Policy 300 - Use of Force sub-section 300.2.

**Serious Bodily Injury:** A serious impairment of physical condition, including but not limited to the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Critical Incident Review*

---

the function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement (Penal Code § 243(f)(4)). See Policy 300 - Use of Force sub-section 300.2.

**Action Items:** directives to the responsible Divisions or Members requiring resolution.

### **301.3 BOARD COMPOSITION**

#### **BOARD MEMBERS:**

1. Assistant Sheriff of Professional Services Command (**Chairperson of the Board**)
2. Assistant Sheriff of Patrol Operations Command
3. Assistant Sheriff of Investigations & Special Operations Command
4. Assistant Sheriff of Corrections & Court Operations Command
5. Assistant Sheriff of Custody & Inmate Services Command

In order for a more comprehensive and complete review of the incident, additional Members and/or persons shall be invited to attend. For the purpose of the review, they shall be referred to as "Attendees" and shall be able to provide recommendations and/or comments to the Board.

#### **301.3.1 ATTENDEES**

1. Executive Command Staff
2. S.A.F.E. Division Representative
3. Training Division Representative
4. Internal Affairs Representative
5. Commander under whose jurisdiction the Critical Incident occurred
6. Captain under whose jurisdiction the Critical Incident occurred
7. Presenter of Facts
  - (a) Person designated to present before the Board all pertinent information, facts, and issues about the Critical Incident.
8. Subject Matter Experts
  - (a) Persons identified who exhibit an advanced level of expertise in performing and/or explaining a specific duty assignment, task, or skill will be considered as, "Subject Matter Experts" (e.g., Drug Recognition Experts, K-9 Handler, Electronic Control Device Instructor, or Arrest Control Technique staff Member).
9. Constitutional Policing Advisor
10. Investigations Representative
11. Field Training Bureau Representative (if applicable)
12. Jail Compliance and Training Team Representative (if applicable)
13. Member from County Counsel\*



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Critical Incident Review*

---

*\*All matters and communications discussed in the review are confidential and protected under the Attorney/Client Privilege; therefore the review will be limited to those Members mentioned-above. Any other Member interested in attending the review, must be approved by the Chairperson of the Board. This shall be based on the reason for the request and "Need to Know" basis, but ultimately decided at the discretion of the Chairperson of the Board.*

### **301.4 PROCEDURE**

The Critical Incident Review process consists of three (3) phases and is overseen by the Assistant Sheriff of the Professional Services Command who is the Chairperson of the Board.

The Chairperson of the Board's responsibility and authority includes, but is not limited to, the following:

1. Authorizes the release of all pertinent documents, records, and information for the Critical Incident Review.
2. Ensures only essential Members are present during the Critical Incident Review.
3. Gives opening remarks and sets the rules or guidelines for the review to the Board and Attendees.
4. Moderator for the review and assists in the transition from each topic of discussion to the next.
5. Reviews all A/I's and approves them for distribution to the responsible Divisions or Member for resolution.

### **301.5 PHASE I - INITIAL REVIEW**

The Command Staff under whose jurisdiction the Critical Incident occurred shall request a Critical Incident Review. This request will be made through the Chairperson of the Critical Incident Review Board. The review will be assigned to the S.A.F.E. Division and the process of coordinating, notifying personnel, and organizing the review shall begin.

The S.A.F.E. Division is the Critical Incident Review liaison and the "Presenter of Facts." They shall facilitate the review board process. The S.A.F.E. Division shall collect all documents, reports, and presentation material/equipment. Notification to Board Members/Attendees, and the scheduling of the review shall be done as soon as practical. The responsibility to prepare and design the presentation for the review shall be the "Presenter of Facts." Therefore, any Department Member or division receiving a request for documents shall comply with the request without delay. The presentation before the Board is designed to give a detailed review of the incident.

At the conclusion of the presentation, the Board shall engage in an interactive discussion on the incident relying on the "Presenter of Facts" and/or "Subject Matter Experts" for clarification. **These discussions shall focus on policies, procedures, tactics, training, equipment and use of force.**

## *Critical Incident Review*

---

Upon completion of the discussions, the review shall adjourn and reconvene in closed session (same day) with the **Board Members** and designated Members only. In this closed session meeting, the Board shall list action items for implementation and identify the appropriate divisions or responsible Members to address these action items.

Once the Board Members have identified these action items, the S.A.F.E. Division shall forward an "Action Item Summary" form to the Board Chairperson for approval. Once approved, these action items shall be forwarded to the designated Divisions or Members for resolution and should be completed prior to Phase II of the CIR process (usually within 60-90 days).

### **301.6 PHASE II - DISPOSITION OF ACTION ITEMS**

Phase II of the Critical Incident Review shall reconvene usually within 60 to 90 days of the adjournment of Phase I. The composition of Members involved in this phase of the review shall be comprised of the Board, S.A.F.E./Risk Management Bureau Representative, and the designated Members who were assigned action items, if necessary.

Upon completion of Phase II, the S.A.F.E. Division shall submit a written "Final Summary-Findings and Disposition" report to the Chairperson of the Board for review and final approval. Based on the type of incident reviewed, this shall usually signify the conclusion of the CIR. However, the Board may recommend further review of the incident and decide to convene a Major Incident Review (Phase III).

### **301.7 PHASE III - MAJOR INCIDENT REVIEW**

Whereas, Phase I & II of the Critical Incident Review process focuses on the systemic and global impact of an incident and its immediate impact on the Department, a Major Incident Review (MIR) or Phase III narrows the focus. A MIR is specific to causal factors of the reviewed incident and the individual Department Members involved. This review shall occur upon conclusion of all pending legal and investigative reviews.

#### **301.7.1 PROCEDURE**

A MIR may be initiated by the Critical Incident Review Board on those incidents which are deemed by the Sheriff, Sheriff's designee or the review process as significant enough to warrant a further and narrower review of the incident and Members. Reviewable incidents include but are not limited to Members involved in traffic accidents resulting in injury, in-custody deaths, officer involved shootings (excludes negligent discharges), uses of force resulting in death or requiring hospitalization, pursuits resulting in significant injury or property damage, exemplary performance, and the significant utilization of Department resources(e.g. natural disasters and civil unrest).

Should the incident involve a criminal or administrative investigation, the Board shall suspend convening the MIR until all criminal, civil, and any other investigation has been adjudicated.

The Orange County District Attorney's Office serves as the Primary Lead Investigative Agency in cases of: Custodial Deaths, Officer Involved Shootings, and life threatening injuries involving staff likely to cause death. The District Attorney's Office maintains care and control of the investigation

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Critical Incident Review*

---

including: interviews, sketches, forensic reports, and all evidence. A copy of the investigative file from the District Attorney's Office is turned over to the Sheriff's Homicide Detail at the conclusion of the legal and Coroner review. Once this occurs, the Sheriff's Homicide Detail shall notify the S.A.F.E. Division and a MIR is scheduled.

The Board shall examine each incident, issue findings, and/or recommendations for preventative measures. The Board may issue findings and/or make recommendations based on their review of the incident. Findings and/or recommendations may include but are not limited to the following:

1. Commendations
2. Work practices or conditions
3. Training on an individual or group basis
4. Policies and/or procedures
5. Ensuring equipment is adequate and available
6. Ensuring staffing needs are adequate and available
7. Tactics
8. Use of Force
9. Planning for future incidents
10. Administrative Interviews with the involved Members
11. Corrective Action or referral to Internal Affairs Division, if applicable.

The Chairperson of the Board, in collaboration with County Counsel, shall ensure the findings of the Board and all recommendations are submitted, utilizing the designated form, to the Assistant Sheriff(s) of the involved command(s) within 45 days of concluding the review.

### 301.7.2 S.A.F.E. RESPONSIBILITIES

The S.A.F.E. Division shall coordinate in facilitating meetings, notifications, and providing the results of any Critical Incident Reviews that were conducted. S.A.F.E. shall receive all requests to convene a Major Incident Review and gather all necessary documentation for the Board's review.

S.A.F.E. shall notify the Assistant Sheriff of the Professional Services Command (Chairperson of the Board) of the need to convene a MIR. CIR Board Members and advisory personnel shall be notified of their participation along with the designated presenter of facts for each incident.

As a result of the confidential nature of the review and due to Department Members being involved, only Members identified by the Board shall be permitted to participate in the MIR. All documentation shall be returned to and retained by the S.A.F.E. Division in accordance with the established records retention schedule.

The findings and recommendations of the Board shall be presented to all other Members of the Executive Command staff for discussion and authorization to proceed with the Board's recommendations.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Critical Incident Review*

---

Depending on the findings and recommendations of the Board, the Executive Command may request further administrative action. Upon conclusion of the Executive Command staff review, all documentation shall be returned to the S.A.F.E. Division for retention.

## Administrative Response Team (ART)

### 302.1 GENERAL

The essence of the law enforcement profession provides that Department Members will periodically become involved in serious incidents and events that are of critical concern to both the public and to the law enforcement community. Often, these incidents and events have significant Department implications in the areas of policy, risk management, liability, and/or other administrative factors. It is important for the Department to effectively evaluate these issues in a timely manner to determine if immediate action is needed to remedy potential deficiencies.

### 302.2 ADMINISTRATIVE RESPONSE TEAM (ART)

The Administrative Response Team (ART) are Members of the SAFE Division who assemble and respond to Member-involved shootings and other significant incidents and events, on behalf of the Sheriff and Executive Command, to conduct administrative assessments based on the facts of the incident.

The ART response shall consist of at least two Members of the SAFE Division as determined by the SAFE Division Commander or Captain(s). The Members of ART shall vary by incident, based on scheduled rotation and availability.

### 302.3 PURPOSE AND SCOPE

The purpose of the ART is to evaluate significant incidents and events from an administrative perspective and identify possible policy-related concerns, risk management and liability issues, training concerns, force and force options, tactics, supervisory involvement/control, equipment issues and other administrative factors.

The ART, may be comprised of Internal Affairs personnel. However, their response to an incident is in a separate capacity and they are not present to conduct a personnel investigation and/or related administrative interviews, unless otherwise directed by the Sheriff's Executive Command.

### 302.4 RESPONSE

The ART shall respond to all Member-involved shootings, in-custody deaths or any other incident as deemed necessary by Sheriff's Executive Command.

The ART may respond to the following incidents (this list is not all inclusive):

1. Use of force incidents resulting in significant injuries and/or death;
2. Post-custody jail deaths;
3. Vehicle pursuits resulting in significant injuries and/or deaths;
4. Major jail incidents (use of force, riots, escapes, in-custody deaths);
5. Any incident/event with increased liability and exposure to the Department.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Administrative Response Team (ART)*

---

### **302.5 PROCEDURES**

In the event of a Member-involved shooting or other significant incident, any Member of the Sheriff's Executive Command may request an ART Response. The on-duty Department Commander shall coordinate with Sheriff's Executive Command to notify the SAFE Division Commander or Captain(s), who will then identify and dispatch the necessary ART personnel.

The Administrative Response Team shall:

1. Identify and meet with the on-scene incident commander;
2. Attend briefings regarding the incident;
3. Collect all facts and information related to administrative concerns;
4. Evaluate the entire incident to include the circumstances leading up to the incident, the facts of the incident and post-incident events and activities. The ART shall utilize information obtained at the scene and provided by the District Attorney's Office and/or OCSD Criminal Investigations Bureau.

### **302.6 USE OF FORCE INCIDENTS (MEMBER INVOLVED SHOOTINGS)**

When the ART responds to a Member-involved shooting incident, the Supervisory Use of Force Analysis required by Policy § 300 shall be superseded by the Internal Affairs administrative investigation. Final policy determinations shall occur as part of the Internal Affairs review (Policy § 310.2).

1. The Administrative Response Team shall be responsible for entering the use of force into CRM referencing the use of force to the corresponding personnel investigation (PI) number.
2. In CRM, the use of force shall be assigned to the involved Member's divisional chain of command, who shall close out the incident without delay with the determination of "Refer to Internal Affairs."

### **302.7 USE OF FORCE INCIDENTS (INVOLVING RESPONSE BY HOMICIDE DETAIL AND/OR OCDA)**

A Use of Force incident involving significant injury or death may require the response of the Homicide Detail and/or the District Attorney's Office. If the Homicide Detail and/or District Attorney's Office responds to an incident, the Use of Force Analysis required by Policy § 300 shall be conducted in the same manner as defined in Policy § 302.6 (Member-involved shootings):

1. The Administrative Response Team shall be responsible for entering the use of force into CRM referencing the use of force to the corresponding personnel investigation (PI) number.
2. In CRM, the use of force shall be assigned to the involved Member's division chain of command, who shall close out the incident without delay with the determination of "Refer to Internal Affairs."

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Administrative Response Team (ART)*

---

3. If it is later determined the District Attorney's Office will not initiate a criminal investigation of the incident, the use of force may be reassigned in CRM to the division of origin for analysis and investigation.

### **302.8 USE OF FORCE INCIDENTS - ALL OTHERS**

When the ART responds to a use of force incident, other than a Member-involved shooting or a use of force involving a significant injury or death (see Policies §300.6, 302.6, and 302.7), the on-scene supervisor shall be responsible for entering the use of force into CRM and conduct the Supervisory Use of Force Analysis.

### **302.9 POST INCIDENT DUTIES AND RESPONSIBILITIES**

The Administrative Response Team shall collect and evaluate all relevant information and prepare an administrative briefing for Sheriff's Executive Command within three days of the incident or at the next scheduled Executive Command meeting.

The administrative briefing shall include policy-related concerns, risk-management and liability issues, training concerns, force and force options, tactics, supervisory involvement/control, equipment issues, and other administrative factors. The administrative briefing shall be reviewed by County Counsel prior to the presentation to the Sheriff's Executive Command in order for County Counsel to provide input and identify potential risk-management and liability issues.

Sheriff's Executive Command shall utilize the ART briefing to review, discuss, and evaluate administrative issues and take any necessary action.

## Department Media

### 303.1 PURPOSE AND SCOPE

The Department recognizes the importance of capturing law enforcement contacts through the use of technology. The viewing of these recordings is necessary for the accurate documentation through written reports, courtroom testimony and voluntary statements.

#### 303.1.1 DEFINITIONS

For the purpose of this policy, Department media is defined as any form of video or audio recording captured by a Department owned recording device. This includes, but is not limited to:

1. Fixed position cameras,
2. Handheld video cameras,
3. Patrol Video System (PVS),
4. Body Worn Cameras (BWC),
5. 911 recordings,
6. Dispatch recordings,
7. Audio recorders (digital recorders, PUMA, cell phone, etc.).
8. Aerial video

### 303.2 POLICY

It is the policy of the Department to extend to its Members the ability to review all available Department media when writing reports, preparing for courtroom testimony and prior to making voluntary statements.

However, Members should not use the fact that a recording was made as a reason to write a less detailed report, or use the recording as a substitute for their own perceptions and observations. Whenever a Member reviews Department media recordings to refresh his or her recollection for the purpose of report writing, it shall be documented on the initial crime report or any supplemental reports that such Department media recording was reviewed.

It is the discretion of the Sheriff or his/her designee to prohibit the review of any Department media if it is determined to be in the best interest of the Department and/or County.

Members who are the subject of an administrative discipline investigation may be required to give a statement prior to reviewing any Department media.

Members shall not play back Department media recordings to allow members of the public to view them.

### 303.3 ADDITIONAL VIEWER AUTHORIZATION

Recorded files may also be disclosed as follows:



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Media*

---

1. To any Department Member who is conducting an official investigation such as a personnel complaint, administrative investigation or criminal investigation;
2. To executive command, managers and supervisors for a specific business purpose such as commendations, training, an official investigation (such as a personnel complaint, administrative investigation or criminal investigation), a clear and reasonable concern of unprofessional conduct, and the review of critical incidents. Audits of recordings will be documented utilizing available system functions;
3. To any Department Member prior to responding to a court process (e.g. discovery request, subpoenas duces tecum, court orders) or to those in a court proceeding who are otherwise authorized to review evidence in a related case;
4. To prosecuting agencies for the purpose of reviewing evidence;
5. Pursuant to a Risk Management Bureau request;
6. To the IT staff for the purpose of providing user support, infrastructure assistance and quality assurance of recordings (clarity, lighting, video, audio, etc.).

### **303.4 CALIFORNIA PUBLIC RECORDS ACT (CPRA) AND/OR RELEASE TO MEDIA**

Recorded files may be released to the public and/or media under the following circumstances:

1. Members responding to a Public Records Act are authorized to access and view media in response to the request;
2. Recordings may be released to the media with permission of the Sheriff or the Sheriff's authorized designee;
3. Prior to release of recordings under this section, the Sheriff or his/her designee shall make a reasonable attempt to provide advance notice to the Member who recorded the media as well as all other Members who are recognizable in the recording via chain of command by phone or email.

### **303.5 RECORD KEEPING REQUIREMENTS**

Any access to Department media recordings and metadata will be documented within the system's internal audit trail to protect the integrity of the files.

Only authorized personnel will make redactions, when necessary, and retain the redacted copies within the system.

Files should be securely stored and managed in accordance with established procedures, policies and best practices, including the Department's Records Retention and Disposition Schedule.

## Flying While Armed

### 305.1 PURPOSE AND SCOPE

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to Members who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219).

### 305.2 AUTHORITY AND RESPONSIBILITY

Must be a current, duly sworn Member of the Orange County Sheriff's Department.

Must be sworn and commissioned to enforce criminal or immigration statutes.

Must be authorized by employing agency to have a firearm in connection with assigned duties.

Those wishing to fly while armed must be flying in an official capacity. There must be a "need" for the deputy to have the firearm on a specific flight segment (as opposed to securing the firearm in checked baggage). Need is determined by the Law Enforcement Officer's employing agency, Department or service, for example (As outlined in 49CFR1544.219):

1. Protective escort duty and related travel.
2. Hazardous surveillance operation.
3. On official travel and required to arrive prepared for duty.
4. Federal Law Enforcement Officer, whether or not on official travel, armed in accordance with agency wide policy.
5. In control of a prisoner (includes traveling to or returning from). [49CFR1544.221] (f) Federal Air Marshal [49CFR1544.223]

Travel to and from training sessions where the weapon is needed during the exercise does not qualify as a "need" for flying armed.

### 305.3 REQUIREMENTS TO FLY ARMED

The Sheriff shall approve the travel of the Undersheriff while armed. The Undersheriff shall approve the travel of the Assistant Sheriffs while armed. The Assistant Sheriffs shall approve the travel of armed personnel within their commands.

The following protocol is intended to insure the accountability and tracking of the Department's Training practices for deputies flying armed:

1. Deputies intending to carry their firearm on a commercial flight shall be required to complete the P.O.S.T. "Extradition Procedures Update." This procedure shall satisfy the required TSA training course per [49CFR1544.219].
  - (a) To complete the POST "Extradition Procedures Update" course deputies can go on line to <http://post.ca.gov>. Click on the POST Learning Portal and complete the registration process. After registering, log on. Click on the Extradition

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Flying While Armed*

---

Procedures Update and complete the course. Print out the Proof of Completion certificate for verification and submit it to the Fugitive Warrants Bureau. The course takes approximately two (2) hours.

2. Deputies needing to fly armed on Sheriff's Department business shall contact the Fugitive Warrants Bureau. The Fugitive Warrants staff shall verify the deputy has completed the "Law Enforcement Officers Flying Armed" training within the past year and shall then generate a teletype message as required by TSR1544. Sheriff's Teletype can assist with teletype messages when Fugitive Warrants Bureau staff is unavailable.
  - (a) The Fugitive Warrants Bureau or Teletype shall then submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA shall send the Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message to TSA at the Security Screening Checkpoint as authorization to travel while armed on the day of travel.
  - (b) The Fugitive Warrants Bureau or Teletype needs to be notified immediately if there are any changes to the flight itinerary. Any changes to the flight itinerary shall require a new NLETS message containing a new alphanumeric identifier.
3. Deputies must carry their Department identification card which must contain their full name, badge number, full-face picture with the officer's signature, and the signature of the Sheriff or the official seal of the Department. This Department issued identification shall be presented to airline officials and TSA when requested.
4. The Deputy shall also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport). Deputies shall also carry their flight itinerary along with their supervisor or Commander's contact information.
5. It is the Deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification can be accomplished by early check-in at the carrier's check-in counter. Deputies should inquire with the airline officials at the ticket counter regarding other law enforcement agencies that may be flying armed on their particular flight.
6. This policy applies to all deputies whether in uniform or in civilian attire. For additional information, contact the Fugitive Warrants Bureau at [REDACTED].

**Note:** In the event it becomes necessary to place your firearm and ammunition in checked baggage, it must be secured in a hard-sided, locked container. Declare the firearm and ammunition when the container is checked [49CFR1544.203]. The firearm must be unloaded and the ammunition stored in factory, or similar, packaging. You maintain the key to the locked container. If the hard-sided, locked container is inside a piece of checked baggage, the aircraft operator generally will place a "Firearm(s) Unloaded Declaration Form" inside the bag proximate to but not inside of the gun case. If the firearm is not inside another piece of checked baggage, the aircraft operator generally places the declaration form inside the hard-sided, locked container. Lockable gun cases are available at the Fugitive Warrants Bureau and at the Range.

## Hobble Restraint

### 306.1 PURPOSE AND SCOPE

The proper use and application of the Hobble restraint can reduce the potential of injury and damage to property when dealing with violent or potentially violent persons. This section provides guidelines, policy, and procedures for the proper use of the Hobble restraint procedure.

### 306.2 POLICY

When a deputy deems it reasonable to Hobble a violent or potentially violent person during the course of detention, arrest, and/or transportation, only those restraint devices approved by the Department shall be used, and only in the Departmentally approved manner for such temporary immobilization of the legs.

### 306.3 AUTHORIZED EQUIPMENT

The following restraint devices shall be provided to all field supervisors by the Department and are the only restraint devices authorized in the use of the Hobble restraint procedures. Deputies who have been departmentally trained in the use of these restraint devices may purchase and carry them on-duty at their own expense\*:

1. Ripp Hobble restraint device: The Ripp Hobble is made of one-inch wide polypropylene webbed belting with a tested strength of 700 lbs. The hobble has a one-inch wide side, alligator-jawed, friction-locking clip and steel-snap swivel. The overall length of the hobble shall be a minimum of 42 inches.
2. EZ Leg Control Belt: The EZ Leg Control Belt is a black nylon belt that is 2 inches wide with a 7 inch loop at the end with a tensile strength of 518 pounds. The control belt is equipped with a 2 inch black buckle, 2 inch D-Ring, and 3 inch Aluminum Carabiner. The overall length of the control belt is 90 inches.

*\*It shall be the responsibility of the individual Deputy to maintain and carry the device in a serviceable condition.*

**NO OTHER EQUIPMENT IS AUTHORIZED.**

### 306.4 USE OF HOBBLE RESTRAINT

In determining whether to use the Hobble restraint procedure, deputies should consider the following:

1. If the deputy and/or others are subject to harm due to the assaultive behavior of a violent, resisting, and/or attacking suspect.
2. If it is reasonable to protect the suspect from his/her own actions which would place him/her in danger e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting deputy while handcuffed, kicking at objects or deputies.
3. Due caution should be considered when applying the Hobble restraint procedure on persons in the following classes:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Hobble Restraint*

---

- (a) Juveniles
  - (b) Pregnant women
  - (c) Persons who are visibly frail
  - (d) Individuals who have a preexisting medical condition that increases danger, and of which deputies become aware.
  - (e) Elderly
4. Other Considerations:
    - (a) The distance between the Hobbled person and the transporting unit. If practical, bring the transporting unit to the Hobbled subject.
    - (b) Avoid having the Hobbled person walk long distances or challenging terrains (stairs and slopes, etc.) to the transporting unit. If the Hobbled person must be carried, a minimum of two deputies is preferred. At no time should the Hobble device be used to carry the person.
  5. Deputies assigned to Custody Operations shall follow **CCOM Section 1800** in regards to the use of leg restraints, authorized equipment, and routine transportation of inmates.

### **306.5 PROCEDURE**

#### Hobbling procedures:

The Hobble restraint procedure shall be used only after a person has been handcuffed. The Hobble shall only be used with either the Ripp Hobble restraint device or the EZ Leg Control Belt to bind and immobilize a person's legs. Only those deputies trained in the use of the Hobble restraint procedure are authorized to employ it on any person. The following procedures shall be used when applying the Hobble restraint device:

1. If practical, deputy(s) should notify a supervisor of the intent to apply the Hobble. In all cases, a supervisor shall be notified as soon as practical after the application of the Hobble and the Field Supervisor shall respond to the scene.
2. Once secured, the person should be placed in a seated or upright position and shall not be placed on his/her stomach for an extended period as this may potentially reduce the person's ability to breathe.
3. Absent a medical emergency, the person being Hobbled shall remain restrained until the deputy arrives at the jail or other facility or the person no longer poses a threat.
4. The deputy is to ensure the person does not roll onto and remain on his/her stomach.
5. The deputy is to look for signs of labored breathing and, where practical, take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Hobble Restraint*

---

### **306.5.1 MEDICAL CONSIDERATIONS**

Prior to booking or release, medical assistance shall be obtained for any person(s) who has sustained visible injury, expressed a complaint of an injury or continuing pain, or who has been rendered unconscious. Based upon the deputy's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practical, should be witnessed by another deputy and/or medical personnel and a supervisor notified. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, unusually high tolerance to pain, or has been in a protracted physical encounter with multiple deputies to bring under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

### **306.6 TRANSPORTING HOBbled PERSONS**

When transporting a person who is Hobbled, deputies shall observe the following procedures:

1. Hobbled suspects may be transported in a patrol unit. They should be seated in an upright position and secured by a seatbelt. The long lead of the restraint should be placed outside the rear door and brought up through the front door to prevent the lead from dragging on the ground. When the person cannot be transported in a seated position he/she should be taken by ambulance/paramedic unit. Deputies shall inform the jail and jail medical staff that the arrestee/suspect had been Hobbled prior to arrival at the jail.
2. Deputies transporting arrestees/suspects in unmarked Department vehicles not equipped with a cage partition, may Hobble and transport arrestees/suspects who are cooperative, as an added security measure, to reduce the likelihood of escape, and for officer safety reasons (e.g., the transportation of arrestees/suspects by plain clothes personnel driving unmarked Department vehicles). However, if the arrestee/suspect is violent or may be potentially violent, they should be transported in a vehicle with a cage partition.

### **306.7 DOCUMENTATION**

Any use or application of the Hobble restraint shall require appropriate documentation. The Member should include the following in the report:

1. The amount of time the subject was Hobbled.
2. How the subject was transported and the position of the subject.
3. Observations of the subject's physical and physiological actions.
4. Any known or suspected drug use or other medical problems by the subject.

### Non-Compliant Subjects

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Hobble Restraint*

---

1. All incidents where resistance was met in the application of the Hobble shall be documented in accordance with Policy 300.6.

### Compliant Subjects

1. In incidents where the subject was compliant during the application of the Hobble and remained compliant while the Hobble was on, the use of the Hobble shall be documented promptly and accurately in an appropriate incident report.

### **306.8 TRAINING REQUIREMENT**

All deputies must read this policy and view the "Hobble Restraint Procedure" training video located on MY18, prior to deploying the Hobble Restraint Procedure in the field. This training video can be located by typing "Hobble" in the search bar, then selecting "Hobble Restraint Procedure" under Postings, Forms & Content.

## Hate Crimes

### 307.1 PURPOSE AND SCOPE

The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and to provide Members of this Department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

#### 307.1.1 DEFINITIONS

**Hate crimes:** A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):

1. Disability
2. Gender/Gender Identity
3. Nationality
4. Race or ethnicity
5. Religion
6. Sexual Orientation
7. Association with a person or group with one or more of these actual or perceived characteristics

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).

**Victim:** Includes, but is not limited to, a community center, educational facility, entity, family, group, individual, office, meeting hall, person, place of worship, private institution, public agency, library, or other victim or intended victim of the offense (Penal Code § 422.56).

#### 307.1.2 EXAMPLES OF HATE CRIMES

Examples of hate crimes include, but are not limited to:

1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the Constitution or laws because of one or more of the actual or perceived characteristics of the victims (Penal Code § 422.6(a)),
2. Defacing, damaging, or destroying a person's property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)),
3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411),
4. Vandalizing a place of worship (Penal Code § 594.3).



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Hate Crimes*

---

#### **307.2 POLICY**

The Orange County Sheriff's Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal Constitutions and incorporated in state and federal law.

#### **307.3 PREVENTION AND PREPARATION**

While it is recognized that not all crime can be prevented, this Department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by, among other things:

1. Making an affirmative effort to establish contact with persons and groups within the community, who are likely targets of hate crimes and forming networks that address prevention and response.
2. Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.
3. Providing victim assistance and follow-up as outlined below, including community follow-up.
4. Educating community and civic groups about hate crime laws.
5. Partner with the Orange County Human Relations Commission to facilitate Police/Community dialogue sessions that bring community members and law enforcement together to build understanding and trust.

#### **307.4 DEPUTY RESPONSE**

Whenever any deputy receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

1. Assigned deputy(s) should promptly contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.
  - (a) When documenting the potential hate crime, deputy(s) shall complete the Hate Crime Supplemental Report Form, or, if using FBR, check the Hate Crime Box and complete all related follow up questions.
2. A supervisor should be notified of the circumstances as soon as practical.
3. Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned deputy(s) shall take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved
4. Based upon available information, the deputy(s) should take appropriate action to mitigate further injury or damage to potential victims or the community.
  - (a) Deputy(s) should contact the property owner to remove any evidence that cannot be physically removed (i.e., painted words or signs on a wall) by the deputy once the offense is documented.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Hate Crimes*

---

5. The assigned deputy(s) shall interview available witnesses, victims, and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
  - (a) No victim of or a witness to a hate crime who is not otherwise charged with or convicted of a crime under state law may be detained for any actual or suspected immigration violation or reported or turned over to federal immigration authorities (Penal Code § 422.93(b)).
6. Depending on the situation, the assigned deputy(s) or a supervisor may request additional assistance from Investigations or other resources to further the investigation.
7. The assigned deputy(s) shall include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports shall be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, shall be completed and submitted by the assigned deputy(s) before the end of the shift.
8. The assigned deputy(s) shall provide the victim(s) of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures shall also be available to members of the general public upon request. The assigned deputy(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.
9. The assigned deputy(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., possible Temporary Restraining Order through the District Attorney or City Attorney Penal Code § 136.2 or Civil Code § 52.1 as indicated).

#### 307.4.1 SUPERVISOR RESPONSIBILITY

The supervisor should confer with the initial responding deputy(s) to identify reasonable and appropriate preliminary actions. The supervisor should:

1. Review related reports to verify whether the incident is appropriately classified as a hate crime for federal and state bias crime-reporting purposes.
2. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.
3. Consider the need for further action to be taken for the protection of the victims or vulnerable sites, such as assigning a deputy at specific locations that could become targets or increase neighborhood surveillance.

#### 307.4.2 ADDITIONAL RESOURCES

Refer to Field Operations Manual (FOM) Section 52 for operational considerations, when responding to a hate crime.

#### 307.4.3 CRIMINAL STATUTES

Penal Code § 422 - Prohibits verbal, written or electronically transmitted threats to commit great bodily injury or death to another or his/her immediate family.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Hate Crimes*

---

Penal Code § 422.6(a) - Prohibits the use of force or threats of force to willfully injure, intimidate, interfere with, oppress, or threaten any person in the free exercise or enjoyment of rights and privileges secured by the Constitution or law because of the person's real or perceived characteristics listed in Penal Code § 422.55(a). Speech alone does not constitute a violation of this section except when the speech itself threatened violence and the defendant had the apparent ability to carry out the threat.

Penal Code § 422.6(b) - Prohibits knowingly defacing, damaging, or destroying the real or personal property of any person for any of the purposes set forth in Penal Code § 422.6(a).

Penal Code § 422.7 - Provides for other criminal offenses involving threats, violence, or property damage in excess of \$950 to become felonies if committed for any of the purposes set forth in Penal Code 422.6.

Penal Code § 422.56 - Defines gender for purposes of various hate crime statutes to mean the victim's actual sex or a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

Penal Code § 422.77 - Provides for the criminal enforcement of any order issued pursuant to Civil Code § 52.1.

Penal Code § 11411 - Prohibits terrorizing by placing or displaying any unauthorized sign, mark, symbol, emblem, or other physical impression including Nazi swastika, noose, or burning cross.

Penal Code § 11412 - Prohibits terrorizing threats of injury or property damage to interfere with the exercise of religious beliefs.

Penal Code § 594.3 - Prohibits vandalism to religious buildings, places of worship, or cemeteries.

Penal Code § 11413 - Prohibits use of explosives or other destructive devices for terrorizing another at health facilities, places of religion, group facilities, and other specified locations.

#### 307.4.4 CIVIL STATUTES

Civil Code § 51.7 - All persons in this state have the right to be free from any violence or intimidation by threat of violence against their person or property because of actual or perceived race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, disability, or position in a labor dispute. There is a narrow exception and this statute does not apply to statements made concerning positions in a labor dispute that are made during otherwise lawful labor picketing.

Civil Code § 52 - Provides for civil suit by individual, Attorney General, District Attorney, or City Attorney for violation of Civil Code § 51.7, including damages, Temporary Restraining Order, and injunctive relief.

Civil Code § 52.1 - Provides for Temporary Restraining Order and injunctions for violations of individual and Constitutional rights enforceable as criminal conduct under Penal Code § 422.77.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Hate Crimes*

---

### **307.5 TRAINING**

All Members of this Department shall receive training on hate crime recognition and investigation consistent with Penal Code § 13519.6. Training should also include recognition of bias motivators such as ranges of attitudes and perceptions toward a specific characteristic or group.

## Unmanned Aerial Vehicle (UAV)

### 308.1 PURPOSE AND SCOPE

The following procedures are intended to promote the safe, efficient, and lawful operation of the Orange County Sheriff's Department (OCSD) Unmanned Aerial Vehicles (UAVs). Safety, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.

#### 308.1.1 DEFINITIONS

**After Action Report (AAR):** The AAR is completed after each mission by the Pilot in Command (PIC) to identify areas where he/she performed well and areas he/she can improve upon.

**Master Maintenance Log:** A master maintenance log shall be maintained by the Air Support Bureau (ASB). The master maintenance log shall be comprised of information derived from each UAV's maintenance spreadsheet.

**Maintenance Spreadsheet:** The maintenance spreadsheet shall document all maintenance performed on a UAV. Each unit operating UAVs shall maintain a maintenance spreadsheet for each UAV. Maintenance spreadsheets shall be submitted to the UAV Chief Pilot on a quarterly basis.

**Mission Brief:** This form captures the nature of the UAV mission and provides the documentation necessary to track the use of UAVs.

**Person Manipulating the Controls:** A person other than the remote pilot in command (PIC) who is controlling the flight of a UAV under the supervision of the remote PIC.

**Remote Pilot in Command (Remote PIC or Remote Pilot):** A person who holds a remote pilot certificate with a remote pilot rating and has the final authority and responsibility for the operation and safety of the UAV operation conducted under the Federal Aviation Administration (FAA) 14 Code of Federal Regulations (CFR) part 107. The PIC shall also meet the training requirements as detailed in the ASB Training Manual.

**SQUAWK:** An aviation form utilized to document maintenance deficiencies on an aircraft.

**Unmanned Aerial Vehicle Chief Pilot:** The UAV Chief Pilot is the designated ASB UAV Pilot in Command (PIC) that will conduct flight evaluations on OCSD UAV PICs to ensure standardization of UAV deployments and to check knowledge of FAA regulations.

**Unmanned Aerial Vehicle (UAV):** A UAV (weighing more than 0.55 pounds and less than 55 pounds) including everything that is onboard or otherwise attached to the aircraft, which can be flown without the possibility of direct human intervention from within or on the aircraft.

**Visual Observer (VO):** A person acting as a flight crew member who assists the UAV remote PIC and the person manipulating the controls to see and avoid other air traffic or objects aloft or on the ground.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Unmanned Aerial Vehicle (UAV)*

---

### **308.2 POLICY**

It shall be the mission of those Members of the Department who are trained in the use of the UAV to use this resource to protect the lives and property of the people in Orange County and public safety personnel in full compliance with applicable laws and regulations, including but not limited to the State and Federal Constitutions and Federal Aviation Administration (FAA) regulations. UAVs shall not be used for missions that would violate the privacy rights of the public.

The use of a UAV can support public safety personnel in situations which would benefit from an aerial perspective and enable responders to detect dangers that could otherwise not be seen. The UAV can also be utilized for approved training missions.

### **308.3 PROTECTION OF RIGHTS AND PRIVACY CONCERNS**

The Department shall consider the protection of individual civil rights and the reasonable expectation of privacy as a key component of any decision made to deploy the UAV. Each UAV PIC and VO shall ensure that operations of the UAV are consistent with federal, state, and local laws.

Absent a warrant or exigent circumstances, PICs and VOs shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g. inside residence, yard, enclosure).

PICs and VOs shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAV operations.

### **308.4 UAV MISSIONS**

The Department is committed to maintaining strong public support in the use of UAVs to better support the people in Orange County. The Department shall adhere to the Federal Aviation Administration (FAA) 14 Code of Federal Regulations (CFR) Part 107, to ensure UAVs are deployed under the most current federal rules. The Department shall operate under 14 CFR part 107 which are the same stringent regulations established for civilian commercial operators.

1. The authorized missions for the Department UAVs are:
  - (a) Post-incident crime scene preservation and documentation,
  - (b) Bomb Squad missions,
  - (c) Response to hazardous materials spills,
  - (d) Traffic Collision Investigations,
  - (e) Search and Rescue (SAR) missions as defined in the Department SAR Operations Manual,
  - (f) Public safety and life preservation missions to include barricaded suspects, hostage situations, active shooters, apprehension of armed and dangerous and/or violent suspects, and high-risk search warrants,

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Unmanned Aerial Vehicle (UAV)*

---

- (g) Disaster response and recovery to include natural or human caused disasters including a full overview of a disaster area for post incident analysis and documentation,
- (h) Training flights in support of the Department UAV Training Manual,
- (i) In response to specific requests from local, state or federal fire authorities for fire response and prevention,
- (j) When there is probable cause to believe that (1) the UAV may record images of a place, thing, condition, or event; and (2) that those images would be relevant in proving that a certain felony had occurred or is occurring, or that a particular person committed or is committing a certain felony and use of the UAV does not infringe upon the reasonable expectation of privacy,
- (k) Pursuant to a search warrant,
- (l) Inspection of Orange County property and facilities, to include OCIAC locations designated under the US Department of Homeland Security's Critical Infrastructure Sectors.
- (m) Production of video for the Department and other County of Orange agencies/ departments for promotional, educational and/or training purposes.

#### **308.5 UAV OPERATIONS**

This policy is intended to provide personnel who are assigned to the Department UAV program with the responsibilities associated with the deployment of UAVs. The Air Support Bureau (ASB) will manage the UAV program and shall manage the program to ensure safe, effective UAV deployments are within Department policies and procedures.

This policy is to be followed with regard to general operations, information gathered, and law enforcement purposes. The Department shall operate UAVs in a manner which observes Constitutional rights, and in accordance with local, state, and federal law.

The Department shall provide qualified UAV pilots under 14 CFR Part 107 who can deploy UAVs consistent with Part 107 in a safe and efficient manner while in the performance of their official duties. The qualified individual can be a sworn or non-sworn employee who must successfully pass an in house written test and check flight test (If the employee fails the initial written test and/ or check flight test, they will be remediated on their deficiencies and given an opportunity to retest after 7 days).

The selection process for UAV pilots and visual observers will be initiated through a Department interest memorandum, and directed towards the Commander requesting the need for the UAV pilot or visual observer. The applicant's technical expertise and training background should be considered during the selection process, with the Commander making the final decision.

In consultation with the Air Support Bureau, the deployment of UAVs shall only be for authorized missions, and they must comply with the approval authority and members from the matrix below:

Authorized use of SUAS	Approval Authority	Deployment Type	Member
------------------------	--------------------	-----------------	--------

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Unmanned Aerial Vehicle (UAV)*

---

Post-incident crime scene preservation and documentation	Unit Supervisor	Static/Dynamic	Any member (Sworn or Non-Sworn)
Bomb Squad missions	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Response to hazardous materials spills	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Traffic Collision Investigations	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Search and Rescue (SAR) missions as defined in the OCSD SAR Operations Manual	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Public safety and life preservation missions to include barricaded suspects, hostage situations, active shooters, apprehension of armed and dangerous and/or violent suspects, and high-risk search warrants	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Disaster response and recovery to include natural or human caused disasters including a full overview of a disaster area for post incident analysis and documentation	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Training flights in support of the OCSD UAV Training Manual	Unit Supervisor	Dynamic	Any member (Sworn or Non-Sworn)
In response to specific requests from local, state or federal fire authorities for fire response and prevention	Unit Supervisor	Dynamic	Any member (Sworn or Non-Sworn)



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Unmanned Aerial Vehicle (UAV)*

---

When there is probable cause to believe that (1) The UAV may record images of a place, thing, condition, or event; and (2) That those images would be relevant in proving that a certain felony had occurred or is occurring, or that a particular person committed or is committing a certain felony and use of the UAV does not infringe upon the reasonable expectation of privacy	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Pursuant to a search warrant	Unit Supervisor	Dynamic	Any member along with one CPC 830.1 member
Inspection of Orange County property and facilities, to include OCIAC locations designated under the US Department of Homeland Security's Critical Infrastructure Sectors.	Unit Supervisor	Dynamic	Any member (Sworn or Non-Sworn)
Production of video for OCSD and other County of Orange agencies/ departments for promotional, educational and/or training purposes	Unit Supervisor	Dynamic	Any member (Sworn or Non-Sworn)

#### 308.5.1 INFORMATION DISTRIBUTION

UAV personnel are responsible for ensuring they are informed about the specifications that apply to his/her duties and responsibilities. ASB shall ensure the following material, in current form, is available:

1. 14 CFR Part 43, 61, 91, and 107
2. UAV equipment manuals, owner's manuals, and flight handbooks for each type of UAV to be used.

#### 308.5.2 POLICY DISTRIBUTION

A hard copy of this policy shall be placed in the ASB Policy and Procedures binder located in the Ready Room. This policy is also available on Lexipol, and viewable through the Sheriff's Intranet with future revisions for all Department Members to review.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Unmanned Aerial Vehicle (UAV)*

---

#### 308.5.3 UAV OPERATOR'S MANUAL AND FARs

All limitations and regulatory information with respect to the specific UAV and Federal Aviation Regulations (FARs) pertaining to the use of UAVs shall be strictly followed.

#### 308.5.4 CODE OF FEDERAL REGULATION LIBRARY

The ASB shall maintain a current library of UAV manuals, policy and procedures manuals, notices, and applicable FARs.

### **308.6 UAV PROCURMENT**

The Technology Management Program was adopted to create a uniform process for identifying, reviewing, vetting, planning, and approving technology for the Department. Prior to the purchase of a UAV, a request shall be submitted to the Department Technology Panel for review and approval. Upon the approval of the Technology Panel and Executive Command, a unit may operate their own UAV.

1. A unit seeking to purchase and operate a UAV may consult with the ASB prior to submitting a request to determine if their operational needs could be satisfied by the ASB.

### **308.7 UAV DEPLOYMENT**

#### 308.7.1 UNMANNED AIRCRAFT SYSTEMS INSURANCE APPLICATION

The PIC shall ensure both the PIC and UAV are insured. All County Aviation Insurance is coordinated through the ASB Administrative Sergeant.

#### 308.7.2 MISSION APPROVAL

Prior to deployment, the PIC shall ensure the UAV mission has been approved by the unit supervisor.

#### 308.7.3 PRE-FLIGHT INSPECTION

1. The PIC shall inspect each UAV prior to each mission. If the UAV is found to not be in flight worthy condition, the reason shall be documented in the UAV log book and the UAV shall be taken out of service until the discrepancy can be remedied. The UAV log book shall be maintained by the unit that owns the UAV.
2. The preflight inspection shall include, but not be limited to, general overview of the UAV and supporting electronic equipment, battery condition and life, motors, mounts and propellers, cameras, and data cards.

#### 308.7.4 MISSION BRIEF

1. Prior to, or as soon as practicable after deploying the UAV on a mission, the PIC and VO shall file the OCSO Mission Brief by completing the form via the ASB online link. The ASB shall maintain the mission briefs for audits and inspections of the UAV program.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Unmanned Aerial Vehicle (UAV)*

---

2. Due to the nature of most UAV missions, the actual flight time shall be somewhat short. It is critical the crew utilizes good Crew Resource Management (CRM) to maximize the time on the mission.
3. After the mission has been completed, the crew shall conduct an After Action Report (AAR) to identify areas where they performed well and areas they can improve upon. The crew shall then file the AAR by completing the online form via the ASB online link. The AARs shall be retained in accordance with Department's Records Retention and Disposition Schedule.

#### 308.7.5 WAIVER REVIEW

1. If required, the PIC shall ensure a waiver has been filed, and approved by the FAA prior to conducting the mission.
2. If an emergency waiver is needed, the PIC shall notify the FAA via telephone and gain appropriate written approval prior to conducting the mission. The written approval shall be forwarded to ASB at the earliest opportunity.

#### 308.7.6 PILOT IN COMMAND / VISUAL OBSERVER

1. The PIC shall be responsible for ensuring the UAV flight is conducted safely and efficiently.
2. The PIC shall ensure the UAV and all mission equipment are ready and operational for the mission to be conducted.
3. The Visual Observer (VO) shall be used as an aid to the PIC, during all aspects of the mission, except under the following conditions. The PIC, under exigent circumstances, may fly an initial tactical mission without the aid of a VO to protect life or property, or to aid in a felony arrest under daytime conditions only. However, as soon as possible, a VO shall be used after the start of such missions. Additionally, prior to the first flight, the unit supervisor shall approve all missions when a VO is not being utilized.
4. The VO shall make sure the information is relayed to the PIC with regards to collision avoidance with other objects and dangerous conditions.
5. The VO shall assist the PIC in capturing video and data to be collected during the mission so it frees up the PIC to fly the UAV.

#### 308.7.7 RECORDING / DATA

1. The primary purpose of Unmanned Aerial Vehicle (UAV) recordings is to document and preserve video evidence for law enforcement related and non-criminal incidents. The UAV recordings should be used to enhance criminal prosecutions, improve officer safety, limit civil liabilities, provide a visual record of significant events, and contribute to future law enforcement training.

It is recognized that not all UAV calls or assignments will require the mission to be recorded. The PIC should only record activities when, in their judgment, it would be beneficial to do so, or when requested by a patrol deputy/sergeant or collaborating partner/agency. If UAV missions are recorded, the PIC will be responsible for

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Unmanned Aerial Vehicle (UAV)*

---

determining whether to download it on a designated secure drive for evidence or as a training tool. If the recording does not contain evidence or any value for training, it will not be downloaded and saved to the designated secure drive.

2. The PIC assigned to each flight shall be responsible for downloading onto the designated secure drive after their mission. All recordings containing evidence shall be booked pursuant to policy 802. Recordings made by OCSD Members shall be kept on a secure hard drive at the office of the unit making the recordings for a minimum of 2 years (per approved Board of Supervisors Retention and Disposition Schedule). Recordings which are evidence in any claim or pending litigation, shall be preserved until the claim or litigation is resolved.
3. Recordings may be copied onto a DVD or removable drive for the purpose of booking as evidence or use as a training tool. Recordings relevant to a pending criminal prosecution or pending civil claim or lawsuit will not be made for use as a training tool until the prosecution, claim, or lawsuit is resolved.
4. Every division using UAVs shall be responsible for creating and maintaining a Video Control Log. The Video Control Log shall be kept in a secure location at their division's office. The Video Control Log will consist of the date, time, deputy or officer making the copy, the deputy or officer receiving the copy, the number of copies made, and the DR number if applicable. The Video Control Log shall be signed by the deputy or officer making the copy and deputy or officer receiving the copy.
5. If a recording is needed for evidence, training, or review, OCSD Members shall make a copy of the recording then log the release in the Video Control Log.
6. If an OCSD Member books the Digital Media Evidence into evidence, they shall enter it into P.E.A.B.I.T.S. (Property/Evidence Automated Booking Information System). The evidence shall be placed in a manila envelope and stored in a locked locker in the same manner as any other piece of evidence.
7. Subpoenas, California Public Records Act (CPRA) and requests for discovery shall be filtered through the ASB and disseminated to the appropriate unit.

#### REVIEW OF RECORDINGS

It is the policy of the Department to extend to its members the ability to review all available Department Media when writing reports, preparing for courtroom testimony and prior to making voluntary statements. Please refer to Policy 303 - Department Media for additional information regarding Department recordings.

#### 308.7.8 POST FLIGHT INSPECTION

The PIC shall ensure after the mission is complete, the UAV has no damage and the equipment has been properly shut down and stored away.

#### 308.7.9 SHIFT LOG

The Department UAV Chief Pilot shall enter the UAV deployment into the ASB Shift Log after receiving both the Mission Brief and the After Action Form.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Unmanned Aerial Vehicle (UAV)*

---

#### 308.7.10 UAV ACCIDENT

If an accident occurs during the operation of the UAV and results in serious injury to any person, any loss of consciousness, or if it causes damage to any property (other than UAV) in excess of \$500.00 to repair or replace the property, notification shall be made to the Flight Standards District Office within ten days per FAA guidelines. Notification shall be immediately made to the ASB for investigation of the accident. Damage to a Department UAV shall be documented on a Damage to County Property form.

### **308.8 UAV MAINTENANCE**

#### 308.8.1 MAINTENANCE PROCEDURES

1. Maintenance on Department UAVs is to be performed in house, by UAV maintenance personnel designated by the ASB.
2. If maintenance cannot be performed in house, it is to be sent to the Original Equipment Manufacturer (OEM) or an approved service center.
3. All UAV maintenance is to comply with manufacturer specifications, FAA Advisory Circular 43, and best practices set forth by the FAA.

#### 308.8.2 MAINTENANCE DOCUMENTATION

1. UAV maintenance documentation is to be done utilizing the ASB Maintenance Log as a way to keep accurate tracking of Department UAVs. The ASB log shall keep records on flights, maintenance cycles, and the status of repair parts.
2. All maintenance conducted on Department UAVs shall be documented on the UAV Maintenance Spreadsheet.

#### 308.8.3 BATTERY CARE / INSPECTION

1. Batteries are to be inspected before each flight, and at the end of each flight.
2. If a battery is found to have bulging or excessive heat it is to be placed in a fire proof container until it can be disposed of properly.
3. Batteries are to be inventoried and inspected by UAV PICs once a month, and if a battery is found to have lost charging ability, is damaged, or presents a fire danger, it is to be removed from service and placed into a fire proof container until it can be disposed of properly.

#### 308.8.4 MAINTENANCE DISCREPANCIES

1. When a maintenance discrepancy is discovered, it is the responsibility of the PIC to ensure that discrepancy is noted on the maintenance request for service on a "SQUAWK" form located in the log book for the UAV. The UAV's log book shall be retained in accordance with Department's Records Retention and Disposition Schedule.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Unmanned Aerial Vehicle (UAV)*

---

2. Once a discrepancy has been noted in the UAV log book, the PIC will also need to log it into the digital ASB Maintenance Log located on the Sheriff's Network.
3. If the discrepancy will affect the safety of flight, the UAV is to be grounded until the maintenance discrepancy can be remedied.
4. If the discrepancy does not affect safety of flight and can be deferred, the UAV Chief Pilot shall be notified.
5. If a UAV is grounded and not considered safe for flight (Red X), a red tag shall be attached to the UAV controller with the date which it was grounded, noting the mechanical problem with the signature of the person who grounded the UAV.
6. Maintenance records shall be maintained by the ASB in accordance with Department's Records Retention and Disposition Schedule.

### **308.9 ONGOING POLICY MANAGEMENT**

After action reviews should be generated to include the number of UAV operational deployments (not including training flights) conducted and a brief description of the missions flown along with the number of each type of mission. The Department shall continue to engage in meaningful review of UAVs and our policy as the technology advances.

## Electronic Control Device (ECD)

### 309.1 PURPOSE AND SCOPE

When properly applied in accordance with this policy, the Electronic Control Device (ECD) is a control device which provides an "intermediate" or "medium" amount of force and is intended to temporarily incapacitate a violent or potentially violent individual without causing serious injury. It is anticipated that the appropriate use of such a device will result in fewer serious injuries to Members and subjects.

### 309.2 AUTHORIZED ELECTRONIC CONTROL DEVICE (ECD)

X26P manufactured by Taser International or Axon.

### 309.3 POLICY

1. Members who have completed Department approved training may be issued an ECD for use at the beginning of their shift or during their current assignment. Members shall be expected to return their issued device to the Department's inventory at the conclusion of their shift, unless the ECD is assigned to the individual or when leaving a particular assignment.
2. Members shall only use the ECD and cartridges that have been issued by the Department. The device should be carried as a part of a uniformed Member's equipment in an approved holster. Non-uniformed Members may carry the ECD in an approved holster [REDACTED]
3. When the ECD is carried as a part of a uniformed Member's equipment, it shall be carried on the side opposite from the duty weapon in a holster or a pouch attached to the Member's external carrier. The holster or pouch shall have a minimum of one level retention.
4. Whenever practical, Members should carry a total of two or more ECD cartridges on their person at all times while carrying an ECD. Members shall verify the expiration date of each cartridge prior to the start of their shift. Expired cartridges should be taken out of service and replaced immediately.
5. Members shall be responsible for ensuring that their issued ECD is properly functioning prior to starting their shift.
6. Each ECD's data shall be downloaded and stored on a Department computer network file (\\hosta\taserupload) a minimum of every 180 days.
7. Members are highly discouraged from holding an ECD and a firearm at the same time due to the risk of unintentionally applying deadly force.
8. Members should not target the head, neck, hands, genital, or chest areas.
9. All Commands shall maintain an ECD Log documenting the Member's name, PIN number, ECD number and cartridge number(s) issued to the Member for each shift. Each Command shall retain the ECD Log for two (2) years.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Electronic Control Device (ECD)*

---

10. Utilization of an ECD in any manner (horseplay or other behavior) not authorized by this policy or the Department Policy Manual (Lexipol) is strictly prohibited.

#### **309.4 VERBAL AND VISUAL WARNINGS**

1. Unless it would otherwise endanger officer safety or is impractical due to circumstances, a verbal warning of the intended use of the ECD shall precede the application of the device in order to:
  - (a) Provide the individual with a reasonable opportunity to voluntarily comply.
  - (b) Provide other Members and individuals with warning that an ECD may be deployed.
2. If, after a verbal warning, an individual continues to express an unwillingness to voluntarily comply with a Member's lawful orders and it appears both reasonable and practical under the circumstances, the Member may, but is not required to, display the electrical arc (provided there is not a cartridge loaded into the ECD) or the aiming laser in a further attempt to gain compliance prior to the application of the ECD. The aiming laser should never be intentionally directed into the eyes of another person as it may permanently impair his or her vision.
- 3.

#### **309.5 USE OF THE ELECTRONIC CONTROL DEVICE**

As with any law enforcement equipment, the ECD has limitations and restrictions requiring consideration before its use. Although the ECD rarely fails and is generally effective in subduing most individuals, Members should be aware that effectiveness is not guaranteed. Members should be prepared with other options in the unlikely event of such a failure. The ECD should only be used when its operator can safely approach the subject within the operational range of the device.

1. Authorized Members may use the ECD to subdue or control a subject who poses an immediate threat to the safety of the Member (or others), when the Member has an objective reason to believe that less intrusive tactics are unlikely to be effective. "Immediate threat" should be understood to mean the following:
  - (a) A violent or physically aggressive subject, or
  - (b) An imminent likelihood of violent or physical aggression, as indicated beyond mere agitation or non-compliance.
2. Individuals suspected of being under the influence of drugs/alcohol or exhibiting symptoms of excited delirium (e.g. nudity, profuse sweating, extreme strength, extreme agitation, and irrational behavior) may be more susceptible to collateral problems and should be closely monitored following the application of the ECD until they can be examined by medical personnel.
3. Due caution should be considered when utilizing the ECD on persons in the following classes:
  - (a) Juveniles



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Control Device (ECD)*

---

- (b) Women who appear or claim to be pregnant
  - (c) Persons who are visibly frail
  - (d) Individuals who have a preexisting medical condition that increases danger, and of which deputies become aware
  - (e) The elderly
4. Because the application of the ECD in the Drive Stun mode (i.e. direct contact without darts) relies primarily on pain compliance and requires close proximity to the subject, additional caution should be exercised and Members should be aware the controlling effects may be limited. For Department Member's safety and the safety of the subject, Drive Stun mode should only be used when there is no alternative to using the ECD from a safe distance with the cartridge engaged.
5. The ECD is prohibited from being used:
- (a) To torture, psychologically torment, or inflict undue pain on any individual.
  - (b) In a punitive or coercive manner.
  - (c) On a handcuffed/secured prisoner, absent overtly assaultive behavior that cannot be reasonably dealt with in any other less intrusive fashion.
  - (d) In any environment where the Member knows that a potentially flammable, volatile, or explosive material is present (including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane).
  - (e) Any environment where the subject's fall could reasonably result in death (such as in a swimming pool or on an elevated structure).
  - (f) On any individual when a canine has engaged, except at the canine handlers' direction.
  - (g) Any persons who are nonviolently participating in a public protest or passively resisting in a way that does not pose an immediate threat to the safety of the officer or others.
  - (h) To arouse an unconscious, intoxicated, or impaired individual.

### 309.5.1 MULTIPLE APPLICATIONS OF THE DEVICE

- 1. If, after a five second cycle of the ECD, the Member is still unable to gain compliance and circumstances allow, the Member shall:
  - (a) Determine if other options or tactics may be more appropriate; or
  - (b) Consider whether or not the probes or darts are making proper contact; or
  - (c) Determine if the use of the ECD is limiting the ability of the individual to comply.
- 2. Multiple uses of the ECD may be reasonably necessary, but the use of the ECD shall be discontinued once the subject does not pose an immediate threat:
  - (a) The Member should reassess the subject after each ECD five second cycle to determine compliance or the presence of any possible medical issues.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Electronic Control Device (ECD)*

---

3. Simultaneous applications of ECDs should be limited to high risk or exigent circumstances.

#### 309.5.2 REPORT OF USE AND DOCUMENTATION

1. Members shall notify their supervisor as soon as reasonably possible following the application of a use of force.
2. All ECD discharges shall be reported and documented pursuant to the guidelines articulated in the Policy 300 Use of Force.
3. Additionally, all ECD discharges shall be documented in the related incident and/or crime report. Members reporting an ECD discharge shall document in writing the facts and circumstances surrounding the incident that led the Member to decide to use an ECD. Members should carefully and thoroughly articulate the observations made that caused them to deploy an ECD. The related reports shall include whether a verbal and/or other warning was given prior to deploying an ECD, or if no warnings were given, the report shall include the reason(s) it was not given.
4. If the subject is booked into the Orange County Jail system, a notation of ECD deployment shall be made in the "Statement of Booking Officer" of the Intake Screening and Triage form for review by CMS.
5. Any unexpected discharge of an ECD cartridge shall be documented in a memo directed to the Member's Commander detailing what occurred. The memo shall be maintained by the respective Bureau pursuant to the Department's retention policy.

#### 309.5.3 COLLECTING DARTS AS EVIDENCE

After all ECD discharges, the darts and all attached wire shall be collected and carefully placed in a biohazard container. Care should be taken to maintain the integrity of the knots attaching the darts. All items collected shall be placed into Sheriff's property as evidence. This shall be notated on any subsequent reports. Darts and wires used as part of the initial Departmental ECD certification training and subsequent recertification training or unexpected discharges are exempt unless injury results.

#### 309.5.4 DANGEROUS ANIMALS

The ECD may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternate methods are not reasonably available or would likely be ineffective.

#### 309.6 MEDICAL TREATMENT

1. Any person who has been subjected to the electrical discharge of an ECD (either drive stun or probe deployment), and/or struck by ECD darts, who does not exhibit injury and/or does not appear to be in any kind of adverse medical distress, may be transported to the jail and shall be medically evaluated by Correctional Medical Services prior to booking.
2. Any individual exhibiting signs of distress after the application of an ECD shall be medically evaluated as soon as practicable by either paramedics at the scene or taken

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Electronic Control Device (ECD)*

---

- to a hospital for examination. Signs of distress may include shortness of breath, chest pain, and/or dizziness.
3. The following situations require mandatory medical evaluation as soon as practicable by either paramedics at the scene or by medical personnel at a hospital:
    - (a) Persons struck in a sensitive area, e.g. eyes, hands, head, genitals, female breasts.
    - (b) Where a Member cannot safely remove darts in accordance with training.
    - (c) Persons who fall into one of the vulnerable classes such as juveniles, pregnant women, persons who are visibly frail, persons who Members become aware have a preexisting medical condition that increases danger, and the elderly.
    - (d) Individuals who are exhibiting symptoms of excited delirium, such as nudity, profuse sweating, extreme strength, extreme agitation, violent or irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, imperviousness to pain, or who require a protracted physical encounter with multiple Deputies to bring them under control. These individuals may be more susceptible to collateral medical problems and should be closely monitored following the application of the ECD until they can be examined by paramedics and/or taken to a hospital for an examination.
  4. If the subject is an inmate at one of the five Orange County Sheriff's jail facilities at the time of an ECD application, the Supervisor on scene shall arrange for CMS medical care as soon as possible. If CMS personnel are not available at the facility, the IRC medical staff shall be immediately notified and appropriate treatment shall be arranged.
  5. Any individual who refuses medical attention shall have his or her refusal fully documented in related reports and if possible be witnessed by another Department Member and/or medical personnel. If medical staff is willing to provide a copy of the subject's medical refusal, this document should be collected and included with the report package. If possible, an audio recording of the refusal should also be made and a notation in the report indicating the subject's refusal was recorded and either booked as evidence or stored on the Department's Digital video server system.

#### **309.7 SUPERVISOR RESPONSIBILITIES**

Following a use of force, the supervisor shall ensure the ECD data is downloaded and booked into Evidence by the end of shift. A scanned copy of the downloaded ECD data shall be attached to the use of force analysis in CRM.

Refer to Policy 300.9 Use of Force – Supervisor Responsibility.

#### **309.8 TRAINING**

Any certification or re-certification in the use of the ECD shall be under the direct control and supervision of the Training Division staff. In addition to the initial Department approved training required to carry and use an ECD, Members shall be re-certified during each two-year Perishable Skills training cycle, by a Training Division approved ECD instructor. A reassessment

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Control Device (ECD)*

---

of a Member's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Division Commander.

### **309.9 STORAGE**

All ECDs not carried by Members shall be secured in a storage room, storage cabinet, or locked in a locker/security box.

### **309.10 INVENTORY**

All ECDs from all Commands shall be inventoried no less than once every 180 days by the Training Sergeant or his/her designee, all ECDs shall be accounted for and logged. The required bi-annual download shall serve as inventory and accountability for each device. The records shall be kept on file for two (2) years.

## Shooting Incidents

### 310.1 PURPOSE AND SCOPE

The intent of this policy is to establish procedures and protocols for the investigations of Shooting Incidents to ensure such incidents are investigated thoroughly, in a fair and impartial manner, and consistent with other administrative reviews (Use of Force 300, Critical Incident Reviews 301, Internal Affairs investigations 1020 & 1026).

#### 310.1.1 DEFINITIONS

**Officer-Involved Shooting (OIS):** An incident in which a Deputy Sheriff, Sheriff's Special Officer, and/or Deputy Coroner discharges a firearm at another person while exercising peace officer authority. OIS incidents include Hit and Non-Hit Shootings.

1. **Hit Shooting:** Department Member intentionally or unintentionally shoots and a person is struck.
2. **Non-Hit Shooting:** Department Member intentionally shoots at a person and no one is struck.

OIS incidents require a review protocol that considers both criminal culpability and administrative issues (policy violation, training, etc.).

**Firearms Discharge:** An incident in which a Deputy Sheriff, Sheriff's Special Officer, and/or Deputy Coroner discharges his/her firearm without the intent to shoot at a person and no one is struck. Firearms Discharge Incidents include:

1. **Warning Shot:** Department Member intentionally shoots as a warning without intent to strike a person and no one is struck.
2. **Animal Shooting:** Department Member intentionally shoots at an animal, whether the animal is struck or not.
3. **Unintentional Discharge:** Department Member unintentionally shoots and no one is struck.
4. **Shooting (Other):** Department Member intentionally shoots at an object, other than range qualification or a training exercise.

A Firearms Discharge incident requires an administrative review. The extent of the administrative review shall depend upon the circumstances and seriousness of the matter. The handling supervisor and the Department Commander shall triage the incident and determine the appropriate recourse, which could include a response by the Administrative Response Team (ART) or documentation submitted by the handling supervisor and forwarded up the involved Department Member's chain of command for review.

**Mandatory Administrative Leave:** Any Department Member involved in a traumatic critical incident, which could include an Officer-Involved Shooting incident, shall be required to take three working days off (with pay). During that time, the Department Member shall attend a counseling session with a certified psychiatric counselor. The results of that session shall remain confidential.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Shooting Incidents*

---

1. When Department Members are placed on mandatory administrative leave due to traumatic critical incidents as defined in this policy, the Department Commander shall contact The Counseling Team International (TCTI) to arrange for counseling sessions with the appropriate Department Member(s). It shall be the responsibility of the Professional Standards Division, specifically the Employee Relations team, to contact TCTI to verify counseling session(s) have been arranged for the appropriate Department Member(s).

**Administrative Response Team (ART):** SAFE Division personnel shall be dispatched to the scene of an Officer-Involved Shooting to collect facts relating to administrative concerns (policy compliance, use of force, liability issues). A SAFE Division Sergeant shall enter the initial notification of the incident into the CRM database system.

### **310.2 INVESTIGATION RESPONSIBILITY**

The Department conforms to the parameters set forth in the Orange County Chiefs of Police and Sheriff's Association Operational & Procedural Protocol Number 105 (Establish Protocol for Officer-Involved Shootings).

The Office of the District Attorney shall serve as the Uninvolved Agency for all OIS Hit Shootings by Department Member(s) within the County of Orange and shall determine if there is criminal culpability on the part of the Department Member(s). The Office of the District Attorney shall review all OIS Non-Hit Shootings by Department Member(s) and shall determine if there is criminal culpability on the part of the Department Member(s).

In the event an OIS occurs outside Orange County, the agency in whose jurisdiction the incident occurred shall assume primary investigative responsibility. If geographically practical, the Criminal Investigations Bureau shall respond and conduct a parallel investigation and the ART Team shall also respond.

The Department shall conduct an administrative review of all OIS and Firearms Discharge incidents. This process shall include some or all of the following components:

1. An Administrative Review of an incident shall be completed by the ART in compliance with Policy 300.
2. The Supervisory Use of Force Analysis that is normally required per Policy 300 shall be superseded for OIS incidents by an Internal Affairs investigation. Final determinations about whether the force was "in policy" shall occur as part of the Internal Affairs review.
3. All Officer-Involved Shootings (Hit and Non-Hit Shootings) shall be the subject of a Critical Incident Review (CIR) per Policy 301.
4. An Internal Affairs investigation (I/A) shall be conducted into all Officer-Involved Shooting incidents (Hit and Non-Hit Shootings). The I/A investigation shall generally be tolled to await the District Attorney's review and conclusion into criminal culpability of the involved Department Member and potentially tolled due to other related criminal actions (i.e. suspects criminally charged as part of the incidents) and/or civil proceedings. The Sheriff may direct that the I/A investigation proceed immediately if

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Shooting Incidents*

---

the circumstances warrant, which could include an order to compel statements from involved Department Members.

5. All Firearms Discharge incidents shall be administratively reviewed by the involved Department Member's Commander and may be forwarded for further action and/or investigation (CIR, I/A investigation, decentralized discipline) if the circumstances warrant.

### **310.3 DUTIES AND RESPONSIBILITIES OF SCENE PERSONNEL**

#### 310.3.1 DEPARTMENT COMMANDER

Upon learning of an OIS, Hit and Non-Hit Shootings, the Department Commander shall be responsible for the coordinating of resources and making the appropriate notifications.

#### 310.3.2 NOTIFICATIONS

The following person(s) shall be notified as soon as practical:

1. Sheriff
2. Undersheriff
3. Assistant Sheriff (Patrol Operations Command)
4. Assistant Sheriff (Investigations & Special Operations Command)
5. Investigations Division Commander
6. Criminal Investigations Bureau Captain
7. District Attorney's OIS "Roll-out Team" (by CIB Team)
8. ***Homicide Unit Sergeant (first notification)***
9. SAFE-Internal Affairs Captain (ART Team)
10. Constitutional Policing Advisor
11. Peer Support Team
12. Counseling Team International (909-884-0133)
13. Association of Orange County Deputy Sheriffs (AOCDS)

All outside inquiries about the incident shall be directed to the Public Affairs & Community Engagement Division.

The Department Commander shall make notification to the involved Department Member's chain of command of all Firearms Discharge incidents (Warning Shots, an Animal Shooting, Unintentional Discharge, or Shooting (Other)).

#### 310.3.3 CRIMINAL INVESTIGATIONS BUREAU (CIB CAPTAIN AND/OR HOMICIDE SERGEANT)

The Criminal Investigations Bureau (CIB) shall primarily be responsible for managing the scene and coordinating efforts with the Incident Commander. CIB shall notify the District Attorney's

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Shooting Incidents*

---

OIS "Roll-out Team" and arrange for the services of the Coroner (if necessary) and Crime Lab personnel.

CIB shall evaluate the circumstances and coordinate activities that will ensue (i.e. obtaining any search warrants, conducting interviews, follow-up investigative work to apprehend outstanding suspects, etc.).

CIB shall conduct a parallel investigation with the District Attorney's Office on all OIS incidents and may be responsible for investigating any underlying criminal acts by non-Department Members (suspects).

#### INCIDENT COMMANDER

The Incident Commander shall assume oversight of Officer-Involved Shooting incidents upon arrival at the scene. The Incident Commander shall have broad responsibility for management of the following areas:

1. Integrity of the shooting scene, security and crime scene perimeter, and associated locations.
2. Management of on-scene and responding resources.
3. Receipt of informational updates and regular communication with the Department Commander and Public Affairs (media relations) personnel.
4. Compliance of on-scene personnel with applicable policies, laws, and Peace Officer Procedural Bill of Rights protocols.
5. The identities of deputies involved in an OIS may only be released to the media pursuant to the consent of the involved deputy(s) or upon formal request filed and processed in accordance with the Public Records ACT (Policy 346.4.1) as applicable.

#### 310.3.4 INITIAL ON SCENE SUPERVISOR

Upon arrival at the scene of an Officer-Involved Shooting, the first responding supervisor (not involved in the shooting) should:

1. Take all reasonable steps to obtain emergency medical attention for all apparently injured individuals.
2. Attempt to obtain a brief overview of the situation from any non-shooter deputy(s).
3. In the event that there are no non-shooter deputies, the supervisor should attempt to obtain a brief voluntary overview from one shooter deputy.
4. Consult with the Incident Commander and Department Commander to determine an appropriate time to deactivate or reactivate the patrol video systems (PVS). This determination will be communicated on the primary channel. For additional, refer to policy 446 - Patrol Video System (PVS).

The supervisor shall administratively order any deputy from this Department to immediately provide public safety information necessary to secure the scene and pursue suspects. Public



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Shooting Incidents*

---

safety information shall be limited to such things as outstanding suspect information, involved and outstanding weapons, number and direction of shots fired, parameters of the incident scene, identity of known witnesses, and similar information.

### **Public Safety Statement Example (see "OCSD Public Safety Statement card"):**

The supervisor requiring the Public Safety Statement (PSS) may state something along the following to the shooter deputy or other involved personnel:

"Deputy, I am ordering you to provide me with critical information to assist me in providing for the safety and welfare of the public and fellow law enforcement personnel. This information will be used to pursue and capture any outstanding suspect(s), locate and provide medical care to anyone injured, and otherwise assist the law enforcement response to this incident.

Some relevant questions in this regard could include:

1. Were you involved in the deputy-involved shooting?
2. Approximately how many rounds did you fire? If so, what direction?
3. Do you know if any other deputies fired rounds?
4. Did the suspect fire any rounds? If so, from what direction?
5. Was anyone injured? Where are they?
6. Are you aware of any witnesses? If so, where are they?
7. Approximately where were you when you fired the rounds?
8. Are there any outstanding suspects? (Description, Direction, Mode of Travel)
9. Are there any weapons or evidence that needs to be protected? (Locations)

Due to the need to take immediate action, the shooter deputy is not entitled to await representation before answering.

The Deputy should be admonished that in order to preserve the integrity of the investigation, he/she is ordered to NOT discuss the incident with ANYONE, including other supervisors, prior to the arrival of assigned criminal Investigators; with the exception of a legal (AOCDS) representative.

Supervisors should also bear in mind the following:

1. Absent a voluntary statement from any deputy(s), the initial on scene supervisor should not attempt to order any deputy to provide information other than public safety information.
2. Based on statement(s) provided and crime scene, consider the need for a Public Safety Protective Sweep for injured parties or damaged property.
3. Consider number of outstanding suspects, number of witnesses, and deputies to be interviewed and possible area to be canvassed as a means of determining the amount of investigative resources needed.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Shooting Incidents*

---

4. Provide all available information to the Incident Commander, the Department Commander, and Emergency Communications Bureau (ECB). If feasible, sensitive information should be communicated over secure networks.

Supervisors shall take command of and secure the incident scene with additional personnel until relieved by an Investigations supervisor, higher ranking, or other assigned personnel.

As soon as practical, shooter deputies should be removed from the scene and away from media attention and outside influence. The deputy should be placed with a supportive peer or supervisor for reassurance and emotional support (Crisis Response Team Member if possible). However, they shall not discuss the facts or details of the shooting with the Member. Shooter deputies should be transported (separately, if feasible) to the station or designated remote location for further direction.

1. Each involved deputy should be given an administrative order not to discuss the incident with other involved deputies.
2. When a deputy's weapon is taken or left at the scene (e.g., evidence), the deputy shall be provided with a comparable replacement weapon.

### 310.3.5 ADMINISTRATIVE RESPONSE TEAM

Upon being notified of an OIS incident, the SAFE Division shall dispatch a minimum of two Sergeant(s) (ART) to the scene. ART personnel shall attend briefings on the incident and collect all facts relating to administrative concerns.

ART is responsible for evaluating the incident from an administrative perspective and identify possible policy-related issues (policy language and violation), risk management and liability issues, training concerns, force and force options, tactics, supervisory involvement and control, equipment issues, and other administrative factors.

ART shall evaluate the entire incident to include the circumstances leading up to the shooting, the actual shooting, and post shooting events and activities. ART shall utilize information as provided by the District Attorney's Office and/or the Criminal Investigations Bureau. No administrative interviews shall be conducted at the scene unless specifically directed by the Sheriff. ART shall collect all additional relevant information and prepare for an administrative briefing to the Executive Command no later than three days after the shooting. The Sheriff's Executive Command shall review and evaluate the administrative issues during the briefing and take any necessary action. ART shall also complete the Use of Force statistical summary.

## Juvenile Matters

### 311.1 PURPOSE AND SCOPE

1. It shall be of the utmost importance that all Member's attitude, demeanor, and speech toward juveniles be civil and respectful, but at the same time firm.
2. It is the responsibility of all Members of the Department to report any matter coming to their attention in which a juvenile is delinquent or the victim of an offense or neglect.
3. In cases involving juveniles, after the proper investigation or the securing of the necessary evidence for prosecution, the investigating deputies shall refer the juveniles to the appropriate authority for the processing and disposition of their cases.
4. Sections 346 and 676 of the Welfare and Institutions Code provide that the public (law enforcement personnel, media, other relatives of the minor, etc.) shall not be admitted to Juvenile Court hearings, unless requested by a parent or guardian and consented to or requested by the minor concerning whom the petition has been filed. The judge or referee may admit those persons (e.g., law enforcement personnel) deemed to have a direct and legitimate interest in the particular case of the work of the court.
5. The Juvenile Court has the exclusive authority to determine to whom juvenile record information may be disclosed and the extent to which the information can be released to third parties. Juvenile records may be obtained by juvenile justice agencies and law enforcement agencies under appropriate circumstances.
6. Juvenile record information includes, but is not limited to, any document or records in any Juvenile Court proceeding; any document relating to any juvenile contacts and arrests even if Juvenile Court proceedings were not instituted; and all other information of an evaluative or diagnostic nature available to any other person or agency in accordance with the administration of juvenile court law.

## Vice Conditions

### **313.1 PURPOSE AND SCOPE**

It shall be the policy of the Department that an arrest shall be made in all instances wherein the deputy has reasonable cause to believe the suspect has committed a violation of any law or ordinance pertaining to vice where there is sufficient evidence to warrant an arrest. If deputies personally observe such violations, they should proceed as in any other observed crime.

If deputies receive information or suspect vice conditions exist, they shall gather all information possible, without becoming obvious to the suspects, and make a full written report of the conditions to their superior. If it appears the matter requires immediate attention, deputies should contact a superior immediately for instructions. In any event, deputies shall write a full and complete report of the findings or investigation.

It shall be the responsibility of every Member who receives information concerning vice conditions to report the same through their superior.

## Vehicle Pursuits

### 314.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers, and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide deputies with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to reduce the potential for pursuit-related collisions. Vehicular pursuits require deputies to exhibit a high degree of common sense and sound judgment. Deputies must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing deputies.

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the potential risk to public safety created by vehicular pursuits, no deputy or supervisor shall be criticized or sanctioned for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicular pursuits are not always predictable and decisions made pursuant to this policy shall be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit.

Deputies must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Deputy's conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable deputy would do under the circumstances. An unreasonable individual's desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement.

#### 314.1.1 VEHICLE PURSUIT DEFINED

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a motor vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to a deputy's signal to stop.

### 314.2 DEPUTY RESPONSIBILITIES

It shall be the policy of this Department that a vehicle pursuit shall be conducted only with red light and siren as required by Vehicle Code § 21055 for exemption from compliance with the rules of the road. The following policy is established to provide deputies with guidelines for driving with due regard and caution for the safety of all persons using the highway as required by Vehicle Code § 21056.

#### 314.2.1 WHEN TO INITIATE A PURSUIT

Deputies are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Pursuits*

---

The following factors individually and collectively shall be considered in deciding whether to initiate a pursuit:

1. Seriousness of the known or reasonably suspected crime and its relationship to community safety.
2. The importance of protecting the public, balancing the known or reasonably suspected offense, and the apparent need for immediate capture against the risks to deputies, innocent motorists, and others.
3. Apparent nature of the fleeing suspects (e.g., whether the suspects represent a serious threat to public safety).
4. The identity of the suspects has been verified and there is comparatively minimal risk in allowing the suspects to be apprehended at a later time.
5. Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic, and the speed of the pursuit relative to these factors.
6. Pursuing deputies familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor, and the driving capabilities of the pursuing deputies under the conditions of the pursuit.
7. Weather, traffic, and road conditions that substantially increase the danger of the pursuit beyond the worth of apprehending the suspect.
8. Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
9. Vehicle speeds.
10. Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, and hostages).
11. Availability of other resources such as helicopter assistance.
12. The deputy's unit is carrying passengers other than sheriff's deputies. Pursuits should not be undertaken with a prisoner in the police vehicle.

#### 314.2.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the deputy or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in § 314.2.1 of this policy are expressly included herein and shall apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Deputies and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Pursuits*

---

In addition to the factors listed in § 314.2.1 of this policy, the following factors should also be considered in deciding whether to terminate a pursuit:

1. Distance between the pursuing deputies and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
2. Pursued vehicle's location is no longer definitely known.
3. Deputy's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
4. Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
5. There are hazards to uninvolved bystanders or motorists.
6. If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, deputies should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
7. Pursuit is terminated by a Field Supervisor or Department Commander.

#### **314.2.3 SPEED LIMITS**

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the deputy and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety, and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, deputies and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

1. Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
2. Pursuit speeds have exceeded the driving ability of the deputy.
3. Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

#### **314.3 PURSUIT UNITS**

Pursuit units should be limited to three vehicles. However, the number of units involved shall vary with the circumstances. A deputy or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of deputies involved would be insufficient to safely arrest the suspects.

All other deputies should stay out of the pursuit, but should remain alert to its progress and location. Any deputy who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Pursuits*

---

#### 314.3.1 MOTORCYCLE OFFICERS

Motorcycle Officers are generally prohibited from initiating or joining in any pursuit. If a Motorcycle Officer does initiate a pursuit or becomes a secondary unit, a distinctively marked patrol vehicle equipped with emergency overhead lighting shall replace a sheriff's motorcycle as primary and/or secondary pursuit unit as soon as practical.

#### 314.3.2 VEHICLES WITH EMERGENCY EQUIPMENT AND NO DISTINCTIVE PATROL MARKINGS

Vehicles equipped with a red light and siren, but do not have the overhead lights and Sheriff markings on the side doors or trunk of the vehicle (i.e. SET unit, DET unit, Investigator unit) are permitted to initiate a pursuit and/or take the role as the secondary unit.

Once a distinctively marked patrol vehicle equipped with emergency overhead lights joins the pursuit, unless practical circumstances indicate otherwise, unmarked units should relinquish their role as primary or secondary units respectively to those marked patrol vehicles.

#### 314.3.3 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Vehicles not equipped with red light and siren are generally prohibited from initiating or joining in any pursuit. Deputies in such vehicles may become involved in emergency activities involving life threatening situations. Those deputies should terminate their involvement in any pursuit immediately upon arrival of a sufficient number of emergency police vehicles or any police helicopter. The exemptions provided by Vehicle Code 21055 do not apply to deputies using vehicles without emergency equipment.

#### 314.3.4 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing unit shall be designated as the primary pursuit unit and shall be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the deputy initiating the pursuit is the apprehension of the suspects without unreasonable danger to him/herself or other persons.

Notify Emergency Communications Bureau that a vehicle pursuit has been initiated and as soon as practicable. Provide information including but not limited to:

1. Reason for the pursuit.
2. Location and direction of travel.
3. Speed of the fleeing vehicle.
4. Description of the fleeing vehicle and license number, if known.
5. Number of known occupants.
6. The identity or description of the known occupants.
7. Information concerning the use of firearms, threat of force, injuries, hostages, or other unusual hazards.

Unless relieved by a supervisor or secondary unit, the deputy in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances



## *Vehicle Pursuits*

---

indicate otherwise, and in order to concentrate on pursuit driving, the primary deputy should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit.

### 314.3.5 SECONDARY UNITS RESPONSIBILITIES

The second deputy in the pursuit is responsible for the following:

1. The deputy in the secondary unit should immediately notify the dispatcher of entry into the pursuit.
2. Remain a safe distance behind the primary unit unless directed to assume the role of primary deputy, or if the primary unit is unable to continue the pursuit.
3. The secondary deputy should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

### 314.3.6 PURSUIT DRIVING TACTICS

The decision to use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit:

1. Deputies, considering their driving skills and vehicle performance capabilities, shall space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
2. Because intersections can present increased risks, the following tactics should be considered:
  - (a) Available units not directly involved in the pursuit may proceed safely to controlled intersections ahead of the anticipated pursuit in an effort to warn cross traffic.
  - (b) Pursuing units should exercise due caution when proceeding through controlled intersections. Deputy(s) shall scan intersections for danger areas as they approach and utilize the roadway position, which allows the best visibility. It is important to look in all directions (left, front, right, left) while clearing the intersection lane by lane and to slow down or stop for safety.
  - (c) Any unit, to include those with or without distinctive patrol markings and motors, equipped with an electronic device that controls or manipulates traffic signals (such as systems like Opticom), should not join nor remain in a pursuit for the primary reason of having utilizing the device.
3. As a general rule, deputies should not pursue a vehicle driving left of center (wrong way) on a freeway. In the event that the pursued vehicle does so, the following tactics should be considered:
  - (a) Requesting assistance from an air unit.
  - (b) Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
  - (c) Requesting other units to observe exits available to the suspects.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Vehicle Pursuits

---

4. Notifying the California Highway Patrol (CHP) and/or other jurisdictional agency if it appears that the pursuit may enter their jurisdiction.
5. Deputies involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit or supervisor.

### 314.3.7 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

1. Deputies should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.
2. Units are not authorized to parallel the pursuit route. Deputies are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.



1. Deputies shall not give their [REDACTED] on the radio.
2. Deputies shall maintain area integrity, which is the strict adherence to assigned patrol areas, by establishing a [REDACTED] only within their assigned patrol area.
3. Deputies shall obey all traffic laws while proceeding to a [REDACTED].

Non-pursuing personnel needed at the termination of the pursuit should respond in a non-emergency manner, observing the rules of the road.

The primary and secondary units should be the only units operating under emergency conditions (red light and siren) unless other units are assigned to the pursuit.

### 314.3.8 PURSUIT TRAILING

In the event the initiating unit from this agency either relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term trail means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit shall maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

### 314.3.9 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

## *Vehicle Pursuits*

---

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit, and provide deputies and supervisors with details of upcoming traffic congestion, road hazards, or other pertinent information to evaluate whether or not to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit has the authority to terminate the pursuit.

### **314.4 SUPERVISORY CONTROL AND RESPONSIBILITY**

It is the policy of this Department that available supervisory and management control shall be exercised over all vehicle pursuits involving deputies from this Department.

The field supervisor of the deputy initiating the pursuit, or if unavailable, the nearest field supervisor shall be responsible for the following:

1. Upon becoming aware of a pursuit, immediately ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established Department guidelines.
2. Exercising management and control of the pursuit.
3. Refraining from being an active participant in the pursuit unless the Field Supervisor determines his/her participation is necessary under the circumstances. If the Field Supervisor is an active participant in the pursuit, the Field Supervisor shall discontinue as the primary or secondary unit as soon as practical.
4. Ensuring that no more than the number of required police units needed are involved in the pursuit under the guidelines set forth in this policy.
5. Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit under the guidelines of this policy.
6. Ensuring that aircraft are requested if available.
7. Ensuring that the proper radio channel is being used.
8. Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
9. Controlling and managing Sheriff's Department units when a pursuit enters another jurisdiction.
10. Preparing post-pursuit critique and analysis of the pursuit for training purposes.

#### **314.4.1 DEPARTMENT COMMANDER (ECB) RESPONSIBILITY**

Upon becoming aware that a pursuit has been initiated, the Department Commander shall monitor and continually assess the situation to ensure the pursuit is conducted within the guidelines and requirements of this policy. The Department Commander has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Pursuits*

---

The Department Commander shall review all pertinent reports for content and forward to the appropriate Commander.

#### **314.5 COMMUNICATIONS**

If the pursuit is confined within the County limits, radio communications shall be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this Department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

##### **314.5.1 COMMUNICATION CENTER (ECB) RESPONSIBILITIES**

Upon notification that a pursuit has been initiated, Emergency Communications Bureau shall:

1. Coordinate pursuit communications of the involved units and personnel.
2. Notify and coordinate with other involved or affected agencies as practicable.
3. Ensure that a field supervisor is notified of the pursuit.
4. Assign an incident number and log all pursuit activities.
5. Broadcast pursuit updates as well as other pertinent information as necessary.
6. Notify the Department Commander as soon as practicable.

##### **314.5.2 LOSS OF PURSUED VEHICLE**

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating suspects. The primary unit shall be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

#### **314.6 INTER-JURISDICTIONAL CONSIDERATIONS**

When a pursuit enters another agency's jurisdiction, the primary deputy or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary deputy, supervisor, or Department Commander ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist.

##### **314.6.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY**

Units originally involved shall discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Orange County Sheriff-Coroner Department is no longer needed. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of deputies at the termination of a pursuit initiated by this Department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

## *Vehicle Pursuits*

---

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies and CHP units, a request for CHP assistance shall mean that they will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves the freeway and a request for assistance is made to this Department, the CHP should relinquish control.

### **314.6.2 PURSUITS EXTENDING INTO THIS JURISDICTION**

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this Department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this Department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this Department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

1. Ability to maintain the pursuit
2. Circumstances serious enough to continue the pursuit
3. Adequate staffing to continue the pursuit
4. The public's safety within this jurisdiction
5. Safety of the pursuing deputies

As soon as practicable, a supervisor or the Department Commander should review a request for assistance from another agency. The Department Commander or supervisor, after consideration of the above factors, may decline to assist in, or assume the other agency's pursuit.

Assistance to a pursuing allied agency by deputies of this Department shall terminate at the County limits provided that the pursuing officers have sufficient assistance from other sources. Ongoing participation from this Department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, deputies shall provide appropriate assistance to officers from the allied agency including, but not limited to, scene control, coordination and completion of supplemental reports, and any other assistance requested or needed.

### **314.7 PURSUIT INTERVENTION**

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, blocking, boxing, PIT (Pursuit Intervention Technique), or other procedures.

#### **314.7.1 WHEN USE IS AUTHORIZED**

Use of pursuit intervention tactics shall be employed only after approval of a supervisor or Department Commander. In deciding whether to use intervention tactics, deputies/supervisors

## *Vehicle Pursuits*

---

should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the deputies and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances confronting the deputy at the time of the decision.

It is imperative that deputies act within the bounds of legality, good judgment, and accepted practices.

### 314.7.2 DEFINITIONS

**Blocking or vehicle intercept:** A slow-speed coordinated maneuver where two or more patrol vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in:** A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

**Pursuit Intervention Technique (PIT):** A low-speed maneuver designed to cause the suspect vehicle to spin out and terminate the pursuit.

**Ramming:** The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

**Roadblocks:** A tactic designed to stop a violator's vehicle by intentionally placing an emergency vehicle or other immovable object in the path of the violator's vehicle.

### 314.7.3 USE OF FIREARMS

A deputy shall only discharge a weapon at a motor vehicle or its occupants under the following conditions:

1. The vehicle or suspect poses an imminent threat of death or serious bodily injury to the deputy or another person, AND
2. The deputy has no reasonable course of action to prevent the death or serious bodily injury.

For further information regarding shooting at moving vehicles, see Policy 300.4.1.

### 314.7.4 INTERVENTION STANDARDS

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the deputies, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of deadly force and subject to the requirements for such use. Deputies shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed.

Pursuit intervention tactics such as: Blocking, Boxing-in, Ramming, and Roadblocks are generally not effective. These tactics shall not be deployed without Supervisor or Department Commander authorization, and then only in accordance with this policy.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Vehicle Pursuits

---

1. Blocking or vehicle intercept shall only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when deputies reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed by deputies who have received training in such tactics after giving consideration to the following:
  - (a) The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, deputies, or other members of the public.
  - (b) All other reasonable intervention techniques have failed or reasonably appear ineffective.
  - (c) Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
  - (d) The target vehicle is stopped or traveling at a low speed.
  - (e) At no time should civilian vehicles be used to deploy this technique.
2. Ramming a fleeing vehicle shall be done only after other reasonable tactical means at the deputy's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct deputies in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, one or more of the following factors should be present:
  - (a) The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.
  - (b) The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
  - (c) If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.
3. As with all intervention techniques, pursuing deputies shall obtain supervisor approval before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions presented at the time as well as the potential risk of injury to deputies, the public, and occupants of the pursued vehicle.
4. Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and shall not be deployed without prior approval of a supervisor and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, deputies, or other members of the public.
5. Pursuit Intervention Technique (PIT)

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Pursuits*

---

- (a) Only deputies trained and certified in the use of the PIT maneuver are authorized to use the technique. Training and certification are conducted and issued only by the Emergency Vehicle Operations Center (EVOG) under the auspices of San Bernardino County Sheriff's Department. This is the only training and certification that will be recognized by the Patrol Operations Command at this time. Properly trained deputies shall assure that his or her PIT maneuver certificate is placed in their respective personnel file, and shall forward a copy of the certificate to Advanced Officer Training (AOT) at the Katella facility.
  - (b) The PIT maneuver is authorized when the deputy believes the continued pursuit would place the public in imminent danger or harm, and the danger of continuing the pursuit and the danger to the public outweigh the risk of using the PIT maneuver.
  - (c) The PIT maneuver is authorized only after other reasonable means of apprehension have been considered and exhausted or eliminated.
  - (d) A deputy must request permission from the Department Commander or Field Supervisor before executing a PIT maneuver.
  - (e) A deputy should consider and evaluate the following factors prior to using the PIT maneuver:
    1. Weather conditions.
    2. The volume of vehicular and pedestrian traffic.
    3. The location where the PIT maneuver is to be attempted.
    4. Road conditions, such as line of sight, hills, curves, road surfaces, obstructions, and parked vehicles.
    5. The time of day and lighting conditions.
6. Unauthorized Use of the PIT Maneuver:
- (a) The PIT maneuver is not authorized at speeds in excess of 35 mph.
  - (b) The PIT maneuver is not authorized when the pursued vehicle is a pickup truck or similar type of vehicle with subjects occupying the open bed portion of the vehicle.
  - (c) The PIT maneuver is not authorized on motorcycles.
  - (d) The deputy is not trained and certified in the use of the PIT maneuver by the designated EVOG training center.
7. The PIT Maneuver is a reportable use of force that requires documentation per Policy 300.6 of the Use of Force policy.

#### 314.7.5 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Deputies shall use only that amount of force, which reasonably appears necessary under the circumstances, to properly perform their lawful duties. The use of force policy shall apply under these circumstances.



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Pursuits*

---

Unless relieved by a supervisor, the primary deputy should coordinate efforts to apprehend the suspects following the pursuit. Deputies should consider safety of the public and the involved deputies when formulating plans to contain and capture the suspects.

#### **314.8 REPORTING REQUIREMENTS**

The following reports should be completed upon conclusion of all pursuits:

1. The primary deputy should complete appropriate crime/arrest reports.
2. The Department Commander shall ensure that an Allied Agency Vehicle Pursuit Report (form CHP 187A) is filed with the CHP not later than 30 days following the pursuit Vehicle Code § 14602.1.
3. The Field Supervisor shall complete a Pursuit Report form (CHP 187A) as mandated by Vehicle Code §14602.1. The CHP 187A shall be submitted with the pursuit evaluation (copies to Training Division Commander) to the Department Commander.
4. The field supervisor shall complete a Pursuit Evaluation report, which shall contain the following information:
  - (a) Date and time of pursuit
  - (b) Starting and termination points
  - (c) Length of pursuit
  - (d) Radio frequency
  - (e) Initial reason for pursuit
  - (f) Suspect information and suspect vehicle
  - (g) Passenger information
  - (h) Primary deputy
  - (i) Involved deputies
  - (j) How terminated
  - (k) Disposition (arrest, citation), including arrestee information if applicable
  - (l) Injuries and/or property damage
  - (m) Medical treatment
  - (n) Name of supervisor at scene
  - (o) A preliminary determination whether the pursuit appears to be in compliance with this policy and whether additional review or follow-up is warranted
5. If the Field Supervisor was a participant in the pursuit, the Department Commander shall identify a non-involved Field Supervisor to respond to complete and submit the aforementioned reports.
6. All reviews and analyses of pursuits shall be reviewed for subject matter of benefit in training personnel for future operations. Post-pursuit analysis shall be conducted by the following:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Vehicle Pursuits*

---

- (a) Immediate Supervisor
- (b) Department Commander (ECB)
- (c) Commander
- (d) Administration
- (e) Traffic Review Board (if pursuit resulted in a collision)
- (f) Training Command Note: Feedback/follow-up shall be provided pursuant to the Administrative Review.

### **314.8.1 REGULAR AND PERIODIC PURSUIT TRAINING**

In addition to initial and supplementary Police Officer Standard Training (POST) training on pursuits required by Penal Code § 13519.8, all sworn Members of this Department shall participate no less than annually in regular and periodic Department training addressing this policy and the importance of vehicle safety and protecting the public at all times, including a recognition of the need to balance the known offense and the need for immediate capture against the risks to deputies and others (Vehicle Code § 17004.7(d)).

### **314.8.2 POLICY REVIEW**

Each sworn Member of this Department shall certify in writing that they have received, read, and understand this policy initially and upon any amendments.

### **314.9 APPLICATION OF VEHICLE PURSUIT POLICY**

This policy is expressly written and adopted pursuant to the provisions of Vehicle Code § 17004.7, with additional input from the POST Vehicle Pursuit Guidelines.

## Animal Problems

### 315.1 PURPOSE AND SCOPE

Animal problems will usually be handled by Animal Control; however, deputies should make every effort to assist citizens in resolving animal related problems whenever possible.

#### 315.1.1 BARKING DOGS

Advise the citizen to phone their local Animal Control office.

#### 315.1.2 MOUNTAIN LION SIGHTINGS

Advise dispatch to notify Fish and Game. Consider patrol checking for the animal if the sighting was in a populated area, especially near a school.

#### 315.1.3 INJURED ANIMAL

For specific direction regarding "Injured Animal", refer to policy 300.4 Use of Force Policy.

#### 315.1.4 STOPPING A DANGEROUS ANIMAL

For specific direction regarding "Stopping a Dangerous Animal", refer to policy 300.4 Use of Force Policy.

#### 315.1.5 STRAY ANIMALS

1. Animal Control will respond for dogs if loose or contained.
2. Cats or wild animals must be contained in most cases before animal control will respond.

#### 315.1.6 DEAD ANIMALS

1. Advise dispatch to notify Animal Control.
2. Dead animals causing traffic or other hazard should be moved to a location that will eliminate the hazard until animal control can arrive.

#### 315.1.7 ANIMAL BITES

1. Advise dispatch to notify Animal Control on all animal bites.
2. If a bite occurs in an unincorporated area, advise the victim to call the Animal Control Rabies Desk,. If a bite occurs in a contract city, advise the victim to call Animal Control for that particular city. ECB has a listing of those numbers.

#### 315.1.8 ANIMALS VS. VEHICLE COLLISIONS

1. In an unincorporated area, advise the driver to notify the CHP if a report is requested or required by law.
2. In a contract city, take a traffic collision report if the accident meets the minimum reporting level in the Division where the accident occurred.

## *Animal Problems*

---

### **315.2 ANIMALS TAKEN FROM AN ANIMAL CONTROL OFFICER OR ANIMAL SHELTER**

1. CPC 102 is the most appropriate code section in most cases: "Every person who willfully injures or destroys, or takes or attempts to take, or assists any person in taking or attempting to take, from the custody of any officer or person, any personal property which such officer or person has in charge under any process of law, is guilty of a misdemeanor."
  - (a) In addition to the usual information gathered for a crime report, include:
    1. The date and time that the animal was impounded.
    2. The name of the officer who did the impound.
    3. Reason for impounding the animal and the appropriate penal code, municipal code, or county ordinance authorizing the impound.
    4. Location from which the animal was impounded.
    5. Fees due for the animal.
    6. Witness statements.
    7. Any identifying marks or characteristics of the animal.
    8. Estimated value of the animal.
  - (b) A supplemental DR "A" for any local ordinance that prohibits removing an animal from the custody of an animal shelter without permission should be submitted with all CPC 102 reports.
2. Other Code sections apply when the suspect does not own the animal.
  - (a) CPC 459 Burglary, 488 Petty Theft, 487 Grand Theft, 487e Grand Theft Dog, or 487f Petty Theft Dog.
  - (b) Corpus elements do not apply under these sections when a person takes his own property.

## Response to Calls

### 316.1 PURPOSE AND SCOPE

This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched by the Emergency Communications Bureau (ECB) or self-initiated in the field.

### 316.2 RESPONSE TO CALLS

Deputies dispatched "Code-3" shall consider the call an emergency response and proceed immediately. Deputies responding Code-3 shall continuously operate emergency lighting equipment, including at minimum a steady forward facing red light, and shall sound the siren as reasonably necessary pursuant to Vehicle Code § 21055.

Responding with emergency light(s) and siren does not relieve the deputy of the duty to continue to drive with due regard for the safety of all persons. The use of any other warning equipment without a red light and siren does not provide any exemption from the Vehicle Code.

Deputies shall respond Code-3 when dispatched or when it is determined circumstances reasonably indicate an emergency response is required. All other deputies who have not been dispatched Code-3 or who have not announced they are responding Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

#### 316.2.1 PRIORITY RESPONSE

ECB Personnel assign a response priority to all calls based on the nature of the call. All calls for service shall be assigned a priority on a scale of 1-4. ECB Personnel should consider the totality of the situation in assigning the priority response. Definitions of priority responses are listed below:

1. Priority 1
  - (a) The deputy shall respond Code-3 and proceed immediately, unless the circumstances warrant a different response in the Deputy's judgment or the Deputy is directed otherwise by the Field Supervisor or Department Commander. Priority 1 includes criminal or non-criminal situations where available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. Examples include robberies or residential burglaries in progress, injury traffic accidents, 960X, and 997 calls.
2. Priority 2
  - (a) The deputy responds immediately. Priority 2 includes serious crimes that just occurred where no one is in immediate danger or the suspect(s) have left; any incident likely to escalate to a crime against a person; or any incident where a delay in response would likely impede further investigation or cause anyone to be in jeopardy. Examples include robberies or burglaries that just occurred, bomb threats, alarm calls, major disturbances, prowler, deceased persons, suspected hazardous material, or suspected bombs.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Response to Calls*

---

3. Priority 3
  - (a) The deputy responds immediately. Priority 3 includes most report calls, crimes where the suspects have left or late reported crimes; child or property pickup; non-injury traffic accidents; suspicious persons; or a "drunk" in the area.
4. Priority 4
  - (a) The deputy responds as soon as reasonably practical. Priority 4 includes non-emergency incidents where the informant wants no contact, such as parking problems or abandoned vehicles where there is no immediate danger.

### **316.3 REQUESTING EMERGENCY ASSISTANCE**

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an immediate threat to the safety of deputies, or assistance is needed to prevent immediate serious harm to a citizen. In any event, where a situation has stabilized and emergency response is not required, the requesting deputy shall immediately notify ECB.

As circumstances permit, the requesting deputy should give the following information:

1. The unit number
2. The location
3. The reason for the request and type of emergency
4. The number of units required

#### **316.3.1 NUMBER OF UNITS ASSIGNED**

Under normal circumstances, only one unit should respond to an emergency call Code-3. Other area unit(s) may respond Code-3 if they reasonably believe the incident warrants an emergency response. The Field Supervisor or Department Commanders shall make the final determination in reference to the Code-3 response of all additional units.

### **316.4 INITIATING CODE 3 RESPONSE**

Any Deputy who believes a Code-3 response to any call is appropriate, shall notify ECB as soon as reasonably possible and provide the location from which he/she is responding from. Notification can be made by radio or MDC.

### **316.5 RESPONSIBILITIES OF RESPONDING DEPUTY(S)**

Deputies shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Deputies shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

Deputy(s) shall scan intersections for danger areas as they approach and utilize the roadway position, which allows the best visibility. It is important to look in all directions (left, front, right, & left) while clearing the intersection lane by lane and to slow down or stop for safety.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Response to Calls*

---

The decision to continue a Code-3 response is at the discretion of the deputy. If, in the deputy's judgment, circumstances, including but not limited to, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, the deputy may elect to respond to the call without the use of red lights and siren **at the legal speed limit**. In such an event, the deputy should immediately notify ECB. A deputy shall also discontinue the Code-3 response when directed by a Field Supervisor or Department Commander.

#### **316.6 COMMUNICATIONS RESPONSIBILITIES**

ECB personnel shall assign a Code-3 response when a deputy requests emergency assistance or available information reasonably indicates that the public is threatened with serious injury or death and immediate police response is needed. In all other circumstances, the call taker/dispatcher shall obtain authorization from the Field Supervisor or Department Commander prior to assigning units Code-3. The dispatcher shall:

1. Attempt to assign the closest available unit to the location requiring assistance.
2. As soon as practical, notify the Field Supervisor or Department Commander
3. Confirm the location from which the unit is responding.
4. Notify and coordinate allied emergency services (e.g., fire and ambulance).
5. Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated.
6. Control all radio communications during the emergency and coordinate assistance under the direction of the Field Supervisor or Department Commander.

#### **316.7 SUPERVISORY RESPONSIBILITIES**

Upon being notified that a Code-3 response has been initiated, the Field Supervisor or Department Commander shall verify the following:

1. The proper response has been initiated.
2. No more than those units reasonably necessary under the circumstances are involved in the response.
3. Affected outside jurisdictions are being notified as practical.

The Field Supervisor shall monitor the response until it has been stabilized or terminated. The Field Supervisor shall maintain and assert control over the response by directing units to and from the incident. If, in the Field Supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the Field Supervisor may do so.

It is the Field Supervisor's responsibility to terminate a Code-3 response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize a Code-3 response, the Field Supervisor or Department Commander should consider the following:

1. The type of call

## *Response to Calls*

---

2. The necessity of a timely response
3. Traffic and roadway conditions
4. The location of the responding units

### **316.8 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the deputy must terminate the Code-3 response and respond accordingly. In all cases, the deputy shall notify the Field Supervisor, Department Commander or ECB of the equipment failure so that another unit may be assigned to the emergency response.



## Victim Confidentiality

### 317.1 PURPOSE AND SCOPE

By law, law enforcement is required to hold information about the victims of many crimes in strict confidence. The purpose of the Victim Confidentiality Policy is to provide a single, comprehensive point of reference for Department Members regarding such crimes and requirements.

#### 317.1.1 CONFIDENTIALITY FOR ADULT AND MINOR VICTIMS

Deputies investigating or receiving a report of an alleged offense requiring victim confidentiality shall inform the victim that his/her name will become a matter of public record, unless the victim requests that their name not be made public.

Whether or not the victim requests confidentiality, the deputy shall complete and submit a Victim Confidentiality Report Form (Inv 43). This form must be attached to all criminal reports relating to victims, or alleged victims, of sex crimes, child abuse, felony domestic violence, civil rights violations, stalking, or other crimes addressed in PC 293 or Section 6254 of the Government Code.

The reporting deputy shall document in his/her report (1) that the victim was properly informed, and (2) any related response made by the victim. If the victim is a minor and has NOT requested confidentiality, any response made by the victim's parent or guardian (Penal Code 293 § (a) and (b)) shall also be included.

Minor victims who request 293 confidentiality have the same protections as an adult. If the minor requests 293 confidentiality, deputies shall not disclose to the victim's parents that the minor is a victim of a sexual assault unless the minor agrees to the disclosure.

Except as required or authorized by law, Members of this Department shall not publicly disclose the address of any victim of a sex crime. Except as required or authorized by law, Members of this Department shall not publicly disclose the name of any adult or minor victim of a sex crime who has exercised his/her right to confidentiality (Penal Code § 293 (c) and (d)).

#### 317.1.2 CRIMES REQUIRING VICTIM CONFIDENTIALITY

As of the latest update of this policy, victim confidentiality is required for any crime defined by the following Penal Code Sections: 220, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6.

## Canine Program

### 318.1 PURPOSE AND SCOPE

The Orange County Sheriff's Department's (OCSD) "police service dogs," or "canines," are utilized to augment Department services to the community. Highly skilled and trained teams of handlers and canines are used to supplement Department operations to locate individuals, articles of evidence, hazardous devices, drugs, various items of contraband, and to apprehend criminal offenders. Canine teams of the following disciplines are deployed by the Department :

1. Patrol Canines (Dual-Purpose)
  - (a) Narcotics detection searches
  - (b) Evidence/article searches
  - (c) Suspect searches
2. Special Investigations Bureau Narcotics Detection Canines
  - (a) Criminal interdiction
  - (b) Narcotics detection searches
3. Custody Operations Detection Canines
  - (a) Narcotics detection searches
  - (b) Electronic media/cell phone Detection searches
4. Explosive Detection Canines (EDC)
  - (a) Hazardous Device Section (HDS) (Bomb Squad)
  - (b) John Wayne Airport Police Services
  - (c) Orange County Transit Authority
5. Search and Rescue Canines (Reserve Bureau)
  - (a) Tracking/trailing
  - (b) Cadaver detection

#### 318.1.1 DEFINITIONS

**Apprehension:** Using a canine as a means of force, other than the canine's mere presence to take a suspect into custody (may or may not include a canine bite or other type of physical force used by the canine).

**Audible Alert:** Barking, or similar signal, given by the canine to indicate that the canine has located either a person or a person's odor when that person is in close proximity.

**Canine Bite:** Canine bites are considered when there is a break in the skin, however slight.

**Deployment:** Any time the canine is used to perform a law enforcement function for which the canine has been specially trained or certified to complete. This does not include training sessions, breaks, demonstrations, or similar activities.

## *Canine Program*

---

### **318.2 GENERAL CANINE GUIDELINES**

#### **318.2.1 CANINES IN PUBLIC AREAS**

All canines shall be under the direct control of their handlers in areas accessible to the public.

When the canine vehicle is left unattended all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog. The handler shall also ensure that the unattended unit remains inhabitable for the canine.

#### **318.2.2 REQUEST FOR USE OF CANINE**

Teams can be requested through the Sheriff's Emergency Communication Bureau (ECB) 24 hours a day. The opportunity for a safe and successful suspect search operation shall be enhanced with a timely request, response, and deployment of a canine team.

Members within the Department are encouraged to solicit the use of the various types of canines. Requests for canine teams from outside of the Patrol Operations Command shall go through the Department Commander.

#### **318.2.3 REQUEST FOR CANINE ASSISTANCE FROM OTHER AGENCIES**

The Department Commander or the unit supervisor should approve all requests for canine assistance from outside agencies. Requests for explosive detection canines that are TSA owned shall be coordinated through their respective canine unit supervisor. All other explosive detection canine requests shall be coordinated through the OCSD Special Operations Division Captain. All canine call-outs are subject to the following provisions:

1. Canine teams shall not be used to perform any assignment that is not consistent with this policy.
2. Upon arrival at the scene, the handler has the ultimate decision as to whether or not the canine is to be used for a specific assignment.
3. Canine teams shall not be called out while off-duty or used outside the boundaries of the County of Orange unless authorized by the Department Commander or the unit supervisor.
4. It shall be the responsibility of the canine handler to coordinate with outside agency personnel in order to minimize the risk of unintended injury.

#### **318.2.4 REQUEST FOR PUBLIC DEMONSTRATIONS**

All public demonstration requests for a canine team shall be approved by the respective canine unit supervisor prior to making any commitment.

Patrol canine handlers shall not demonstrate any apprehension work to the public unless authorized to do so by the unit supervisor and with a certified agitator who is on-duty at the time of the event.

### **318.3 REPORTING UNINTENTIONAL BITES AND INJURIES CAUSED BY CANINES**

An unintentional bite is defined as: A bite which occurs when the canine was not directed by the handler to apprehend a suspect or the canine bites any person other than the suspect.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

Many factors can contribute to police canine's unintentional bites. These bites may be on citizens, deputies, trained canine agitators, or even canine handlers and may occur at any time. The following procedure shall be complied with during any incident, whether off-duty or on-duty, when a Department canine causes any injury to a person. Canine bites are considered when there is a break in the skin, however slight. In the event of an injury caused by a canine, the canine handler is responsible for the following:

1. Immediately provide necessary medical attention.
2. Notify the appropriate field supervisor and the Department Commander.
3. Notify the appropriate canine unit supervisor and the patrol canine unit supervisor.
4. Obtain a case number and complete the appropriate Department report.
5. Contact Sheriff's I.D. and request they respond to photograph significant injuries as soon as possible. Minor injuries may be photographed by a canine supervisor.

Every unintentional bite shall be reviewed by the patrol canine unit supervisor as well as the Special Operations Division Captain. Depending on the circumstances, unintentional bites may result in the temporary kenneling of the dog and/or additional training at the Sheriff's contracted trainer. Unintentional bites or injuries caused by canines in TSA assignments shall be investigated and reviewed by TSA in addition to the patrol canine unit supervisor.

Canine teams in TSA assignments shall notify the TSA Field Canine Coordinator (FCC) as soon as reasonable about the incident and the FCC shall be provided with all the information related to the incident.

1. The information shall be forwarded to the National Explosives Department Canine Training Program (NEDCTP) by the sergeant supervising the particular TSA canine unit. The NEDCTP Incident Adjudication Review Board shall review all incidents involving TSA canines. Through the NEDCTP Incident Adjudication Review Board findings, if a canine handler is found to be non-compliant in their duties, which results in any canine-induced injury to any party, the handler may be permanently removed from the program.
2. At the discretion of the NEDCTP Incident Adjudication Review Board, if it is determined the TSA Canine will be removed from the program, the NEDCTP shall ensure a new canine is assigned to the unit and shall be responsible for the cost of the new canine.

### **318.4 DAMAGE TO PROPERTY**

In the event a Department canine damages private property, the canine handler shall notify the property owner or a responsible person and do the following:

1. Notify the appropriate field supervisor and the Department Commander.
2. Notify the canine supervisor.
3. Obtain a case number and complete the appropriate Department report.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

4. Photograph minor damage and maintain photos in Sheriff's evidence.
5. For significant damage, contact Sheriff's I.D., and request they respond to photograph damage as soon as possible.

### **318.5 USE OF PATROL CANINES**

The prompt and proper utilization of a trained patrol canine team has proven to be a valuable resource in law enforcement. When properly used, a patrol canine team greatly increases the degree of safety to all persons (including suspects) within a contained search area, enhances officer safety, significantly increases the likelihood of suspect apprehension, and dramatically reduces the amount of time necessary to conduct a search.

1. A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if the following conditions exist:
  - (a) There is a reasonable belief that the individual poses an imminent threat of violence or serious harm to the public, any deputy, or the handler.
  - (b) The individual is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
  - (c) The individual(s) is/are believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of deputies or the public.
2. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In such case, a standard of objective reasonableness shall be used to review the decision to use a canine, taking into consideration the totality of the circumstances.
3. Absent a reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing deputy(s) shall not serve as good cause for the use of a canine to apprehend the individual.
4. Canine deployment and use of force policies of other departments can be quite different from that of the Orange County Sheriff's Department. As such, the use of patrol canines from other law enforcement agencies, in support of a Sheriff's Department operation, should be avoided, except in extreme emergencies which clearly dictate the immediate need for a canine search. When exceptional circumstances dictate the need to utilize a canine team from another agency, the following procedures shall be adhered to:
  - (a) The appropriate supervisor on-scene shall first contact the Department Commander and request that an OCSD patrol canine be called out from home, whenever time permits.
  - (b) The supervisor authorizing the deployment shall contact a patrol canine unit supervisor and provide the details of the incident as soon as practicable.
  - (c) When a canine team from another agency is requested and whenever possible prior to them being deployed, they shall be briefed on the details of the situation. In situations where an outside agency canine is used and a bite occurs, the

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

Department Commander shall notify a patrol canine unit supervisor. Additionally, the canine handler from the outside agency shall provide a detailed written report explaining the events.

### 318.5.1 PREPARATION FOR UTILIZING A PATROL CANINE

Prior to the use of a patrol canine to search for or apprehend any individual, the canine handler and/or the supervisor on scene shall carefully consider all pertinent information that is reasonably available at the time. The information should include, but is not limited to the following:

1. The individual's estimated age, physical description, and clothing description.
2. The nature of the suspected offense; what crime the suspect will be booked to once apprehended by the canine.
3. Any potential danger to the public and/or other deputies at the scene if the canine is released.
4. Criminal history and records check of the suspect if time allows and if available.
5. The degree of resistance or threatened resistance, if any, the subject has shown.
6. The potential for escape or flight if the canine is not utilized, including the presence of traditional and non-traditional weapons, risk of ambush to deputies, etc.
7. Contact should be made with the building owner to determine whether there may be tenants, residents, animals, etc. present. Also attempt to obtain a key and a building layout.
8. The potential for injury to deputies or the public caused by the suspect if the canine is not utilized.
9. If the suspect is believed to be armed, threatening resistance or violence, or in a barricaded position TSE/SWAT shall be consulted.

The canine handler should make every reasonable effort to communicate and coordinate with other involved personnel to minimize the risk of unintended injury.

### 318.5.2 SUPERVISOR ROLE

The on-scene supervisor should also take the following steps in preparation for the canine search:

1. Ensure there is a secure perimeter.
2. Evacuate all tenants, workers or others from the facility or search area.
3. Ensure no preliminary searches by patrol personnel are conducted within the canine search area.

### 318.5.3 DEPLOYMENT OF PATROL CANINES FOR SUSPECT SEARCHES

1. Deployment Procedure:
  - (a) The use of a canine provides deputies with a tactical advantage when searching for criminal suspects. This advantage is an invaluable tool in the successful detection of criminal suspects and protection of officers, all to the end of assuring

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

the safety of the community. Therefore, a primary function of the deployment of a canine is to locate suspects, although depending upon the circumstances, application of the canine for protection and safety purposes may be required.

- (b) A canine handler shall have the ultimate authority not to deploy the dog. The handler shall evaluate each situation and determine if the use of a canine is technically feasible. Generally, the decision whether to deploy the dog shall remain with the handler; however, a supervisor sufficiently apprised of the situation may decide not to deploy the dog.

#### 2. Canine Warning Announcements:

- (a) Unless it would otherwise increase the risk of injury or escape, a clearly audible warning to announce that a canine will be released if the person does not come forth and surrender, shall be made prior to releasing a canine. In the event of an apprehension, the handler shall document in any related report whether or not a verbal warning was given and, if none was given, the reasons why.

1. Announcements shall be made in a loud and clear manner.
2. Deputies shall wait sufficient time to ensure that anyone within the search area has ample opportunity to comply with instructions.
3. Deputies should make additional canine announcements as they progress through a search, especially when entering new or separated areas where prior announcements may not have been heard.
4. Deputies on perimeter or containment positions shall advise via radio whether they are able to hear the canine warning announcements from their position.

#### 3. Apprehensions/Canine Bites:

- (a) If a canine makes a physical apprehension, the dog must be recalled or otherwise restrained as soon as the suspect is in custody or no longer poses a reasonable threat. Once the individual has been located and no longer reasonably appears to represent a threat or risk of escape, the canine should be placed in a down-stay or otherwise secured as soon as it becomes reasonably practicable.
- (b) Once a suspect is located and/or the canine is recalled, it is the search team deputies' responsibility to take control of the suspect.
- (c) Should the suspect attempt to escape, the search team deputies should not give chase and follow the directions of the canine handler.

#### 4. Canine Search Tactics:

- (a) Canine teams are not deployed as regular patrol units; however they can easily become involved in many different tactical/patrol situations. In a case where the canine handler is in imminent danger, the canine is trained to protect the canine handler and when necessary, should be used to do so.
- (b) Absent a Canine Unit supervisor, during a deployment, the canine handler has primary responsibility for directing the activities of the search team.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Canine Program

---

- (c) Whenever possible, the deputies handling the original call or incident will assist the search team. This enhances immediate suspect identification, ensures continuity, and increases experience in canine searches over a broader range of patrol deputies. However, based upon the tactical considerations of the incident, search teams may be comprised of Patrol personnel, additional Canine personnel, and/or members of the Tactical Support Element (TSE) - Special Weapons and Tactics (SWAT) detail. A canine unit supervisor or the canine handler shall determine the composition of the search team(s) and direct their activities.
- (d) Suspect searches are generally considered pre-planned activities, and as such, all canine unit personnel shall wear appropriate protective body armor while searching.
- (e) Prior to initiating the search, the search team deputies shall be briefed by the canine unit supervisor or the handler on the general search pattern and tactical plan.
- (f) If there is any indication the suspect is armed and isolated or barricaded, tactical options for requesting TSE/SWAT should be considered.
- (g) If the canine gives a positive alert identifying a suspect's location, all members of the search team are to take positions of advantage. The handler shall call the canine back and gain physical control of the animal, if tactically sound and can be done safely. Whenever appropriate the handler shall consider ordering the suspect out from their place of concealment after the canine is recalled and under control. Tactical considerations may preclude recalling of the search dog until the search team members have taken positions of cover. The canine may be used as a tactical tool in appropriate circumstances. Appropriate arrest and control tactics shall then be utilized to apprehend the suspect as safely as possible.

### **318.6 REPORTING CANINE USE, BITES AND INJURIES TO SUSPECTS**

Whenever the canine is deployed, an appropriate Departmental report (Initial Crime Report, Follow-up Report, etc.) and a Canine Use Report shall be completed by the handler and submitted as soon as practical.

1. Whenever the use of the canine results in a bite or any injury to a suspect, a Canine Use Report form, along with any related incident report (Initial Crime Report, Follow-up report, etc.) shall be completed. The patrol canine unit supervisor, or designee, shall be responsible for all Supervisory Use of Force reports that include patrol canine apprehensions.
2. The injured party should be transported to an appropriate medical facility if the injury requires medical attention beyond first aid. If the injured party is in-custody, a deputy shall remain with the suspect until treatment has been rendered.
3. Photographs shall be taken of the bite or injury as soon as practicable after tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current Department evidence procedures. It shall be the responsibility



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

of the unit supervisor to ensure that such photographs are retained until the potential need for use in any related civil proceeding has expired. Contact Sheriff's I.D. and request they respond to photograph injuries as soon as possible.

- (a) Photographs of injuries to the suspect shall only be taken by the patrol canine supervisor, their designee, or Sheriff's ID. Field personnel shall not photograph or video record injuries to suspects.
4. If a subject alleges an injury that is not visible, the patrol canine supervisor shall be notified and the location of the alleged injury should be photographed as described above.
5. The patrol canine unit supervisor shall maintain liaison with the local animal control department to ensure that information regarding canine bites is not retained by its office. Canines used by law enforcement agencies are exempt from impoundments and reporting requirements to the local animal control department (Food and Agriculture Code § 31609(b)).

#### **318.7 NON-APPREHENSION USE OF PATROL CANINES**

Because canines have senses far superior to those of humans, they may often be effectively utilized to locate articles of evidence, track/search for non-criminals (e.g. lost children, individuals who may be disoriented or in need of medical attention), or even suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and ability of the canine to determine the feasibility of such an application.

1. Absent a change in circumstances that present an immediate threat to deputies, the canine, or the public, such applications should be conducted on leash or under such conditions that will minimize the likelihood that the canine will bite or otherwise injure the individual.
2. Throughout the deployment of the canine in such circumstances, the handler should consider issuing periodic verbal assurances that the canine will not bite or hurt the person.
3. Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the canine.

#### **318.8 USE OF NARCOTIC DETECTION CANINES**

Narcotics detection canines may be assigned to patrol operations, custody operations, and investigations details. A narcotic-detection-trained canine may be used in accordance with current law under the following circumstances:

1. To assist in the sniff for controlled substances.
  - (a) To obtain a search warrant by using the detection canine in support of probable cause;
    - (a) See vehicle exception rules.
  - (b) To sniff vehicles, buildings, bags, open areas, vessels, aircraft, parcels, and any other articles deemed necessary.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Canine Program

---

- (c) For cash seizures related to narcotics trafficking activities.
- (d) Narcotics detection canines assigned to custody operations may be trained to detect cell phones and electronic media.
- (e) A narcotic-detection canine shall not be used to sniff a person for narcotics.

When requesting a narcotics detection canine to assist with locating concealed narcotics, avoid conducting a preliminary search of the area as this may contaminate the area and make it more difficult for the canine.

### **318.9 EXPLOSIVE DETECTION CANINES (EDC)**

Explosive detection canines may be assigned to the Orange County Transit Authority (OCTA), John Wayne Airport (JWA), and the Hazardous Device Section (HDS). An explosive detection canine may be used in accordance with current law and in compliance with the Other Transaction Agreement (OTA) between OCTA, JWA, the Transportation Security Administration (TSA), and OCSD when assigned to a TSA supported assignment.

#### **318.9.1 USE OF EXPLOSIVE DETECTION CANINES (HDS, OCTA, JWA)**

1. The following are examples of locations where EDC Teams will deploy on a daily basis when conducting proactive public visibility sweeps:
  - (a) Sweep of a mode of mass transportation
  - (b) Sweep of a mass transportation facility
  - (c) Security sweeps of public and private events
  - (d) Other reasons the EDC teams may be deployed to support as requested include:
    1. Hazardous threat
    2. Unattended bag/item
    3. VIP/Dignitary Sweep
    4. Other special events (i.e. a major league sporting event, etc.)
2. EDC Teams shall not be used to search an item that has been deemed suspicious based upon the following:
  - (a) Canine handler's assessment of the totality of the circumstances and the presence or appearance of a specific item; or information from any relevant source.
  - (b) EDC Teams shall not be utilized to confirm the presence of explosive odors once another detection system has indicated the possible presence of explosive or other hazardous material.
  - (c) EDC Teams shall not be utilized to search liquids, loose powders, or known/unknown hazardous material items.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

- (d) EDC Teams shall not be utilized to search in dangerous/unsafe locations where EDC injury is likely (e.g. in and around energized machinery or hazardous material, condemned areas, etc.).
- (e) Once an EDC Team has provided a final response, the OCSD Hazardous Device Section shall be notified and an emergency plan shall be initiated.
- (f) It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use an EDC in view of the totality of the circumstances.
- (g) An EDC is not permitted to be utilized in an odor detection role or a visible deterrent role by anyone other than the EDC's assigned handler.

### **318.9.2 EXPLOSIVE DETECTION ALERT PROCEDURES FOR HANDLERS IN TSA ASSIGNMENTS**

In the event of a final response by a canine and it is safe to do so, the handler will follow the TSA emergency plan. This plan describes the roles and responsibilities of the canine handler and others at an incident.

Once the incident is over, the handler shall take a sample with the NEDCTP swab kit in accordance with the sampling procedures. The handler shall then submit the completed Canine Final Response Form with the swab to TSA.

### **318.9.3 WARNINGS GIVEN TO ANNOUNCE THE USE OF A EDC**

Prior to entering an area that is intended for the sole use by the opposite sex of the handler, an announcement that an OCSD canine and handler will be entering the area shall be made.

### **318.10 USE OF SEARCH AND RESCUE CANINES**

Search and Rescue canine teams are comprised of specially trained deputies and canines assigned to the Reserve Bureau. Bloodhound teams are primarily utilized to track or trail missing persons. Human Remains Detection Canines (Cadaver Dogs) are primarily utilized to assist in locating and recovering human remains.

Bloodhound teams shall not be utilized to conduct suspect searches in OCSD jurisdiction without first consulting with the OCSD patrol canine unit.

### **318.11 CANINE HANDLER RESPONSIBILITIES**

#### **318.11.1 CARE FOR THE CANINE AND EQUIPMENT**

The handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, and living conditions. In addition to the below policy, canine handlers in TSA assignments shall adhere to all guidelines outlined in the Other Transaction Agreement (OTA) between Orange County Transportation Authority (OCTA), John Wayne Airport (JWA), the Transportation Security Administration (TSA), and OCSD.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

The handler shall be responsible for the following:

1. Unless required by a particular application, the handler shall not expose the canine to any foreseeable risks outside of standardized canine working conditions.
2. The handler shall maintain all Department equipment under his/her control in a clean and serviceable condition. Any damaged equipment shall be reported to the appropriate canine unit supervisor in a timely manner.
3. Canines shall be transported in vehicles configured to ensure the proper health, safety, and security of the canine to include a stable and secured transport kennel/crate, except in the event of unforeseen emergency. When in use, the canine transport kennel/crate must be properly ventilated and appropriately protected from the elements.
4. Assigned canine vehicles are to be maintained in good operating order with a clean interior. The handler shall ensure the vehicle is serviced in a timely manner. The handler will report all mechanical issues with the vehicle in a timely manner.
5. In-service canine vehicles shall be equipped with a functioning heat alarm to ensure the safety of the canine. In the event the heat alarm fails while in-service, the handler shall avoid leaving the canine unattended in the vehicle for a lengthy time. The handler shall take additional precautions to prevent the canine from overheating, such as parking under shade, leaving the windows down, etc.
6. When not on duty the canine handler shall maintain a marked, black and white canine vehicle in a garage, secured from public view. Unmarked canine vehicles shall be parked in appropriate off-street parking.
7. When a handler takes a vacation or extended number of days off, it may be necessary to temporarily relocate the canine. The canine shall be boarded at a Departmentally approved boarding facility or location. In those situations, the handler shall give reasonable notice to the unit supervisor so that appropriate arrangements can be made. During this time, the assigned canine vehicle may be maintained at a Sheriff's Department approved facility.
8. With their unit supervisor's approval, handlers assigned to the search and rescue canine may make arrangements to have another handler care for the assigned canine during vacations or extended periods off.
9. Handlers shall permit the unit supervisor to conduct spontaneous on-site inspections of affected areas of their residence as well as the canine vehicle, to verify that conditions and equipment conform to this policy.
10. Any changes in the living status of the handler which may affect the lodging or environment of the canine shall be reported to the unit supervisor within 24 hours.
11. When off-duty, canines shall be maintained in kennels, provided by the county, at the homes of their handlers. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, canines may be let out of their kennels while under the direct control of their handlers.
12. The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct control of the handler.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

13. Under no circumstances shall the canine be lodged at another location unless approved by the unit supervisor or Department Commander.
14. When off-duty, handlers shall not involve their canines in any activity or conduct unless approved in advance by the unit supervisor or Department Commander.
15. For handlers in TSA assignments, if through the NEDCTP Incident Adjudication Review Board findings, it is determined that a canine handler fails to adhere to NEDCTP policies, procedures, or instructions which results in the loss of physical accountability or physical abuse of their canine, the handler may be permanently removed from the program.

#### 318.11.2 MEDICAL CARE OF THE CANINE

1. The handler shall ensure routine examinations and emergency care are performed by licensed, board certified veterinary medical professionals for the canine. Routine care includes semi-annual examinations, scheduled immunizations, disease prevention, and weight management programs. Handlers shall administer medication as directed by their veterinarian professional and follow all health related guidance.
2. For canines in TSA assignments, semi-annual examination reports shall be requested for review by the assigned FCC.
3. For canines in TSA assignments, the NEDCTP reserves the right to consult with a Department of Defense (DOD) veterinarian for any proposed medical treatment of an EDC prescribed by the unit's veterinarian.
4. If a canine is found to have any medical/health related issues attributed to a handler's negligence in providing adequate care, the canine may be immediately removed from service. For canines in TSA assignments, the NEDCTP Branch Chief may request that the handler be permanently removed from the Program.
5. All medical attention shall be rendered by the designated canine veterinarian, except during an emergency as provided in Policy Manual § 318.11.4.

#### 318.11.3 NON-EMERGENCY MEDICAL CARE

1. Non-emergency medical care, such as vaccines and routine physical exams, shall be coordinated through the unit supervisor.
2. Any indication that a canine is not in good physical condition shall be reported to the unit supervisor or the Department Commander as soon as practical. For canines in TSA assignments, if the condition affects the canine's ability to perform its duties then the handler shall immediately notify the FCC.
3. All original records of medical treatment shall be maintained by the veterinarian. Copies of the records shall be maintained in the canine handler's personnel file as well as the unit supervisor's files.

#### 318.11.4 EMERGENCY MEDICAL CARE

1. The handler shall notify the unit supervisor as soon as practicable when emergency medical care for the canine is required. For canines in TSA assignments, the handler shall notify the FCC as soon as practicable.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

2. Depending on the severity of the injury or illness, the canine shall either be treated by a designated veterinarian or transported to a designated emergency medical facility for treatment.
3. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.

#### **318.11.5 REPORTING INJURIES TO CANINES**

In the event that a canine is injured during a deployment, the injury shall be immediately reported to the Department Commander as well as the appropriate canine unit supervisor. Injuries occurring during training or the course of normal duties shall be reported to the appropriate unit supervisor. Medical care for any injured canine shall follow the protocol established in § 318.11.2 et seq. The injury shall be documented on a Canine Use Report form and on a Departmental report form whenever appropriate.

#### **318.11.6 DEATH OF A CANINE**

In the event of the death of an active canine the handler shall do the following:

1. Notify the Department Commander,
2. Notify the appropriate canine unit supervisor,
3. Obtain a case number and complete the appropriate Department report,
4. Transport the deceased canine to the Department approved veterinarian,
5. For canines in TSA assignments the handler shall also,
  - (a) Notify the FCC,
  - (b) Obtain and provide to the FCC a veterinarian's report detailing the cause of death.

TSA reserves the right to request a necropsy and a copy of the deceased canine's original medical records be forwarded to the FCC.

#### **318.12 HANDLER COMPENSATION**

The canine handler shall be compensated for the time spent in the care, feeding, grooming, and other needs of the dog as provided in the Member's Memorandum of Understanding.

#### **318.13 CANINE UNIT SUPERVISOR RESPONSIBILITIES**

Each canine unit supervisor shall be appointed by the appropriate bureau staff and shall oversee their respective canine program. The responsibilities of each canine unit supervisor shall include, but not limited to, the following:

1. The patrol canine unit supervisor shall respond to all canine bites and conduct a supervisory use of force investigation into the activities of the canine and handler and complete required reports pursuant to this policy and Policy 300.9 Use of Force; Supervisor Responsibility.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

2. Review Canine Use Reports to ensure compliance with current case law and Department policy.
3. Coordinate testing and selection of all new canine handlers.
4. Coordinate testing, selection, and purchase of new canines.
5. Identify training and compliance issues.
6. Supervise necessary remediation training of any canine team displaying control, behavioral, or general performance issues.
7. Review Canine Training Reports to ensure compliance with current POST guidelines and Department policy.
8. Maintain liaison with contracted service and equipment providers.
9. Maintain liaison with administrative staff and functional supervisors.
10. Maintain liaison with other agency canine supervisors.
11. Maintain accurate records to document canine activities.
12. Recommend and oversee the procurement of needed equipment and services for the canine unit.
13. Be responsible for scheduling all canine related activities, including shift deployments.
14. Ensure the canine teams are scheduled for continuous training to maximize the capabilities of the teams.

#### **318.14 SELECTION OF CANINE HANDLERS**

##### **318.14.1 GENERAL MINIMUM CANINE HANDLER QUALIFICATIONS**

1. General minimum qualifications for canine handler candidates:
  - (a) Reside in an adequately fenced, single-family residence with a secure outdoor area for the dog that conforms to Department requirements.
    1. The minimum size should be 6x10, unless supervisor's approval is obtained.
  - (b) Have a garage which can be secured and accommodate a marked canine unit.
  - (c) Suitable off-street parking to accommodate an unmarked canine unit.
  - (d) Live within 30 minutes travel time from the Orange County limits.
  - (e) Successful completion of the canine handler selection process as appropriate for the particular canine assignment.
2. Additional minimum qualifications for the assignment of patrol canine handlers:
  - (a) Orange County Sheriff-Coroner Department - Deputy II with a minimum of two years uniform patrol experience with satisfactory work performance.
3. Additional minimum qualifications for the assignment of Special Investigations Bureau Narcotics Detection Canine Handlers:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

- (a) Full time OCSD Investigator assigned to Special Investigations narcotics /vice detail for at least one year.
  - (b) Agree to be assigned to the position for a minimum of three years.
4. Additional minimum qualifications for the assignment of Custody Operations Detection Canine Handlers:
  - (a) Orange County Sheriff-Coroner Department - Deputy I who has successfully completed probation, with satisfactory work performance.
  - (b) Agree to be assigned to the position for a minimum of two years.
5. Additional minimum qualifications for the assignment of EDC (OCTA & JWA) Canine Handlers:
  - (a) Member of the Orange County Sheriff's Department Hazardous Device Section and be able to successfully complete the FBI Basic Hazardous Device School.
  - (b) Reside in an adequate residence with a secure area for the dog that conforms to TSA requirements.
    1. An inspection shall be done by the unit supervisor prior to selection.
    2. Have a garage which can be secured and accommodate a marked canine unit. The handler may be assigned an unmarked canine unit that may have to be curb parked due to the size of the unit.
    3. Agree to be assigned to the position for a minimum of three-years from date of graduation from TSA Canine Handler School.
6. Additional minimum qualifications for the assignment of Search and Rescue Canine Handlers:
  - (a) Level 2 Reserve Deputy with satisfactory work performance.
  - (b) Agree to be assigned to the position for a minimum of two years.

### **318.14.2 CANINE HANDLER SELECTION PROCESS**

The selection process may include but is not limited to the following:

1. Personnel file review
2. Resume review
3. Oral interview
4. Practical scenario testing
5. Familiarization with canine (obedience)
6. Decoy exercise (apprehension)
7. Physical fitness testing (Patrol Canine Unit)

### **318.15 SELECTION AND TESTING OF CANINES**



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

#### 318.15.1 GENERAL SELECTION AND TESTING OF CANINES

The primary factors to be considered when selecting canines for the unit shall be the animal's temperament and physical abilities to provide the desired service of a patrol and/or dual-purpose patrol/narcotic detector dog, and/or an explosive detection dog.

1. Dogs eligible to provide service to the unit shall meet the following criteria:
  - (a) Breed or combination of breeds generally accepted for use in law enforcement. Examples include, but are not limited to, German shepherd, Belgian Malinois, Dutch Shepherd, Labrador Retrievers, Bloodhounds, or other suitable sporting breed dogs.
  - (b) Successfully pass tests to determine courage, temperament, social ability, physical fitness, search drive, and search performance.
  - (c) The canine must not have a history of uncontrolled aggression.
  - (d) A canine that successfully passes the unit testing process must undergo a physical exam by the contract veterinarian. This includes complete x-rays, dental and fecal test, eye exam, and blood tests.
  - (e) Any deviations from this policy shall be at the discretion of the specific canine unit supervisor. The final decision to accept or reject a canine purchase shall be made by the appropriate canine unit sergeant and Special Operations Division Captain.
  - (f) Any canine that fails to successfully complete the required initial training program shall be returned to the vendor as provided in the Departmental purchase contract.

#### 318.15.2 SELECTION OF CANINES FOR TSA ASSIGNMENTS

TSA shall provide a canine, as well as explosives detection training for the canine and handler team to the Department for assignment to John Wayne Airport and/or the Orange County Transportation Authority. It is understood that the TSA is granting an interest to the Department to utilize these explosive detection canines as they are the most effective and mobile asset available for explosives detection. They are a critical component in deterring and detecting the introduction of explosives into the Transportation Operating System (TOS). The EDC's shall remain the property of the TSA and are assigned to the unit based upon a threat and risk-based assessment, National and Local needs, as determined by the TSA.

#### 318.15.3 RETIREMENT OF CANINES

Upon determination by a canine unit supervisor that a canine is no longer able to be effectively deployed based on its age, physical condition, behavioral condition, and/or time in-service, it shall be retired from service with the Department per the Orange County Board of Supervisors, Minute Order dated March 14, 1989.

The dog shall be released into the care and custody of its handler to provide it with a comfortable, humane, and caring environment for the remainder of its life.

Retirement of TSA owned canines shall be coordinated through the FCC.

## *Canine Program*

---

### **318.16 INITIAL CANINE TRAINING**

Before assignment in the field, each canine team shall be trained and certified to meet the appropriate industry standards. These standards may include current POST Law Enforcement Canine Guidelines, Transportation Security Administration (TSA) guidelines, Federal Bureau of Investigation (FBI)/ Bureau of Alcohol, Tobacco and Firearms (ATF), California OES Law Enforcement Branch Search and Rescue Mutual Aid - Canine Guidelines, and/or industry standards.

Cross-trained dog teams or those dog teams trained exclusively for the detection of narcotics shall be trained and certified to meet the current industry standards or canine standards established by POST. Standards shall be assessed by a recognized or POST approved evaluator.

Per POST guidelines, the evaluator shall not be compensated or have any financial considerations with the Department. Certification shall be conducted by a recognized certifying body.

Canine teams in TSA (OCTA and JWA) assignments shall be trained and certified to meet current TSA standards. Standards shall be assessed (re-certified) by a TSA appointed evaluator and/or trainer on an 18 month basis.

Canine teams in Hazardous Device Section assignments shall be trained and certified to meet current FBI or ATF standards. Standards shall be assessed by a FBI or ATF approved evaluator and/or trainer.

#### **318.16.1 CONTINUED TRAINING**

Each canine team shall thereafter be re-certified to current POST standards on an annual basis. Additional training considerations are as follows:

1. Canine teams shall train to standards, as set forth by POST, by the Department's contracted canine training provider.
2. Canine teams in TSA assignments shall train to standards, as set forth by TSA, by the TSA Trainer or by the Department's contracted canine training provider.
3. Canine handlers are encouraged to engage in additional training with approval of the Unit Supervisor.
4. To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is contrary to standards as set forth by POST or TSA for OCTA and JWA canine teams.
5. All Search and Rescue canine teams shall be trained and certified to meet the current California OES Law Enforcement Branch Search and Rescue Mutual Aid - Canine Guidelines.
6. All canine training, with the exception of obedience and regular exercise, shall be conducted while on-duty unless otherwise approved by the unit supervisor or Department Commander.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

### 318.16.2 CANINE TRAINING SAFETY PROCEDURES

Safety shall always be of the utmost concern to all Department Members. Participants, staff, and instructors shall place safety first and foremost during every training exercise, including pre-planned canine handler training events and individual canine handler training. To enhance safety, all training events shall require the identification of a Safety Officer(s) and if available, an OCSD supervisor shall be present for the duration of the training unless he or she is called for service or needed elsewhere. If the supervisor is unavailable to attend or remain at the training event, he or she shall review and approve the required training plan prior to any training being conducted.

The Safety Officer(s) identified in a pre-planned training event shall ensure all safety considerations and precautions outlined in this section are taken prior to any pre-planned training being conducted. In the case of individual canine handler training exercises, the canine handler shall be responsible for all safety considerations.

1. During the initial scheduling of each pre-planned training event/exercise, make advanced notice (via in-person/telephone/email) to each perspective training location to ensure the facility is properly approved and available for the training exercise.
2. On the day of the pre-planned training, and immediately prior to beginning the training, conduct a follow-up location check with the site representative to ensure the location is still approved and available for training.
3. With the assistance of an additional deputy (safety officer), conduct a complete and thorough walk through of the training area, ensuring it is free of any unauthorized persons, non-participants, or safety hazards.
4. Identify any unsafe areas or conditions and make safe for all parties (including K9s) involved in the training. In the event an unsafe area or condition cannot be rendered safe, that area or condition shall be excluded from the training exercise.
5. Conduct a safety briefing to all involved parties.
6. Warning signs (i.e., "CANINE TRAINING IN PROGRESS") shall be prominently posted along the perimeter for public view for all canine training. \*\*\*For officer safety reasons, the warning signs can be posted immediately before the training begins.\*\*\*
7. Maintain security along the site/location perimeter during the training to ensure no unauthorized parties enter the training areas.
8. Ensure firearms, with or without live ammunitions, are not used during training or at any unapproved training location.
9. Make immediate and proper notifications of any injuries sustained during training. If an injury occurs during training, refer to policy section 318.3 for proper procedures.

### 318.16.3 FAILURE TO SUCCESSFULLY COMPLETE POST CANINE TRAINING OR CERTIFICATION

Any canine team failing to complete annual POST or TSA canine certification, in either apprehension work and/or detection shall not deploy the dog in the field until certification is achieved. When practical, pending successful certification, the canine handler may be temporarily reassigned to regular duties.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

#### 318.16.4 CANINE TRAINING RECORDS

Deputies responsible for preparing training plans should consider the safety of the public, the deputies involved, and the canines when formulating their plans. Due to these considerations, training plans for pre-planned training events shall include the following:

1. Type of training planned (apprehension, narcotic detection, etc.),
2. Date and location of training,
3. Identification of a Safety Officer(s),
4. Identification of the training site representative and contact information,
5. Dates and times when the site representative was notified and whether approval granted,
6. Photocopies of warning signs to be used for the training,
7. The training plan shall be scanned and saved into the designated K9 training file.

Training records generated by each canine handler assigned to patrol, custody, narcotics, the Hazardous Device Section, or Search and Rescue canine units shall be maintained as follows:

1. Saved in the canine handler's training file, which is monitored by the unit supervisor.
2. Copies of electronic records shall be stored in the designated K9 training file.

Training records generated by each EDC handler assigned to OCTA or JWA shall be maintained in the TSA NEDCTP Canine Website System (CWS) after training has been completed. They shall be stored in this system in compliance with all federal records retention requirements. The records are the sole property of TSA.

#### **318.17 CONTROLLED SUBSTANCE TRAINING AIDS**

Controlled substance training aids are required to effectively train and maintain drug detecting dogs. Further, controlled substances can also be an effective training aid during training sessions for law enforcement personnel and the public. Health & Safety Code § 11367.5 provides that any Sheriff, Chief of Police, the Chief of the Bureau of Controlled Substance Enforcement, or the Commissioner of the California Highway Patrol, or a designee thereof may, in his or her discretion, provide controlled substances in his or her possession for training purposes:

1. To any duly authorized peace officer or civilian drug detection canine trainer working under the direction of a law enforcement agency.
2. Provided the controlled substances are no longer needed as criminal evidence.
3. Provided the person receiving the controlled substances, if required by the Drug Enforcement Administration, possesses a current and valid Drug Enforcement Administration registration or valid court order that specifically authorizes the recipient to possess controlled substances while providing substance abuse training to law enforcement or the community or while providing canine drug detection training.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

#### 318.17.1 CONTROLLED SUBSTANCE TRAINING AID PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

1. All necessary controlled substance training samples shall be acquired from the Orange County Sheriff-Coroner Department's evidence personnel authorized by Health & Safety Code § 11367.5 to provide controlled substance training samples. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler.
2. The weight and test results shall be recorded and maintained by this Department.
3. Any person receiving controlled substance training samples pursuant to Health & Safety Code § 11367.5 shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
4. All controlled substance training samples shall be made available for inspection, as well as weighing and testing, at the discretion of the unit supervisor.
5. All controlled substance training samples shall be stored in locked boxes at all times, except during training. In addition, the locked storage boxes shall be maintained in a secure location at all times. There are no exceptions to this procedure.
6. Any unusable controlled substance training samples shall be returned to the OCSD Property and Evidence Bureau.
7. Any narcotics detection team that has been issued training samples shall return the samples to the OCSD Property and Evidence Bureau to be weighed and tested upon the conclusion of the training or at the demand of the Property and Evidence Bureau.

#### 318.17.2 CONTROLLED SUBSTANCE TRAINING AID IMMUNITY

All duly authorized peace officers acting in the performance of their official duties and any person working under their immediate direction, supervision, or instruction are immune from prosecution under the Uniform Controlled Substance Act while providing substance abuse training or canine drug detection training (Health & Safety Code § 11367.5(b)).

It shall be the responsibility of the North Narcotics sergeant to renew the Department's license with the Drug Enforcement Agency's Diversion Control Division annually, and the license shall be maintained in the North Narcotics office.

### **318.18 EXPLOSIVE DETECTION TRAINING AIDS**

#### 318.18.1 EXPLOSIVE DETECTION TRAINING AIDS IN HDS ASSIGNMENTS

The Hazardous Device Section (HDS) shall have appropriate explosives storage magazines for the storage of Canine Explosive Training Aids (CETA). The magazines and locks shall remain under the control of HDS personnel and will be used for storage of CETA. The keyed lock provided is the only lock allowed for use.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

1. The storage procedures for CETA, will follow the Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) storage requirements.
2. CETAs used by the HDS Explosive Detection Canine teams shall be used exclusively for canine training and will be serialized for inventory purposes.
3. The HDS shall maintain CETAs required for proficiency training. The HDS shall conduct monthly inspections of CETAs and storage containers. These inspections are performed to ensure the accountability of the training aids and the safety of those handling them.
4. The explosive magazines shall meet or exceed Title 27, Code of Federal Regulations, Part 555, Commerce and Explosives, BATFE Explosives Law and Regulations (BATFE Publication 5400.7 [06/12])
5. CETAs shall be transported using a Type 3 Magazine, also known as a "Day Box". (See Title 27, Code of Federal Regulations (C.F.R.) § 555.209, "Construction of type 3 magazines.") The "Day Box" must be securely affixed to the transport vehicle to prevent any damage to the CETA as well as for protection of the public.

#### 318.18.2 EXPLOSIVE DETECTION TRAINING AIDS IN TSA ASSIGNMENTS

TSA shall provide appropriate explosives storage magazines and keyed locks exclusively for the storage of TSA Canine Explosive Training Aids (CETA). The magazines and locks remain the property of the TSA and shall be used solely by the canine unit. The keyed lock provided is the only lock allowed for use. The NEDCTP shall maintain record of all documents related to the site selection and approval.

1. The storage procedures for CETA, as outlined in the NEDCTP Standard Operating Practices and Procedures (NEDCTP SOPP), shall be followed. BATFE storage requirements shall be met or exceeded.
2. Only CETAs provided by the NEDCTP are utilized by TSA canine teams for proficiency training purposes unless approved in advance by the NEDCTP.
3. The NEDCTP shall provide all CETAs required for proficiency training. The NEDCTP shall conduct monthly inspections of CETAs and storage containers. These inspections are performed to ensure the accountability of the training aids and the safety of those handling them.
4. The physical site for the NEDCTP provided explosive magazines meet or exceed Title 27, Code of Federal Regulations, Part 555, Commerce and Explosives, BATFE Explosives Law and Regulations (BATFE Publication 5400.7 [06/12]). The magazine site must be situated in accordance with BATFE Publication 5400.7 [06/12], Table 555.218 and NEDCTP requirements set forth by applicable requirements of the individual Transportation Operating System (TOS) to accommodate the maximum net weight explosives allowable.
5. All CETA shall be transported using a Type 3 Magazine, also known as a "Day Box". (See Title 27, Code of Federal Regulations (C.F.R.) § 555.209, "Construction of type 3 magazines.") The "Day Box" must be securely affixed to the transport vehicle to prevent any damage to the CETA as well as for protection of the public.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Canine Program*

---

6. All documentation related to the selection of the magazine cite shall be coordinated with the FCC and approval documents shall be maintained by the FCC.

#### 318.18.3 INCIDENTS THAT REQUIRE NOTIFICATION TO TSA

The FCC serves as the primary TSA point of contact for the Department. The unit supervisor must immediately notify their FCC or designee of all incidents involving a TSA canine team as part of the standard incident reporting process. Such incidents include, but are not limited to, the following:

1. Any canine induced injury to any party (actual or alleged)
2. Missing/lost canines
3. Injured canines
4. Canine deaths
5. Canine fights with other government or civilian animals
6. Damaged property
7. Lost/ stolen/ damaged CETA and/or magazine keys
8. Canine final responses
9. Canine medical emergencies
10. Canine abuse (alleged or actual)
11. Handler negligence (alleged or actual)
12. Aggressive canine behavior
13. Scheduled or unscheduled extended leave by the handler, in excess of forty-five (45) days, shall require written notification to the FCC. Extended leave may be due, but not limited to, illness, military service, or disability.

#### 318.18.4 DOCUMENTATION, STORAGE, TRAINING, AND UTILIZATION RECORDS

1. The canine handler shall enter canine team utilization records into the TSA NEDCTP Canine Website System (CWS) when practicable after the actual searches are completed.
2. The handler shall enter canine team training records into the TSA NEDCTP Canine Website System (CWS) within seventy-two (72) hours after actual training has been completed.
3. TSA shall be responsible for the storage of all records pertaining to the EDC.

#### 318.18.5 PUBLIC RECORDS REQUEST REGARDING TSA ASSIGNMENTS

Documents pertaining to TSA assignments are under the direct control of TSA. All requests for documents or information pertaining to TSA assignments, to include those under the Freedom of Information Act (FOIA), Privacy Act, or California Public Records Act shall be directed to submit the request to the TSA Program Officer. The TSA Program Officer shall coordinate a response with the TSA FOIA Office. If the Department receives a request for documents which may be

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Canine Program*

---

related to TSA assignments, County Counsel should be contacted to review the applicability of this paragraph and provide advice.



# Incident Command System (ICS) and National Incident Management System (NIMS) Training

## 319.1 PURPOSE AND SCOPE

It is the policy of the Orange County Sheriff's Department to develop and maintain a robust incident management capability. In doing so, the Department is better prepared to deal with large planned events and major incidents that threaten lives, property and the natural environment in Orange County. Furthermore, the Department recognizes the obligations set forth by Homeland Security Presidential Directive (HSPD)-5, the California Emergency Services Act, Orange County Board of Supervisors Resolution 05-144, and the County Executive Officer's memo dated February 21, 2006 related to National Incident Management System (NIMS) implementation and compliance.

### 319.1.1 DEFINITIONS

The following are definitions of terms used in this section:

**Incident Command System (ICS):** A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

**Incident Management Team:** An established team of trained personnel activated to support field operations on major incidents.

**National Incident Management System (NIMS):** A standardized approach to incident management developed by the United States Department of Homeland Security based on the core concepts of the Incident Command System.

**Operational Area:** In the State of California, each county geographic area is designated as an Operational Area. An Operational Area is used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's Emergency Operations Centers and the operation centers of the political subdivisions comprising the Operational Area, as defined in Government Code sections 8559(b) and 8605. In the County of Orange, Operational Area emergency management responsibilities are delegated to the Director of the Emergency Management Division of the Sheriff's Department.

## 319.2 ROLES AND RESPONSIBILITIES

1. The Homeland Security Division shall be responsible for:
  - (a) Development, implementation and activation of Department Incident Management Teams.
2. The Training Division shall be responsible for:
  - (a) Coordinating Incident Command System, National Incident Management System and All-Hazards Incident Management Team training.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Incident Command System (ICS) and National Incident Management System (NIMS) Training*

---

- (b) Tracking all ICS and Incident Management Team training for all personnel as well as training required for Departmental NIMS compliance.
  - (c) Providing quarterly updated training rosters to the Homeland Security and Emergency Management Divisions to ensure team activation capability.
3. The Emergency Management Division shall be responsible for:
- (a) Support of multi-agency All-Hazards Incident Management Team development and coordination of Operational Area exercises.

### **319.3 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING**

In order to achieve and maintain compliance with the standards set forth by the National Incident Management System and other regulations identified above, Department Members are required to complete the training defined below within one year of hire OR within the probationary period of promotion. Online courses can be completed at the Federal Emergency Management Agency Emergency Management Institute Independent Study (IS) web site: <https://training.fema.gov/is/>.

#### **Required Training (All Department Personnel):**

- 1. ICS-100: Introduction to Incident Command System (online)
- 2. IS-700: National Incident Management System (NIMS): An Introduction (online)

#### **Required Training (Sergeant and above and field supervisors):**

- 1. ICS-200: ICS for Single Resources and Initial Action Incidents (online)
- 2. IS-800: National Response Framework, An Introduction (online)
- 3. ICS-300: Intermediate ICS for Expanding Incidents (in-person)
- 4. ICS-400: Advanced ICS (in-person)

### **319.4 INCIDENT MANAGEMENT TEAM TRAINING**

**Required Training (Lieutenants, Captains, Commanders and select personnel serving in specialized units with the potential to have incident management responsibilities in the field):**

- 1. O-305: All-Hazards Incident Management Team

#### **Required Training (Certain assignments as designated below):**

- 1. NIMS ICS All-Hazards Position-Specific Training
  - (a) Incident Commander - L 950
    - 1. Patrol Operations Command Commanders
    - 2. Investigations & Special Operations Command Commanders
    - 3. Mutual Aid Bureau Captain
    - 4. Police Services Chiefs
  - (b) Operations Section Chief - L 958

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Incident Command System (ICS) and National Incident Management System (NIMS) Training*

---

1. Special Operations Division Captains and Sergeants
2. Investigations Division Captains and Sergeants
- (c) Planning Section Chief - L 962
  1. Professional Services Command Commanders and Captains
  2. Custody & Inmate Services Command Commanders, Captains and Lieutenants
- (d) Logistics Section Chief - L 967
  1. Mutual Aid Bureau Captain and Sergeants
  2. Inmate Services Division Administrative Manager
  3. Communications Division Administrative Manager
  4. Research and Development Division Administrative Manager
- (e) Finance/Administrative Section Chief - L 973
  1. Financial Administrative Managers

## Terrorism Liaison Program

### 320.1 PURPOSE AND SCOPE

The Orange County Sheriff's Department's (OCSD) Terrorism Liaison program shall facilitate the flow of information between the Members of the Department and the homeland security community. The Terrorism Liaison Officer (TLO) serves as an information conduit between members of the public safety community, public/private sector, citizenry, and the US Government, in the fight against terrorism. All Department TLOs shall be certified by the Orange County Intelligence Assessment Center (OCIAAC).

### 320.2 DIVISION/BUREAU PARTICIPANTS

1. Central Jail Complex, Theo Lacy Facility, James A. Musick Facility, Airport Operations, North Operations, South Operations, Court Operations, Investigations and Homeland Security
2. Harbor Patrol/Maritime Operations, OCTA/Transit Police Services, Security Bureau

### 320.3 DESIGNATION

1. Terrorism Liaison Officer-Coordinator (TLO-C)
  - (a) The Commanding Officer of the Counter-Terrorism Bureau is designated as the Orange County Sheriff's Department, Terrorism Liaison Officer Coordinator (TLO-C). The TLO-Coordinator is responsible for the coordination of all Department related TLO duties through each designated TLO-OIC. The TLO-C shall ensure appropriate training is provided to the designated TLO-OICs.
2. Terrorism Liaison Officer-Officer in Charge (TLO-OIC)
  - (a) A Division/Bureau Terrorism Liaison Officer/Officer in Charge (TLO-OIC) at the rank of Captain shall be designated to ensure continuity of the TLO training, collection of data, and timely reporting to the Orange County Intelligence Assessment Center (OCIAAC). Each Division/Bureau TLO-OIC shall be under the functional supervision of the Department's TLO Coordinator (TLO-C) for matters involving terrorism, threats, tips, and leads. The name of the specific Captain shall be provided to the (TLO-C).
3. Terrorism Liaison Officer (TLO)
  - (a) Terrorism Liaison Officers (TLOs) shall be designated by each TLO-OIC. These individuals shall serve as the point of contact for the Department and the OCIAAC. The selection of TLOs shall be based on the following qualities and not necessarily determined by rank or assignment:
    1. Express an interest in assuming the responsibilities of a TLO
    2. Demonstrate an interest in Homeland Security issues
    3. Demonstrate leadership ability
    4. Possess good communication skills and the ability to train others

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Terrorism Liaison Program*

---

### **320.4 TLO RESPONSIBILITIES**

1. Meet the following State of California TLO certification process.
  - (a) Attend the 8 hour TLO Basic Course no later than six months after being assigned as a TLO. This Commission on Peace Officers Standards and Training (POST) certified course is considered the minimum training standard to serve as a TLO. To schedule this course, students should contact OCIAC.
  - (b) Understand and sign both the JRIC and OCIAC "FOR OFFICIAL USE ONLY (FOUO) Non-Disclosure Agreement," presented during the eight-hour TLO Basic Class.
2. Act as the unit point of contact for:
  - (a) Orange County Intelligence Assessment Center (OCIAC)
  - (b) Terrorism Liaison Officer- Officer in Charge (TLO-OIC)
3. Monitor the OCIAC informational products regarding homeland security issues that may affect their jurisdiction.
4. Maintain unit situational awareness of National, State, and local homeland security efforts.
5. Be familiar with the mission, function, and operations of OCIAC.

### **320.5 NOTIFICATION OF POTENTIAL HOMELAND SECURITY ACTIVITY**

1. All Members shall be responsible for:
  - (a) Notifying the Department Commander and Division/Bureau TLO-OICs for situational awareness.
  - (b) Reporting all potential homeland security activity to the Orange County Intelligence Assessment Center (OCIAC), and submitting an Information Report (DR), prior to completing their shift. Telephonic notification is preferred, but either of the below listed methods may be utilized:
    1. Telephonic notification: [REDACTED]
    2. Email notification: [REDACTED]
2. Suspicious Activity Reporting (SAR) is defined as unusual or suspicious activity that may have a nexus to terrorism.
  - (a) The Orange County Intelligence Assessment Center (OCIAC) must be immediately notified of any suspicious incident, which may have a nexus to terrorism. Any information, which may be suspicious in nature, shall be reported to the OCIAC. It is critical that all personnel understand reporting procedures in order to ensure the effective and efficient flow of information.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Terrorism Liaison Program*

---

1. It shall be the duty of all Members to report any unusual or suspicious activity that may have a nexus to terrorism, whether or not they deem such information to be a credible or viable threat.
2. Members shall be aware that potential Homeland Security Activity may not rise to the level of a crime
3. The activity may not have a clear nexus to terrorism
4. Speed and accuracy in reporting is crucial

#### **320.6 TERRORIST SCREENING CENTER MATCH - NCIC QUERY**

The Terrorist Screening Center (TSC) is located in Washington D.C. and maintains the U.S. Government's consolidated Terrorist Watch list. This resource is a single database of identifying information about those known or reasonably suspected of being involved in terrorist activity. Access to the TSC database is accomplished via CLETS/NCIC queries.

1. Upon receiving a possible match to a known or suspected terrorist, pursuant to an NCIC query, deputies shall contact the TSC immediately at [REDACTED]. NOTE: Terrorist Screening Center handling codes are not related to, or the same as OCSD radio codes. A TSC "Handling Code 3" return does NOT require an emergency vehicle response.
2. All personnel who receive a TSC match in response to a NCIC query shall contact the TSC and then notify the OCIAC immediately.
3. Each TSC match will indicate an associated Handling Code. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## Tire Deflation Device

### **321.1 DISCONTINUED USE**

Patrol Operations will no longer use tire deflation devices (spike strips), as previously described in OCSD Policy 321. After some review of the current standards and practices, the Department has determined these devices to be ineffective and, in some instances, could result in possible injury to the deputies during deployment. As a result, the use of any tire deflation device in Patrol Operations is no longer authorized.

SWAT will continue to use tire deflation devices as it applies to SWAT operations.

## Department Incident Management Teams (IMT)

### 322.1 PURPOSE AND SCOPE

The Department Incident Management Teams (IMT), when activated, supports the management of major incidents within the Department's jurisdiction that require a significant number of Department personnel and/or resources. These incidents can extend into multiple operational periods (12 hours or more) and require a written Incident Action Plan (IAP). The IMT is a resource utilized by Department personnel to provide incident management capabilities, respond to large scale/complex incidents, and strengthen command, control, and coordination to major incidents within the Department's jurisdiction. IMTs shall meet with the Department and other stakeholders to clarify management objectives to mitigate the effects of the incident.

The Department IMT shall act as a support element to an ongoing incident. The current Incident Commander shall continue in the position while the IMT supports and strengthens the command, control, and coordination aspects of the incident by providing position-specific trained personnel.

### 322.2 CAPABILITIES

Incident Management Teams are classified in 5 "Types":

Type 1	National or State team for incidents of national significance
Type 2	National or State team for incidents of regional significance
Type 3	Multiagency/multijurisdictional team for extended incidents and multiple operational
Type 4	Single and/or multiagency team for expanded incidents
Type 5	Single-discipline team for initial action and small incident

Each patrol area is responsible for their individual Type 5 IMT, which is already established in day-to-day operation. The Department IMT is modeled as a Type 4 IMT for expanded incidents. The Federal Emergency Management Agency (FEMA) defines a Type 4 IMT as a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6-12 hours and possibly transition to a Type 3 IMT.

### 322.3 DEFINITIONS

The following are definitions of terms used in this section:

1. **Incident Commander (I/C):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

of resources. The I/C has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

2. **Agency Administrator or Executive:** Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.
3. **Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.
4. **Incident Action Plan (IAP):** A written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
5. **Event Action Plan (EAP):** A written plan containing general objectives reflecting the overall strategy for managing a planned event for a single or set number of operational periods. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the event should it extend into additional operational periods.
6. **Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.
7. **Incident Command System (ICS):** A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
8. **National Incident Management System (NIMS):** A standardized approach to incident management developed by the Department of Homeland Security that is based on the core concepts of the Incident Command System.

### **322.4 ORGANIZATION**

The IMT shall follow standard organization under the Incident Command System (ICS), and is flexible and scalable based on the necessity or perceived severity of an incident or event.

The IMT Deputy Incident Commander (IMT Deputy I/C) shall consider a combination of the following positions under the Incident Command System (ICS) for staffing:

1. Deputy Incident Commander (Deputy I/C)
2. Operations Section Chief (OSC)
3. Logistics Section Chief (LSC)
4. Planning Section Chief (PSC)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

5. Finance and Administration Section Chief (FSC)
6. Liaison Officer (LOFR)

The Department IMT shall be coordinated through the Homeland Security Division as outlined in Policy Manual 320. The Department shall maintain four (4) Department IMTs (Southwest, Southeast, North, and Custody/Courts). Department IMT eligibility and selection shall be the responsibility of the designated divisions. Department Members interested in IMT should submit a Department memorandum to their respective Commander detailing their training and experience. The selection of IMT personnel shall be based on the following qualities and not necessarily determined by rank or assignment:

1. Express an interest in assuming the responsibilities of a IMT member
2. Demonstrate an interest in Homeland Security issues
3. Demonstrate leadership ability
4. Possess good communication skills and the ability to train others

Deputy Incident Commander (Deputy I/C)	Overall management of the IMT with potentially delegated authority over an incident which is by nature complex and which requires numerous personnel and resources focusing on prevention, protection, mitigation, response, and recovery.  Develops and implements objectives based on escalating incident complexity.  Delegates various management tasks by assigning objectives to general staff personnel for the 5 mission areas.	Sworn
---	---	-------

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

<p>Operations Section Chief (OSC)</p>	<p>Manages all aspects of the Operations Section, which covers five mission areas.</p> <p>Provides tactical assignments documented in the IAP and directs execution.</p> <p>Makes expedient changes to the current operations based on complexity and reports changes to the I/C.</p> <p>Manages all operations and progress related to the incident.</p> <p>Ensures safety and welfare of Operations section personnel.</p> <p>Supervises and configures the section with branches, divisions, groups, and units to support the operation.</p> <p>Report information about changes in conditions, events, and occurrences to the Incident Commander.</p>	<p>Sworn</p>
---	---	--------------

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

<p>Logistics Section Chief (LSC)</p>	<p>Manages logistical needs.</p> <p>Provides facilities services, people and materials in support of the incident.</p> <p>Advises the I/C on all matters relating to logistics planning, facilities, communications, ordering, receipt, storage, transport, and onward movement of goods, services, and personnel.</p> <p>Coordinates logistics at a Department level.</p> <p>Supervises and configures section to support operations with branches, divisions, groups, and units as necessary</p>	<p>Shared</p>
--	--	---------------

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Department Incident Management Teams (IMT)

---

<p>Planning Section Chief (PSC)</p>	<p>Manages all aspects of the Planning Section.</p> <p>Manages the preparation of strategies and plans for the incident and submits status reports.</p> <p>Prepares, collects, evaluates, disseminates and uses incident information to develop the IAP.</p> <p>Facilitates incident information to maintain situational awareness (current and future).</p> <p>Provides periodic predictions on incident potential and incident course of action.</p> <p>Coordinates planning efforts at the Department level.</p> <p>Supervises and configures section with units and single resources as necessary.</p>	<p>Shared</p>
<p>Finance and Admin Section Chief (FSC)</p>	<p>Responsible for all financial, administrative, and cost analysis aspects of an incident.</p> <p>Advises the I/C on financial and administrative matters.</p> <p>Develops the operating plan for the section.</p> <p>Coordinates finances with the Department.</p> <p>Supervises and configures section with units to support as necessary.</p>	<p>Shared</p>

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

Liaison Officer (LOFR)	Point of contact for representatives from other divisions or agencies that are not members of Incident Command.  Provides updates to other Department entities with a need to know.	Shared
---------------------------	---	--------

### **322.5 REQUEST FOR USE OF IMT**

Activation of the Department IMT can be initiated for different types of incidents and planned events that may necessitate coordination and support from the lead jurisdiction. A request for the Department IMT can be made from the Incident Commander, Commander, or OCSD Executive Command.

The Department IMT can be requested through the Department Commander, 24 hours a day. The opportunity for safe and successful mitigation of a major incident extending multiple operational periods may be enhanced with a timely request. The IMT may be requested for planned events which have the potential to extend to more than one operational period.

Incidents where the Department IMT may be used include, but are not limited to:

1. Coordination of on-scene operations
2. Natural disasters, e.g., earthquakes, floods, fire, etc.
3. Planned exercise or public event requiring the cooperation and joint participation of two or more patrol areas
4. Public health emergency
5. Acts of Terrorism
6. Train derailments, aircraft incidents, and other large/complex accidents
7. Mass casualty incidents
8. Jail escapes

### **322.6 NOTIFICATIONS**

Upon request of the IMT, the Department Commander shall contact the Mutual Aid Bureau Captain or designee. For pre-planned events, the Chief of Police Services or designee may contact the Mutual Aid Bureau Captain directly. The IMT Deputy I/C shall be notified by the Homeland Security Division representative and given incident specific information regarding nature of the incident, location of the Incident Command Post, resources involved, current incident status, and any mission critical information. Based on the Deputy I/C's evaluation, they shall contact the appropriate number of IMT Members to respond to the Incident Command Post.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

Major Incident Notifications shall continue to be made by the Department Commander per Policy Manual 358.

### **322.7 IMT RESPONSIBILITIES**

The following explain the main responsibilities of the IMT:

1. Upon deployment to a major incident, the current I/C shall brief the IMT Deputy I/C on the incident and provide a situational update including staffing levels, resource allocation, location of incident, current assessment of capabilities, and assignment of responsibilities.
2. The IMT Deputy I/C shall coordinate with the Incident Commander in establishing a meeting with the Agency Administrator (County Executive, Chief of Police Services, and/or City Manager, etc.) to assist in obtaining any necessary Delegation of Authority and to develop Management Objectives which shall be included in the Incident Action Plan (IAP).
3. The Incident Commander and IMT Deputy I/C shall brief the IMT Members on their roles and responsibilities prior to integrating as requested into the current Incident Command System (ICS) structure.
4. Assess current deployment model and determine if any changes need to be made e.g., deployment allocation, location of the Incident Command Post, and/or resource requests.
5. Provide situational updates to their Department Chain of Command, Agency Administrators, major stakeholders, and mutual aid partner agencies that may impact overall Department readiness and law enforcement response capability.
6. Develop Operational Period timeframes and IAPs for each Operational Period.
7. Determine management needs and coordinate for the deployment of a relief IMT, as needed.
8. Liaison with the Department Public Information Officer (PIO) to release incident specific information to the general public.
9. Help mitigate the effects of the incident to bring about a peaceful and timely resolution to the major event.
10. In the event an incident evolves into a Unified Command with additional agencies, the Incident Commander shall act as the Department Agency Representative in Unified Command.

### **322.8 DOCUMENTATION**

An IAP is required for each operational period. An IAP formally documents incident goals (known as control objectives in NIMS), operational period objectives, and the response strategy defined by Incident Command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters. Equally important, the IAP facilitates dissemination of critical information about the status of response assets themselves. Because incident parameters evolve, action plans should

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

be revised on a regular basis (at least once per operational period) to maintain consistent, up-to-date guidance across the system.

An EAP is required for each planned event. Documentation needs are the same as the IAP, but are designed for a single or planned number of operational periods. Events extending past the planned operational period(s) become incidents by default and require an IAP for all subsequent periods.

### ICS FORMS FOR AN INCIDENT:

ICS-201 (Incident Briefing)	Used at the beginning of the first operational period
ICS-202 (Incident Summary)	Operational period objectives, information, and contents
ICS-203 (Organization List)	ICS position assignments
ICS-204 (Assignment List)	Branch objectives, assignments, personnel, and resources
ICS-205 (Communications)	Communications Plan
ICS-205A (Contact List)	Radio or telephone contact numbers for ICS positions
ICS-206 (Medical Plan)	Medical Plan for responders
ICS-207 (Organization Chart)	Organizational chart for the incident
ICS-208 (Safety Message)	General safety information for the incident
ICS-209 (Incident Status Summary)	Incident Information Summary
ICS-215 (Operational Planning Worksheet)	Used to determine resources on hand, needs, and availability

Copies of Incident Management Team IAPs and/or EAPs shall be maintained by the OCSO Homeland Security Division, pursuant to the Department's records retention policy. For incidents where a State of Emergency or official proclamation is made, documentation shall be retained until FEMA or CalOES officially closes the matter.

### **322.9 IMT TRAINING**

The Homeland Security and Training Divisions shall coordinate with the individual Department IMTs in designing, conducting, and reviewing functional training exercises, drills, or tabletop scenarios. These training exercises shall be conducted on a bi-annual basis.

#### **322.9.1 REQUIRED TRAINING (PER POLICY MANUAL § 320)**

1. USFA O-305: All-Hazard Incident Management Team
2. NIMS ICS All-Hazard Position Specific Training
  - (a) I/C: L-950
  - (b) OSC: L-958



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Incident Management Teams (IMT)*

---

- (c) PSC: L-962
  - (d) LSC: L-967
  - (e) FSC: L-973
3. ICS-100: Introduction to Incident Command System (online)
  4. ICS-200: ICS for Single Resources and Initial Action Incidents (online)
  5. ICS-300: Intermediate ICS for Expanding Incidents (in-person)
  6. ICS-400: Advanced ICS (in-person)
  7. IS-700: National Incident Management System (NIMS): An Introduction (online)
  8. IS-800: National Response Framework, An Introduction (online)

### 322.9.2 ADDITIONAL TRAINING COURSES

1. MGT-314: Enhanced All-Hazard Incident Management / Unified Command Course
2. Management, leadership, and teambuilding training relevant to emergency response (e.g., Field mentorship training, L-381: Incident Leadership, table-top, and full scale exercises)

---

## Mobile Field Force

### 323.1 INTRODUCTION

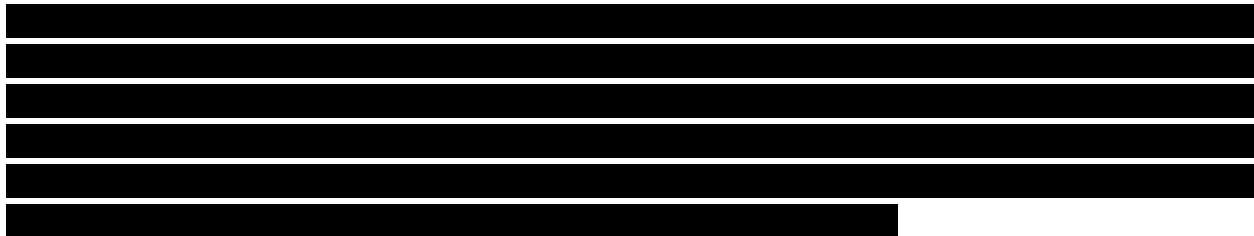
It is important that all Department personnel understand the Mobile Field Force (MFF) concept, the procedures for assembling a Mobile Field Force, and be prepared to respond to any unusual occurrence in an organized, disciplined, and trained manner. Reference sections for MFF operations are found in the Field Operations Manual Sections 72 "*Motorcycle Strike Team*"; and 12 "*Crowd and Mob Control*."

*(This replaces OPM Section 71 Mobile Field Force)*

#### 323.1.1 MOBILE FIELD FORCE CONCEPT

The "Mobile Field Force Concept" was developed to provide an efficient and effective method to assemble, deploy, and control a platoon or squad sized tactical element from on-duty personnel. It can be used for both spontaneous and planned events that require the rapid deployment of personnel.

### 323.2 MOBILE FIELD FORCE (MFF) CONFIGURATION



Sergeants and Deputies assigned to MFF positions must be ready to deploy immediately. To do so, Squad Leaders are required to know who is in their squad and be able to contact them immediately.

### 323.3 "VIRTUAL" MOBILE FIELD FORCE CONCEPT

Pre-designated Mobile Field Force positions are identified on the Virtual Mobile Field Force Roster, which ensures MFF personnel are readily available at all times. This staffing concept is referred to as a "Virtual Mobile Field Force." Should a MFF component be required for local assistance or mutual aid, deputies assigned to the pre-designated MFF would be activated first.

The utility of the "Virtual" MFF lies in the increased level of readiness it provides the Operational Area. The "Virtual" MFF concept is merely a readiness measure. During normal day-to-day operations, personnel assigned to MFF positions are not required to do anything MFF related other than be aware of their responsibilities and be prepared to respond if activated. Shift Sergeants and supervisors are responsible for inputting assigned personnel information into the Virtual Mobile Field Force Roster and immediately updating the roster to reflect any changes due to modified hours, absence, reassignment, priority calls, etc. The shift or scheduling Sergeant has the discretion to replace the Member with other available personnel.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Mobile Field Force

---

MFF rosters are a compilation of the personnel assigned to dedicated MFF positions. They must, however, ensure that the dedicated Mobile Field Force positions on the Virtual Mobile Field Force Roster are staffed. This should be done by realigning existing personnel and not by using overtime. All information shall be entered no later than [REDACTED]. [REDACTED] Department Commanders will review the rosters to confirm the information is updated, complete and all positions are filled.

#### 323.3.1 ACCESSING THE MOBILE FIELD FORCE ROSTER

1. [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]

#### 323.4 SPECIFIC MISSIONS

1. Response to natural disasters
2. Conventional crowd management
3. High profile patrol operations
4. Evacuation
5. Security/Patrol of evacuated areas and critical facilities
6. Jail disturbances
7. Force Protection
8. Mass arrest/processing
9. Mutual Aid requests

#### 323.4.1 SELECTION OF STAGING LOCATIONS

- [REDACTED]
- [REDACTED]
- [REDACTED]

*Mobile Field Force*

---

■ [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

**323.5 INCIDENT ACTION PLANS (IAP)**

Virtual Mobile Field Force squads can be included in the Incident Action Plan (IAP) for a planned event. They can be listed in an IAP as a source of additional law enforcement resources in an emergency. The appropriate chain of command must authorize the use of their personnel before they can be included in an IAP.

**323.5.1** [REDACTED]

[REDACTED]  
[REDACTED]

■ [REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]  
[REDACTED]
  - [REDACTED]  
[REDACTED]
  - [REDACTED]  
[REDACTED]
- [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]  
[REDACTED]

*Mobile Field Force*

---

**323.5.3 RADIO DESIGNATIONS**

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

**323.5.4 ACTIVATION**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**323.6 MOBILE FIELD FORCE COMMAND STRUCTURE**

The Department Commander shall be responsible for the following:

1. Review the MFF Roster at the beginning of each shift. Contact squad leaders to address any concerns.
2. Activate and deploy MFF squads as needed.
3. Activate a Staging Manager if needed.
4. Be prepared to deploy as the MFF Leader if needed.
5. Be responsive to the needs of the deployed MFF (logistics and planning for multiple operational periods).

**323.6.1 MOBILE FIELD FORCE LEADER**

- [REDACTED]
- [REDACTED]

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Mobile Field Force

---

#### 323.6.2 SQUAD LEADER

1. Review the MFF Roster and make any needed changes. Contact the personnel assigned to their squad and confirm they are prepared for a MFF deployment. Obtain cell phone numbers of their squad Members so they can be contacted quickly.
2. Collect starting and ending mileage for the vehicles used by the Members of their squad.
3. Collect start and end times for all personnel in their squad.

#### 323.6.3 DEPUTY/INVESTIGATOR

1. Personnel assigned to Dedicated Mobile Field Force positions must confirm their squad designation and the name and contact information of their MFF Squad Leader.
2. Personnel assigned to Dedicated Mobile Field Force positions must have the appropriate gear. Refer to the below section titled "Required Individual Equipment" for further details.

#### 323.6.4 STAGING MANAGER

1. Any sworn Member of the Department can serve as a Staging Manager.
2. The Staging Manager shall coordinate and organize responding MFF personnel.
3. The Staging Manager shall organize the personnel into their platoons and accurately record the MFF personnel deployed.
4. The Staging Manager shall liaison with the Department Commander.
5. The Staging Manager can deploy with the MFF and can be assigned any position at the discretion of the Department Commander, MFF Leader, or Squad Leader.

#### 323.6.5 FIELD BOOKING TEAM

- [REDACTED]
- [REDACTED]

#### 323.6.6 REQUIRED INDIVIDUAL EQUIPMENT

All supervisors and deputies responding to a Mobile Field Force incident shall be required to have the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## Mobile Field Force

---

- [REDACTED]
- [REDACTED]
- [REDACTED]

### 323.6.7 LOGISTICS TRAILER

- [REDACTED]
- [REDACTED]

### 323.7 REQUIRED DOCUMENTS/FORMS

1. ICS 204- Command Unit/Assignment List (*Downloadable under OCSD Intranet, Knowledge Center, Forms-Document Center*)
2. ICS 214- Unit Log (*Downloadable under OCSD Intranet, Knowledge Center, Forms-Document Center*)
3. OCSD- Patrol Log

**Note: The following checklists are meant to serve as a helpful guide only. Department personnel should only use them if needed.**

#### 323.7.1 ICS 204 - DIVISION UNIT/ASSIGNMENT LIST

See attachment: [ICS 204-Division Unit-Assignment List.JPG](#)

#### 323.7.2 ICS 214 - UNIT LOG

See attachment: [ICS 214-UNIT LOG.JPG](#)

#### 323.7.3 FIRST RESPONDER CHECKLIST

The first officer at the scene of an emergency is responsible for establishing on-scene command, broadcasting a situation assessment, setting up a command post, requesting necessary personnel and equipment, and designating a Staging Area for responding personnel. To accomplish these tasks, the first responder (or field supervisor) must assume command responsibility, assign missions, gather intelligence, and delegate tasks as necessary to establish control until relieved.

#### **Situation Assessment:**

A situation assessment is that information developed by the first officer at the scene of an emergency and is basic intelligence transmitted to the communication center, and then additionally conveyed to other concerned agency elements concerned with the control of the event. Situation assessments should be updated as the event changes and control measures are implemented to return the situation to normal. The initial situation assessment should include:

1. Type of emergency
2. Location of emergency
3. Type of structure/vehicles involved
4. Size of area involved

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Mobile Field Force*

---

5. Number of additional officers required
6. Incident Command Post location
7. Staging Area locations
8. Access routes for emergency vehicles
9. Assistance required (e.g., ambulance, fire, public utility)
10. Number and type of casualties/injuries

Once the situation assessment has been completed, the first responder (as Acting Incident Commander) can direct attention to control measures related to the event. These would include:

1. Establish a journal/log for recording major activities
2. Establish a communication link with the communications center
3. Request personnel and equipment resources needed for the control of the event

Assign personnel to staff ICS functions:

1. Operations
2. Planning/Intelligence
3. Logistics
4. Finance/Administration

Develop and implement an operations plan which may include:

1. Perimeter control provisions
2. Interior patrol provisions
3. Evacuation procedures
4. Liaison with other emergency agencies
5. Traffic control plans
6. Mobilization of on-duty personnel
7. Mutual Aid contingencies

An agency's role at the scene of disasters and other emergencies may be to support the local fire department or other emergency response force. The first responder (Incident Commander) can be of assistance by providing the following:

1. A liaison officer to the Fire Commander or other Command Staff
2. Control of emergency vehicle access routes
3. Perimeter traffic control
4. Evacuation, if necessary



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Mobile Field Force

---

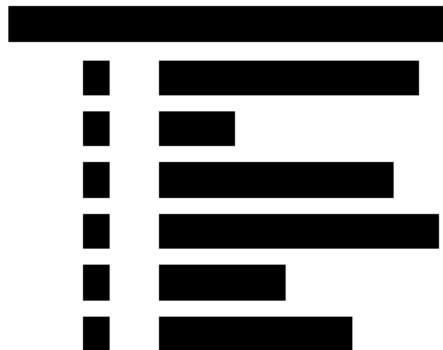
#### 323.7.4 INCIDENT COMMAND POST CHECKLIST

This checklist assists the first responder and field supervisors in establishing an Incident Command Post (ICP). The guidelines are flexible and can be modified to deal with specific field situations. The purpose of a command post is to:

1. Establish a facility that is strategically located to command the overall operation of the emergency
2. Maintain centralized and systematized communication
3. Logistically monitor and regulate personnel and equipment needs
4. Acquire, analyze and properly distribute intelligence and other relevant information
5. Coordinate activities with associated agencies

#### Incident Command Post (ICP) Selection Factors:

1. Strategically, but safely, located
2. Accessible to responding personnel
3. Defensible against crowds, snipers, fire bombs, etc.
4. Sufficient space for responding personnel and equipment
5. Accessible to restroom facilities
6. Have communication capabilities or access to telephones, radio, television, microwave, etc.
7. Accessible to electricity and water service
8. Contain structures for personnel briefing and protection against weather
9. Storage space and area for vehicles available



#### Establish Command Post:

1. Notify communications, Commander/Chief, and responding units of Command Post location and staging area if at another location
2. Request sufficient personnel for Command Post
3. Identify routes to Command Post/Staging Area
4. Appoint Command Post staff, as needed:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Mobile Field Force*

---

- (a) Radio Operator
  - (b) Command Post Scribe
  - (c) Personnel Officer to make assignments
  - (d) Logistics Officer to receive/issue equipment/vehicles
  - (e) Planning/Intelligence Officer to gather information
  - (f) Command Post Security Officer for perimeter security
  - (g) Public Information Officer
5. Additional assistance needed:
    - (a) Air support
    - (b) Mutual Aid
    - (c) Fire Department
    - (d) Ambulance/Paramedics
    - (e) Red Cross
  6. Identify radio frequency to be used
  7. Identify and isolate Command Post area with ropes or barrier tape
  8. Identify an area for Public Information Officer to coordinate news media activities
  9. Maintain open lines with communication center
  10. Keep all concerned personnel briefed as to status of problem
  11. Notify other concerned agencies:
    - (a) Hospitals
    - (b) Public Agencies
    - (c) Other jurisdictions requiring information

### 323.7.5 FIRES CHECKLIST

This checklist is intended to assist the field supervisor in the initial stages of a fire. These guidelines are flexible and can be modified to deal with specific field situations. Generally, the Incident Commander will be from the fire service and law enforcement will assume a support role.

#### **Situation Assessment:**

Ensure that a Situation Assessment has been prepared by field units and has been communicated to the communications center. It should contain:

1. Location of emergency
2. Size of involved area, actual and potential
3. Apparent direction of the fire
4. Type of area (e.g., business, residential, hillside, etc.)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Mobile Field Force*

---

5. Ingress/egress routes for emergency vehicles
6. Additional law enforcement personnel needed
7. Location of staging area
8. Location and radio designation of Command Post

### **Liaison:**

1. Establish liaison with fire command

### **Deploy personnel to:**

1. Maintain ingress and egress routes for emergency vehicles
2. Establish perimeter control, keeping unauthorized vehicles and pedestrians out of involved area
3. Establish anti-looting security patrols for evacuated areas within the perimeter
4. Conduct an evacuation, if required
5. Relieve (demobilize) personnel as activity is reduced
6. Maintain a unit log

### **323.7.6 HAZARDOUS MATERIALS INCIDENT CHECKLIST**

This checklist is intended to assist the field supervisor with the initial stages of a spill or release of a hazardous material (Haz Mat) substance or waste. These guidelines are flexible and can be modified to deal with specific situations.

### **Special Considerations:**

1. Be aware of and avoid self-contamination
2. Do not drive thru the contaminated area
3. Do not eat, drink, or smoke near the area
4. Do not use flares. Request barricades for traffic blocks
5. Do not touch any substances or articles involved. Treat all as contaminated until otherwise determined
6. Stay upwind of scene. Monitor wind direction changes
7. Gas masks do not filter toxic vapors
8. Keep all non-emergency personnel away from scene
9. Do not permit unauthorized clean up of hazardous materials such as wash downs, dilution etc. These mitigation measures should only be undertaken by trained and equipped haz mat technicians or specialist

### **Situation Assessment:**

1. Type of accident, type of premises, vehicles involved
2. Location of incident, size of involved area

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Mobile Field Force*

---

3. Direction of fluid or vapor travel
4. Property and/or vehicle owner's name
5. Placard information, color of smoke, description of odor
6. Name of substance, if known
7. Determine health hazards
8. Symptoms of injured persons, number of injured
9. Weather conditions wind direction, speed, and any expected changes
10. Degree of danger at site, potential danger to surrounding area, city, and emergency crews
11. Ingress/egress routes for responding emergency personnel
12. Command Post and staging area locations

### **Initial Response:**

1. Immediately request local fire service, haz mat response team, and emergency medical units (advise safe ingress)
2. Close immediate area
3. Establish perimeter control
4. Providing liaison with fire service and other emergency response units (e.g., hazardous materials team)
5. Establish command post upwind of location
6. Coordinate activities with other emergency response units
7. Maintain log of activities

### **Evacuation:**

1. Give situation estimate to Incident Commander
2. Decision to evacuate should be made by Incident Commander
3. Develop plan to evacuate
4. Establish command post to coordinate evacuation
5. Determine evacuation facilities for evacuees

### **Contaminated Personnel:**

1. Isolate from non-contaminated personnel
2. Follow established hazardous materials decontamination procedures
3. Note: Some hazardous materials react with water. Seek the advice of a qualified hazardous materials technician/specialist

### **Additional Notifications:**

1. The Governor's Office of Emergency Services on all incidents

## *Mobile Field Force*

---

2. Fish and Game, on threat to natural wildlife
3. US Coast Guard if waterways involved
4. CHP if state highway
5. Administering agency
6. Appropriate county, state, and federal agencies, i.e. EPA
7. FBI, if terrorism or weapons of mass destruction are suspected

### **Incident Investigation:**

1. Collect information for incident reporting should not begin until area has been decontaminated; however, evidence should not be disturbed until evaluated and recorded
2. May be jointly conducted with other involved agencies
3. Should provide all available information and assistance to other agencies

### **323.7.7 AIRCRAFT CRASH CHECKLIST**

This checklist is intended to assist the field supervisor with the initial response to an aircraft crash. It is recommended that unified command be established to ensure a coordinated response with other involved agencies. Local law enforcement will generally not have an investigative responsibility for aircraft crashes, but will provide perimeter control, site security, evidence protection, and facilitate response with the fire service, medical-rescue, and federal authorities that have investigative responsibility.

### **Situation Assessment:**

Ensure that a situation estimate has been obtained and communicated to the communication center and that it contains the following information:

1. Location of accident
2. Type of structure involved
3. Type of aircraft involved: military or civilian, passenger or cargo, helicopter or jet, private or commercial
4. Class of aircraft: single engine or multiple
5. Number of injuries and deaths if known
6. Additional assistance needed: police, fire, medical, military, etc.
7. Location of Command Post and Staging Area
8. Best available ingress/egress routes for emergency personnel and vehicles

### **Special Considerations:**

1. Approach from up wind
2. Do not approach on same path as aircraft

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Mobile Field Force*

---

3. Avoid breathing smoke, possible toxic materials
4. Potential for fire/explosions
  - (a) Military aircraft may contain weapons, ammunition, ejection seats
  - (b) No smoking or flares
5. Crash site security, adequate control to keep unauthorized persons from the scene
6. Traffic control, crowd control, perimeter control (keep a 2,000 foot clearance)
7. Evacuation (at least 2,000 feet upwind)

### **Crash Site Management:**

1. Establish Command Post
2. Restrict air traffic over scene
3. Establish liaison with incident commander
4. Identify all witnesses, obtain following data:
  - (a) Time of crash
  - (b) Location of witnesses at time of crash
  - (c) Weather at time of crash
  - (d) Aircraft direction in flight
  - (e) Aircraft fire in flight
  - (f) Explosion prior to crash
  - (g) Location of objects falling from aircraft prior to crash
  - (h) Impact angle and position of survivors
  - (i) Anything removed from scene and by whom
5. Deceased or injured victims may be displaced by impact. Conduct a thorough, wide search for survivors and other evidence
6. Take photographs of scene
7. Ensure all crash debris is protected, but do not disturb wreckage, evidence, deceased persons, body parts, or personal property unless advised to do so by the investigator in charge or the coroner in charge

### **Subsequent Situation Assessment:**

1. Aircraft identification numbers, owner(s) of involved aircraft and involved structures
2. Identification of pilot(s)
3. Property damage
4. Location of deceased and known survivors

### **Notification:**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Mobile Field Force

---

1. Military if applicable
2. National Transportation Safety Board
3. Federal Aviation Administration
4. All necessary fire/rescue services
5. Hospitals of potential influx of patients
6. County Coroner

### 323.7.8 EARTHQUAKE CHECKLIST

This checklist is intended to assist the field supervisor with the initial response to an earthquake.

#### **Immediate Considerations:**

1. Initiate a roll call of all field units
2. Initiate a check of "Critical Facilities" by field units. Checks to include:
  - (a) High occupancy structures (depends on time of day)
  - (b) Damage to roads, critical emergency facilities (police stations, fire stations, hospitals), refineries, dams, etc.
  - (c) (Note: every jurisdiction should have a pre-established list of critical facilities)
3. Confirm that all "Critical Facilities" have been checked
4. Initiate a critical facilities log that indicates which facilities have been checked and their disposition
5. Direct field units to initiate a general area survey after completing their critical facility checks

#### **Accurate Situation Assessment is essential in an earthquake:**

A quick evaluation of the situation must be made so that:

1. Appropriate decisions can be made to coordinate response efforts.
2. Situation reports can be sent to local or regional Emergency Operations Centers (EOC) so that appropriate emergency resources can be obtained and safely deployed to the areas with the most critical need.

#### **Specifics to Look For:**

1. Utility Disruptions
2. Flooding
3. Fires
4. Haz Mat Spills or Plumes
5. Collapsed Buildings
6. Casualties (Injuries vs. Fatalities)
7. Damaged Roadways and Bridges

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Mobile Field Force

---

### Deploy Personnel To:

1. Conduct evacuations, if required
2. Assist in establishing evacuation centers and directing people to them
3. Establish ingress/egress routes for emergency vehicles
4. Maintain perimeter control to keep unauthorized people and vehicles out of the involved area (size of area depends on magnitude of the earthquake - which may be beyond your resources and require mutual aid)
5. Direct traffic around major damaged sites
6. Provide emergency information to residents of area
7. Determine operability of telephone, water, gas, electricity, public transportation, and other systems serving residents of the area
8. Assist other emergency agencies, as needed

### Special Considerations:

1. Contrary to other emergencies, after an earthquake, watch commanders should consider remaining at their stations to facilitate the damage assessment process until the extent of damage and casualties is known and has been communicated to the EOC.
2. Field officers should generally not become involved in rescue operations unless such incidents are immediately life threatening and rescue can be accomplished rapidly. Officers must fulfill their primary functions of observing, estimating, and communicating the overall situation estimate. This approach will ultimately save numerous lives in a major disaster, instead of the few that each officer could personally rescue.
3. Upon establishing magnitude and scope of the disaster, begin applying the principles of ICS.
4. If a significant after-shock occurs - "START ALL OVER".

### 323.7.9 CIVIL DISORDER CHECKLIST

This checklist is intended to assist the Incident Commander and field supervisors with the initial response to a riot or crowd/looting situation. Law enforcement agencies should concentrate on the basic law enforcement mission of protecting life and property. This should be done in a rapid, firm, fair and impartial manner, using only the minimum force necessary to accomplish the mission.

[REDACTED]

■

[REDACTED]

■

[REDACTED]

[REDACTED]

■

[REDACTED]

■

[REDACTED]



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Mobile Field Force

---

### Situation Assessment:

1. Location of Emergency
2. Number of Participants
3. Activities of Participants (e.g. looting, burning, blocking traffic, passive demonstration, etc.)
4. Direction of Movement
5. Additional Law Enforcement Personnel Required
6. Access to Incident Command
7. Post/Staging Area by Responding Personnel

### Initial Response:

1. Assemble Responding Personnel into Squads and Mobile Field Forces (MFF)
2. Assign a Public Information Officer to work with the Media
3. Brief Squad/MFF Leaders as soon as possible
4. Establish Tactical Missions (e.g. crowd control, traffic control, site security, etc.)
5. Request Air Support (e.g. a police helicopter for observation and assistance in coordinating tactical missions)

### Liaison:

1. Establish liaison with Law Enforcement Mutual Aid Coordinator and OES

### Other Considerations:

1. Know location of emergency medical services
2. Maintain an operations log
3. Determine the less than lethal and chemical agents capabilities of the squads
4. Utilize a tactical and command radio frequency
5. Use serialized flex cuffs
6. Use a video camcorder
7. Arrange for the response of a field booking team
8. Arrange for transportation of suspects from field booking area to detention facility

### Helpful Hints:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## *Mobile Field Force*

---

### **After Dispersal:**

1. Establish a highly visible law enforcement presence
2. Use mobile units to respond to problems (squad size is the smallest recommended maneuverable tactical element)
3. Arrange for relief and feeding of personnel

## Attachments

## **ICS 204-Division Unit-Assignment List.JPG**

1. BRANCH

2. DIVISION/GROUP

## ASSIGNMENT LIST

3. INCIDENT NAME

4. OPERATIONAL PERIOD

DATE \_\_\_\_\_ TIME \_\_\_\_\_

## 5. OPERATIONAL PERSONNEL

OPERATIONS CHIEF \_\_\_\_\_

DIVISION/GROUP SUPERVISOR \_\_\_\_\_

BRANCH DIRECTOR \_\_\_\_\_

AIR TACTICAL GROUP SUPERVISOR \_\_\_\_\_

## 6. RESOURCES ASSIGNED TO THIS PERIOD

STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME

7. CONTROL OPERATIONS

8. SPECIAL INSTRUCTIONS

## 9. DIVISION/GROUP COMMUNICATIONS SUMMARY

FUNCTION		FREQ.	SYSTEM	CHAN.	FUNCTION		FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL				SUPPORT	LOCAL			
	REPEAT					REPEAT			
DIV./GROUP TACTICAL					GROUND TO AIR				
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANNING SECT. CH.)			DATE	TIME	

## ICS 214-UNIT LOG.JPG



## Temporary Custody of Juveniles

### 324.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by Members of the Orange County Sheriff-Coroner Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

### 324.2 POLICY

Legal authority for taking custody of juvenile offenders is found in Welfare and Institutions Code § 625.

#### 324.2.1 CONSTITUTIONAL RIGHTS ADVISEMENT

In any case where a juvenile is taken into temporary custody, the juvenile should be promptly advised of his/her constitutional rights to ensure the admissibility of any spontaneous statements, whether or not questioning is intended (Welfare & Institutions Code § 625).

#### 324.2.2 CHILDREN UNDER THE AGE OF 14

Whenever a child under the age of 14 is arrested, the arresting deputy should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

### 324.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit any of the following conditions should not be held at the Orange County Sheriff-Coroner Department:

1. Unconscious
2. Seriously injured
3. A known suicide risk or obviously severely emotionally disturbed
4. Significantly intoxicated except when approved by the Department Commander. A medical clearance shall be obtained for minors who are under the influence of drugs, alcohol or any other intoxicating substance to the extent that they are unable to care for themselves (15 CCR 1151).
5. Extremely violent or continuously violent

Deputies taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation (15 CCR 1142; 15 CCR 1151).

These juveniles should not be held at the Orange County Sheriff-Coroner Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Temporary Custody of Juveniles*

---

If the deputy taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed (15 CCR 1142).

#### **324.3.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY**

When emergency medical attention is required for a juvenile, medical assistance shall be called immediately. The Department Commander shall be notified of the need for medical attention for the juvenile. [Department/Office] Members should administer first aid as applicable (15 CCR 1142).

#### **324.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY**

[Department/Office] Members should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior which may indicate the juvenile may harm him/herself while in either secure or non-secure custody (15 CCR 1142).

#### **324.4 CUSTODY OF JUVENILES**

Deputies should take custody of a juvenile and temporarily hold the juvenile at the Orange County Sheriff-Coroner Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Orange County Sheriff-Coroner Department without authorization of the arresting deputy's supervisor or the Department Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Orange County Sheriff-Coroner Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d)).

#### **324.4.1 CUSTODY OF JUVENILE NON-OFFENDERS**

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Orange County Sheriff-Coroner Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders shall not be held in secure custody (34 USC § 11133; Welfare and Institutions Code § 206).

#### **324.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS**

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Temporary Custody of Juveniles*

---

the station to await a parent). Juvenile status offenders shall not be held in secure custody (34 USC § 11133).

#### 324.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Orange County Sheriff-Coroner Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, a juvenile offender may be taken into custody when authorized by a court order or when there is probable cause to believe the juvenile has committed an offense that would subject an adult to arrest (Welfare and Institutions Code § 625).

A juvenile offender who is 14 years of age or older and suspected of using a firearm in violation of Welfare and Institutions Code § 625.3 shall be transported to a juvenile facility.

A juvenile offender suspected of committing murder or a sex offense that may subject a juvenile to criminal jurisdiction under Welfare and Institutions Code § 602(b), or a serious or violent felony should be referred to a probation officer for a decision on further detention.

In all other cases the juvenile offender may be:

1. Released upon warning or citation.
2. Released to a parent or other responsible adult after processing at the [Department/Office].
3. Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.
4. Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).

In determining which disposition is appropriate, the investigating deputy or supervisor shall prefer the alternative which least restricts the juvenile's freedom of movement, provided that alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

Whenever a juvenile offender under the age of 14 is taken into custody, the deputy should take reasonable steps to verify and document the child's ability to differentiate between right and wrong, particularly in relation to the alleged offense (Penal Code § 26).

#### 324.4.4 JUVENILE DETENTION ROOMS

The Orange County Sheriff Coroner Department has provided juvenile detention rooms outside of the adult jail facility. These rooms are designed for the temporary detention of juveniles meeting the criteria of secure custody. Deputies or investigators placing juveniles in secure detention rooms shall comply with the following:

1. It is the deputy's responsibility to notify the Department Commander and/or supervisor that a detention has begun. The juvenile must be told the reason for incarceration, the length of time secure detention will last and that it may not exceed a total of six hours.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Temporary Custody of Juveniles*

---

2. Any juvenile placed in a locked detention room shall be separated according to sex and the severity of the crime (felony or misdemeanor) unless emergency circumstances will not allow for this type of segregation.
3. A written record will be maintained on a Juvenile In-Custody form. This form will include the charges for which the juvenile is being detained, the circumstances that warrant a secured detention, the time the detention began, and the time it ended (See 324.3 TEMPORARY CUSTODY (a) and (b) for routing of the form).
4. It is the responsibility of arresting personnel to monitor the custody of the juvenile and to prepare the necessary paperwork to process the juvenile for release to a parent, guardian, or the appropriate juvenile custody facility.
5. A thorough inspection of the detention room shall be conducted before placing a juvenile into the room. The inspection should identify damage, unsafe conditions, or contraband. A second inspection shall be conducted after removing the juvenile. Any changes noted to the room shall be photographed and documented.

## Firearm Safety

### 325.1 PURPOSE AND SCOPE

Peace Officers are entrusted with a great amount of responsibility when it comes to the carrying and handling of a firearm. With this responsibility, comes the expectation that you as a Peace Officer shall place safety first and foremost. The purpose of this policy is to give clear direction as to the extreme care to be utilized when handling any Firearm. Although 325.2 may not be inclusive of all potential situations which may arise, safety shall always be of utmost concern of all Department Members.

### 325.2 SAFETY EXPECTATIONS

1. Firearms shall not be used in any training exercise that is not under the direct control and supervision of Training Division staff. The only exception to this, is training performed by the Special Weapons and Tactics team and only under the direct supervision of one or more team supervisors.
  - (a) Firearms shall not be used in any field training exercise or scenario.
  - (b) Firearms shall not be unholstered, displayed, or demonstrated in any public place except as permitted in this chapter.
  - (c) Firearms shall be carried in a clean, fully operable condition. Cleaning of firearms will be done in safe location, away from others, and out of the public view, unless such cleaning is under direct supervision and control of Training Division staff.
  - (d) Every firearm shall at all times be treated as a loaded firearm.
  - (e) Firearms shall not be carelessly handled at any time.
  - (f) Firearms shall not be irresponsibly dry fired, cleaned, repaired, exhibited, loaded, or unloaded, in any place where accidental discharge could cause personal injury or death to another.
  - (g) Loaded firearms shall not be pointed at any person or thing unless the need for lethal force exists.

## Department Operations Center (DOC)

### 326.1 PURPOSE AND SCOPE

The Department Operations Center (DOC), when activated, serves as a coordination point for Orange County Sheriff's Department (OCSD) Emergency Response activities during major incidents and planned events. It provides direct support to any field level command post(s), established OCSD Incident Management Teams (IMTs), and provides situational updates to key Department Members.

### 326.2 DEFINITIONS

The following are definitions of terms used in this section:

1. **Department Operations Center:** Location used by the Department as a coordination point for agency resources and facilities during major incidents and planned events.
2. **Emergency Operations Center:** Facility that provides coordination for emergency response among all local governments (cities, county agencies, special districts, community organizations, etc.) within Orange County. This facility also coordinates the County's response to emergencies in its unincorporated areas.
3. **Incident Command System:** A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.
4. **National Incident Management System:** A standardized approach to incident management developed by the Department of Homeland Security that is based on the core concepts of the Incident Command System.
5. **Standardized Emergency Management System (SEMS):** The fundamental structure of the emergency response system in California. SEMS incorporates the Incident Command System, multi-agency coordination, mutual aid, and Operational Area concepts into a single integrated approach to emergency management.

### 326.3 ORGANIZATION

The DOC shall follow standard organization under the Incident Command System (ICS), and can be scaled up or down based on the necessity or perceived severity of an incident or event.

The Special Operations Division Commander or designee shall designate a member of the Department to serve as the DOC Director based on the circumstances surrounding an event or incident. The DOC Director can be sworn or professional staff with the appropriate experience and training needed to perform the duties.

The DOC Director shall consider a combination of the following positions under the Incident Command System (ICS) for staffing:

1. Deputy Incident Commander (Deputy I/C)
2. Liaison Officer (LOFR)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Operations Center (DOC)*

---

3. Operations Section Chief (OSC)
4. Logistics Section Chief (LSC)
5. Planning Section Chief (PSC)
6. Finance and Administration Section Chief (FSC)

### **326.4 ACTIVATION AUTHORITY**

Activation of the DOC can be initiated for different types of incidents and planned events that may necessitate coordination and support from the DOC.

The following Department Members have the authority to activate the Department Operations Center (DOC) for incidents or pre-planned events:

1. OCSD Executive Command
2. OCSD Special Operations Division Commander
3. OCSD Department Commander
4. OCSD Mutual Aid Bureau Captain

### **326.5 NOTIFICATIONS**

Upon DOC Activation, the DOC Director shall be responsible for making notifications regarding a DOC activation, and the estimated timeframe of the Operational Period(s) to Department Members (See Policy Manual § 358) and the Members listed below. This can be accomplished either through the Department Commander, or through the DOC Liaison Officer.

1. OCSD Special Operations Division Commander
2. OCSD Department Commander
3. OCSD Mutual Aid Bureau Captain
4. OCSD Emergency Management Division Director/ Operational Area EOC Manager
5. Control One Supervisor
6. OCSD Facility that will house the DOC (if applicable)

### **326.6 DOC DUTIES**

The following information explains the primary responsibilities of the DOC:

1. Provide situational updates to Executive Command, Operational Area, and other mutual aid partner agencies that may impact overall Department readiness and law enforcement response capability.
2. Develop specific plans that provide emergency preparedness and response information for impending incidents/events throughout the Department.
3. Coordinate and manage the assignment of law enforcement resources to report to Incident Commands.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Operations Center (DOC)*

---

4. Establish and maintain agency liaison functions during incidents/events that involve the Department, County, or mutual aid agencies or resources.
5. Serve as the central coordination point for gathering, analyzing, and disseminating emergency information or intelligence internally and externally to other agencies/divisions, contract cities, County/OA EOC, and mutual aid partners.
6. Coordinate appropriate resource requests through the Department, for law enforcement mutual aid with Orange County municipal partners, law enforcement region 1, and state law enforcement mutual aid coordinator (LEMAC).
7. Provide extended or expanded emergency incidents with appropriate communications, and logistical support.
8. Maintain and display current and accurate incident situation and resource status information.

### **326.7 DOC ACTIVATION LEVELS**

The Department's DOC operates on 3 general levels or phases of activation/operation:

1. Level 3 (Heightened Awareness)
  - (a) Level 3 is the lowest level of activation and may require the least amount of personnel. This level requires the Department Commander to be aware of potential situations and make any required notifications outlined in documentation of the activation. This level can be as low as routine day-to-day operations or a virtual activation in which positions are designated and personnel are identified, however staffing may not be immediately required.
2. Level 2 (Modified Tactical Alert)
  - (a) Level 2 is a moderate level of activation that may require a pre-determined cadre of personnel or an OCSO specific Incident Management Team (IMT) to operate. These personnel shall fill designated DOC positions based on the type of hazard. An additional IMT may be designated for shift relief if an event extends into multiple operational periods.
3. Level 1 (Tactical Alert)
  - (a) Level 1 is the full activation of the OCSO Department Operations Center. This level may require a team of eight employees or an OCSO specific Incident Management Team (IMT) to operate. These personnel shall fill positions designated by the DOC Director and may require deployment to a pre-determined location of mobile command vehicle. The DOC may become the single point of ordering for all of the Department. Continued communication with the Department Commander may be necessary for level 1 activations.

These activation levels are consistent with the Standardized Emergency Management System (SEMS), the California Office of Emergency Services (CalOES), and the Orange County and Operational Area EOC activation levels derived from the County of Orange and Orange County Operational Area Emergency Operations Plan (EOP).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Operations Center (DOC)*

---

The level of staffing in the DOC is flexible and scalable driven by the type, size, and requested resources for individual incidents/events. The DOC Director will determine the appropriate staffing level.

### **326.8 DOCUMENTATION**

Activity logs for each staffed DOC position shall be required. These documents are critical and shall be given the utmost priority. Logs shall be accurately maintained for the duration of the DOC activation.

Activity logs shall be used to document all actions taken during the course of the DOC activation, and the DOC Director shall have the responsibility of ensuring this task is completed.

Documentation surrounding the DOC activation shall be maintained by the Mutual Aid Bureau, pursuant to the Department's records retention policy.



## Cite and Release Policy for Misdemeanor Non-Warrant (Street) Arrests

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to make deputies aware of the statutory requirements related to the handling of misdemeanor street arrests in order to facilitate the proper disposition of these cases.

**This policy does not apply to misdemeanor warrant arrests**, which are governed by Penal Code § 827.1.

### 327.2 STATUTORY REQUIREMENTS

Penal Code § 853.6 is the operative section to determine if a misdemeanor street booking may be cited and released. It requires that, unless an exception applies, arresting officers cite and release all persons arrested for an offense "declared to be a misdemeanor" (the "declared to be a misdemeanor" language means arresting officers cannot cite and release for offenses which could be charged either as a felony or a misdemeanor).

There are statutory exceptions to the general rule that misdemeanor street arrestees are subject to cite and release. Cite and release is prohibited if:

1. The person was arrested for a misdemeanor violation of a protective order involving domestic violence as defined in subdivision (b) of Penal Code § 13700; or,
2. The person was arrested pursuant to a policy as described in Penal Code § 13701 which mandates law enforcement agencies response to domestic violence calls. (See Field Operations Manual § 55).

These prohibitions against cite and release apply unless the arresting officer determines that there is not a reasonable likelihood that the offense will continue or resume or that the safety of persons or property would be imminently endangered by release of the person arrested. (Penal Code § 853.6(a)(2).)

Cite and release is also prohibited for crimes specified in Penal Code § 1270.1, including crimes defined in each of the following: (1) paragraph (1) of subdivision (e) of Penal Code § 243; (2) Penal Code § 273.5; (3) Penal Code § 273.6 if the detained person made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of, the protected party; and (4) Penal Code § 646.9. (Penal Code § 853.6(a)(3).)

As explained below in Policy Manual § 327.3.2, if the arresting officer indicates on the Pre-Booking Record that any of the provisions in Penal Code § 853.6 (i) apply to the person, those are additional grounds to not cite and release.

### 327.3 HANDLING MISDEMEANOR STREET ARRESTS

The following procedure will be followed to comply with Penal Code § 853.6:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Cite and Release Policy for Misdemeanor Non-Warrant (Street) Arrests*

---

### 327.3.1 FIELD CITATIONS

In most misdemeanor street arrests an arrestee 18 years or older shall be released on citation in the field provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the statutory exceptions or disqualifying circumstances are present (Penal Code 853.6 and Penal Code 1270.1).

Any misdemeanor arrestee who is the subject to a use of force, shall receive medical treatment in accordance with Policy Manual 300.5 and be transported to the jail for booking or citation and release.

**EXCEPTION** : After the misdemeanor arrestee who is the subject of a use of force is treated by medical personnel, the Department Commander or Watch Commander may direct that the arrestee be cited and released in the field. The Department Commander or Watch Commander will document the event in a memo to the appropriate Commander to be forwarded to their Assistant Sheriff.

### 327.3.2 DISQUALIFYING CIRCUMSTANCES

If one of the statutory exceptions which prohibit cite and release set forth above in Policy Manual § 327.2 does not apply, a misdemeanor street arrestee shall be cited and released unless the arresting officer determines to not cite and release because one of the following reasons applies (Penal Code § 853.6(i)):

1. The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.
2. The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety.
3. The person is arrested for one or more of the offenses listed in Vehicle Code §§ 40302 and 40303.
4. There are one or more outstanding arrest warrants for the person.
5. The person could not provide satisfactory evidence of personal identification.
6. The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.
7. There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.
8. The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.
9. There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. An arrest warrant or failure to appear that is pending at the time of the current offense shall constitute reason to believe that the person would not appear as specified in the notice.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Cite and Release Policy for Misdemeanor Non-Warrant (Street) Arrests*

---

10. The charges fall under Penal Code § 1270.1 (Statutory exception prohibiting cite and release for serious or violent felonies, domestic violence, etc.)
11. The person has been cited, arrested, or convicted for misdemeanor or felony theft from a store or from a vehicle in the previous 6 months.
12. There is probable cause to believe that the person arrested is guilty of committing organized retail theft, as defined in subdivision (a) of Section 490.4.

When a person is arrested on a misdemeanor offense and is not released by criminal citation, the reason for non-release shall be noted on the Pre-Booking Record on the back of the deputy's copy by checking one of the boxes. The deputy's copy of the Pre-Booking Record shall be submitted with the arrest report and maintained as a part of the original report. The reason for non-release should also be noted in the narrative of the arrest report.

#### 327.3.3 JAIL RELEASE

In rare cases, it may be impractical to release a person arrested for misdemeanor offenses in the field as required by Policy Manual § 327.3.1 above. The deputy has the option to book the arrestee into the jail, to be cited and released after the booking process, only with Department Commander approval. The deputy shall articulate the reason for the request on the Pre-Booking Record on the back of the deputy's (yellow) copy. The deputy shall seek approval from the Department Commander through the field supervisor. If the Department Commander approves the booking the deputy shall indicate the name of the Department Commander that approved the request along with the date and time on the back of the Pre-Booking Record.

Any person arrested for a misdemeanor offense who has been subjected to a use of force shall be medically evaluated prior to booking in accordance with Policy Manual § 300.5. If the person is medically cleared for booking, the person shall then be booked, cited and released after the booking process in accordance with this section.

#### 327.3.4 INSTRUCTIONS TO THE CITED PERSON

The citing deputy shall, at the time he/she asks the defendant to sign the notice to appear, call attention to the time and place for appearance, and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

## Unlawful Harassment and Discrimination

### 328.1 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department is committed to providing a professional and supportive work environment free from unlawful harassment. Department policy prohibits harassment and/or discrimination based on sex (gender), denial of family and medical leave, denial of pregnancy disability leave, childbirth or related medical conditions, disability or reasonable accommodation, race, veteran status, religious creed, color, national origin or ancestry, physical or mental medical disability, marital status, age, sexual orientation, gender identity, or any other biases protected by federal, state or local law. This prohibition includes Members, applicants, independent contractors, and persons providing delivery service.

Discrimination and harassing behavior can not only be personally damaging to the individual(s) involved, but can also be damaging to the workplace in terms of conflict, decreased productivity, unpleasant environment, and the degradation of interpersonal relationships and overall morale.

The Department policy is intended to protect the Department's Members from unlawful harassment and/or discrimination by any person in connection with the Member's performance of their job duties for the Department. The Department encourages all Members to report incidents of unlawful harassment and/or discrimination to the appropriate resource as soon as possible so that the complaint can be timely and fairly resolved.

Supervisors have a specific responsibility to maintain a professional, respectful work environment. Failure to maintain a neutral work place could result in remedial action and potential civil penalties. A recent change in California law provided that co-workers can be held individually liable for actions taken against other co-workers, regardless of whether their employer knew or should have known about the conduct and whether the employer took corrective action.

Harassing conduct may include, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes, comments, slurs, threats, or unwanted sexual advances, invitations or comments;
2. Visual conduct such as derogatory or sexually oriented posters, photography, cartoons, emails, drawings, or gestures;
3. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with one's work; and
4. Retaliation for reporting or threatening to report harassment.

Harassing conduct may be unlawful under the following circumstances:

1. Submission to the conduct is made either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the Member (quid pro quo harassment, "this-for-that");

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Unlawful Harassment and Discrimination*

---

3. The conduct has the purpose or effect of unreasonably interfering with a Member's work performance or creates an intimidating, hostile or offensive work environment (hostile environment harassment).

This means any unwelcome behavior that threatens a Member's or applicant's job security, promotional opportunity, pay increase, etc. or that creates an environment in which the Member or applicant feels offended, intimidated, or threatened based on their legally protected status, is considered to be harassing conduct. The Department will not tolerate such harassing conduct or offensive work environment. In addition, while some unprofessional or offensive conduct may not rise to the legal definition of a hostile work environment, it still may constitute inappropriate behavior in the workplace and be subject to remedial action.

If you believe you are being unlawfully harassed and/or discriminated by another person in the workplace, the Department recommends that you tell that person in a clear manner that their conduct is unwelcome and you want it to stop. The key to dealing with any type of discrimination or harassment is either immediate confrontation and resolution, or reporting. Failure to take immediate action typically results in aggravation of the situation and/or continued offending behavior over a period of time. If you are uncomfortable confronting the offending person(s) or if the conduct does not cease after you have warned the offending person(s) to stop, you should complain to your immediate supervisor. If your immediate supervisor is the offending person, report the complaint to the next supervisor in the chain of command. As an alternative, you can make the complaint to Sheriff's Human Resources/Professional Standards Division at (714) 834-5100, or contact the County's Equal Employment Opportunity Access office at (714) 834-5259, or you can contact outside agencies such as the Equal Employment Opportunity Commission (EEOC) or Department of Fair Employment and Housing (DFEH).

It is the expectation of the Sheriff's Department that any Member who is either subjected to behavior which they believe to be harassment and/or discrimination, or which is unwelcome, including inappropriate comments and/or unwanted touching, or who becomes aware of such behavior, immediately take action by confronting the offending party or by following this reporting procedure. Make your complaint to whomever you feel more comfortable making the notification. Supervisors are instructed to take immediate corrective action and to report complaints of sexual or other unlawful harassment to Professional Standards Division for investigation, determination, and resolution.

When making a complaint of unlawful harassment and/or discrimination you should be prepared to provide the Department with a description and the frequency of the conduct, the name(s) of the offending person(s), the names of all witnesses to the conduct, and your response to the conduct.

Every complaint of harassment and/or discrimination reported to the Department shall be investigated in a timely, thorough, impartial, and confidential manner. The Department will not tolerate retaliation against any Member for cooperating in an investigation into a complaint of harassment and/or discrimination or making a truthful complaint to a supervisor or to the Professional Standards Division regarding unlawful harassment and/or discrimination. A Member who makes an allegation of potential harassment and/or discrimination can be assured that the

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Unlawful Harassment and Discrimination*

---

matter will be handled with sensitivity, and that the person reporting will not experience retaliation from any source, regardless of the ultimate disposition of the matter. The maintenance of an environment where Members feel comfortable bringing matters of this nature to the attention of the Department is critical, and will be the responsibility of all supervisory and management personnel.

The Department shall make every effort to maintain the information presented within the complaint with strict confidentiality. During the complaint investigation process, it may be necessary to disclose information to the parties involved in order to complete a thorough investigation. Information shall be disclosed on a need to know basis and all parties involved will be directed not to discuss the circumstances with those outside of the investigation process.

If the Department determines that unlawful harassment and/or discrimination has occurred, effective remedial action shall be taken appropriate to the circumstances. Any Members determined by the Department to be responsible for harassment and/or discrimination shall be subject to appropriate disciplinary action, up to and including termination.

A Department representative shall notify the complainant and accused of the results of the Department's investigation. The Department shall not retaliate against any Member for filing a complaint of harassment and/or discrimination and shall not tolerate retaliation by anyone else against a Member complaining of unlawful harassment.

It is the responsibility of every Member to prevent harassment and/or discrimination of any kind and to maintain a workplace free of hostility and conflict. We must be diligent in dealing with one another in a manner that fosters goodwill, respect, and an appreciation for our individual differences. While self-discipline and the courage to challenge one another in the face of minor offensive acts are usually sufficient to maintain a wholesome workplace, there are also instances involving such behavior when immediate reporting is the only option. Each Member is asked to join together in a commitment to behave in a manner consistent with good taste, propriety, County and Department policy, and the law. Further, each Member is asked to make a commitment to immediately confront and resolve, or immediately report, any behavior that appears associated with any form of harassment and/or discrimination.

To ensure all Members are aware of this policy, it shall be posted in common areas, reissued annually with the Member's performance evaluations, distributed during new Member orientations, incorporated in the Rules and Regulations manual, and shall be available for copy or review at Professional Standards Division.

## Issuance of Order

### 329.1 POLICY

Superior officers of the Department shall not issue written or verbal orders directed to Members outside of their usual command except in an unusual situation or an emergency in which such order is necessary to accomplish the objectives of the Sheriff-Coroner Department.

---

## Sheriff's Response Team (SRT)

### 331.1 PURPOSE AND SCOPE

The Sheriff's Response Team consists of a core group of trained personnel that can be mobilized quickly and are able to respond to a variety of emergencies and disasters in support of primary civil authorities. The SRT is an ancillary duty managed by the Mutual Aid Bureau under the command of the Special Operations Division.

SRT is an experienced and well-disciplined force, specifically trained to address crowd management and deal with large congregations that can deteriorate into an unlawful assembly or civil unrest. The team operates within the Incident Command System (ICS) under the Operations Section as a Strike Team that can be assigned as a law enforcement resource.

### 331.2 CAPABILITIES

[REDACTED]

### 331.3 DEFINITIONS

The following are definitions of terms used in this section:

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Unified Command (UC):** An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Sheriff's Response Team (SRT)*

---

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Action Plan (IAP):** A written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Event Action Plan (EAP):** A written plan containing general objectives reflecting the overall strategy for managing a planned event for a single or set number of operational periods. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the event should it extend into additional operational periods.

**Incident Command System (ICS):** A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

**Strike Team (ST):** A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader. In the law enforcement community, strike teams are sometimes referred to as resource teams.

**Staging Area:** A temporary location for available resources in which personnel, supplies, and equipment await operational assignment.

**Check-In:** The process through which resources first report to an incident. All responders, regardless of agency affiliation, report in to receive an assignment in accordance with the Incident Commander or Unified Command's established procedures.

**Grenadier:** Personnel trained in deployment of less lethal munitions during an SRT activation. Grenadiers are assigned to individual squads and are authorized to carry less lethal munitions [REDACTED] during a SRT activation.

**Squad Leader:** SRT member assigned the direction and control of an individual squad. The squad leader is responsible for the tactics in completing an assigned mission. Squad leaders will ensure SRT documentation is complete after an activation. A supervisor will staff the position unless authorized by the SRT Captain or designee.

**Squad:** Group of SRT members who work as a unit to accomplish an assigned mission. [REDACTED]

**Platoon:** A group of squads, [REDACTED], that work under the direction and control of a platoon Lieutenant or Captain to accomplish assigned missions.

## *Sheriff's Response Team (SRT)*

---

### **331.4 ORGANIZATION**

The SRT command structure is comprised of an Incident Management Team (IMT), which includes the Mutual Aid Bureau Captain and Special Enforcement Bureau Captain under the direction of the Special Operations Division Commander. The SRT IMT will not replace any Incident Command structure already in place during an activation and will function in support of the SRT platoons only.

The Mutual Aid Captain is the SRT Captain and is responsible for the overall readiness of the SRT program. The SRT Coordinator, Mutual Aid Sergeant, is responsible for the day-to-day operational needs, staffing, and training of the SRT platoons. SRT eligibility and selection will be the responsibility of the Mutual Aid Bureau.

### **331.5 REQUEST FOR USE OF SRT**

Activation of the SRT can be initiated for different types of incidents and planned events that may necessitate coordination and support from the lead jurisdiction. A request for the SRT can be made from an Incident Commander, Commander, or OCSD Executive Command.

The SRT can be requested through the Department Commander, 24 hours a day. The opportunity for safe and successful mitigation of a major incident may be enhanced with a timely request. The SRT may be requested for planned events that have the potential to evolve into civil unrest or riot.

The SRT may be activated to respond to a variety of incidents, including but not limited to:

- Civil unrest
- Force protection
- Dignitary protection
- Mobile Field Force (MFF)
- Custody facility emergencies
- Critical infrastructure protection

SRT can provide additional personnel for:

- Searches
- Perimeters
- Evacuations
- Crime scene security

### **331.6 NOTIFICATIONS**

Upon request for the SRT, the Department Commander will contact the SRT Captain or designee. For pre-planned events, a Chief of Police Services or designee may contact the Mutual Aid Bureau Captain directly. The SRT Captain or designee will be informed of incident specific information regarding the nature of the incident, location of the Incident Command Post, resources involved, current incident status, and any mission critical information. Based on the situational analysis,

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Sheriff's Response Team (SRT)*

---

the SRT Captain or designee will evaluate the appropriateness of an SRT response/activation, determine the type/amount of personnel required, and notify the Special Operations Division Commander.

Should an SRT response be appropriate, Mutual Aid staff can activate the Everbridge system to notify members of the SRT activation. Mutual Aid staff has the ability to activate the Everbridge system remotely. SRT members will be informed to respond to the incident Staging Area for Check-in and assignment.

Major Incident Notifications will continue to be made by the Department Commander per Policy 358.

### **331.7 SRT RESPONSIBILITIES**

The following explains the main responsibilities of the SRT.

- Support the department's mission and other local law enforcement agencies in the Operational Area with tactical response to critical incidents and emergency situations in a manner that reduces the likelihood for violence and disorder (Fires, Floods, Mudslides, Civil Unrest, etc.).
- Be prepared for significant events (Protests, Political Rallies, Natural Disasters, etc.).
- Provide a Law Enforcement Mutual Aid response to major incidents outside the Operational Area (Fires, Floods, Mudslides, Civil Unrest, etc.).
- Deploy rapidly.
- Produce a peaceful resolution to the given situation.
- Respond to spontaneous or pre-planned event.

### **331.8 SRT TRAINING SCHEDULE**

The Special Operations Division's Mutual Aid Bureau is responsible for the design, coordination, and scheduling of SRT training. SRT training exercises will be conducted on a quarterly basis. All quarterly training is considered mandatory. Divisions with personnel assigned as SRT members must allow those staff members to attend training unless authorized by the SRT Captain or designee.

### **331.9 SRT TRAINING COURSES**

#### **Prerequisites:**

- Basic Mobile Field Force
- ICS-100 Introduction to Incident Command System (online)
- ICS-200 ICS for Single Resources and Initial Action Incidents (online)
- IS-700 National Incident Management System (NIMS): An Introduction (online)
- IS-800 National Response Framework, An Introduction (online)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Sheriff's Response Team (SRT)*

---

### **Suggested Training (Deputy):**

- Advanced Mobile Field Force
- FFO/PER-200: Field Force Operations
- Less Lethal Weapons

### **Suggested Training (Sergeant):**

- ICS-300 Intermediate ICS for Expanding Incidents (in-person)
- ICS-400 Advanced ICS (in-person)
- USFA O-305: Type 3 All-Hazard Incident Management Team
- EOC Responder
- Less Lethal Weapons

### **Additional Training Courses (Deputy):**

- FFE/PER-202: Field Force Extrication Tactics
- Basic/Intermediate Terrorism Liaison Officer
- Bicycle Patrol
- MACTAC

### **Additional Training Courses (Supervisors):**

- FFE/PER-202: Field Force Extrication Tactics
- IC/MGT-360: Incident Command Capabilities, Planning, and Response Actions for All Hazards

## **Member Involved Death or Serious Injury**

### **333.1 GENERAL**

It is the policy of this office to immediately refer to the Orange County District Attorney's Office, all cases wherein the conduct of a Member of this Department is related to the death or serious injury which may result in the death of an individual or where the deceased or seriously injured was in the custody of this Department at a time related to the death or serious injury.

#### **333.1.1 MOTOR VEHICLE**

In cases where the death or serious injury is related to the operation of a motor vehicle, the California Highway Patrol or the designated law/traffic enforcement agency shall also be called for the purpose of conducting the on scene investigation.

#### **333.1.2 AUTOPSY**

Upon request of the District Attorney, the Sheriff Coroner shall permit any necessary autopsy to be performed by a pathologist under contract to the District Attorney. Duplicate tissue samples, slides, specimens, reports, and other items of evidence shall be released as permitted by law for examination and/or testing by independent experts when requested by the District Attorney.

#### **333.1.3 DISTRICT ATTORNEY**

The District Attorney shall be requested to monitor the Coroner's inquiry into the medical cause of death in such cases as directed by the Orange County Board of Supervisors.

#### **333.1.4 COOPERATION**

This Department shall provide assistance in all referred cases as requested by the District Attorney.

#### **333.1.5 MEMBER RESPONSIBILITY**

In the event of an on or off duty incident described in the above policy statement, any Department Member having knowledge of the incident shall immediately notify their supervisor and the Department Commander.

---

## FLSA Employee Notice and Acknowledgement

### 335.1 NOTICE

The purpose of this Notice is to remind all Members - line, supervisory, and management - of their obligation to comply with the Department's overtime policy. The Department requires that all eligible Members receive overtime compensation for any legitimate overtime hours worked. Below are detailed rules to ensure compliance with this policy. Failure to follow the overtime policy is misconduct.

Any knowing violation of these rules by any Member, regardless of rank, title or position, shall be immediately investigated and, if sustained, shall be considered misconduct and may result in discipline. Any Member who becomes aware of a violation of these rules shall promptly report it through their chain of command, bypassing the source (individual) of the problem or to the Professional Standards Division. Anyone who believes that they are being pressured or coerced to work overtime without compensation shall report it to his/her chain of command bypassing the source (individual) of the problem or the Professional Standards Division. Supervisors and managers shall not discourage or intimidate Members from submitting overtime requests that are mandated by law and/or Department policy.

Members are strongly encouraged to contact the Professional Standards Division with any questions about this Notice or the Department's overtime policy.

### 335.2 RESPONSIBILITIES

#### 335.2.1 MEMBER'S RESPONSIBILITIES

1. No work may be done outside the Member's scheduled work hours unless approved in advance by his/her immediate supervisor. Court appearances and emergency situations requiring immediate law enforcement intervention or other immediate response are exceptions. In these critical situations, the Member shall notify a supervisor of his/her overtime status as soon as the incident or situation allows the Member to do so, but in no event later than the end of the Member's scheduled work shift for that day.
2. The Member shall not perform Department duties outside his/her scheduled work hours without reporting overtime worked on his/her timecard. Department policy is that all legitimate overtime shall be compensated. The Department does not permit Members to work overtime without compensation.
  - (a) Note: The Department has no "unwritten" rule or policy that Members should work overtime without compensation.
3. Members shall take their meal periods during their work shift and are required to properly document this time. In the event a Member is unable to take a meal break,

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *FLSA Employee Notice and Acknowledgement*

---

they are required to report their inability to take a meal break to a supervisor before the end of their shift.

4. To account for all hours (or fractions of hours) worked by all Members, all time worked shall be documented on the Member's timecard, even if the time was not pre-approved. The timecard entries shall include the Member's ability or inability to take a meal break. Further, Members who submit daily logs or other documentation of their daily activity shall ensure that the reports accurately document both their meal break and their duty time in conjunction with their respective timecards. Members who are not released for a free-time meal period must contact a supervisor before the end of their shift and record their overtime if the supervisor is unable to provide them with a free-time meal period. Moreover, Members are required to use the correct overtime code when documenting their overtime. Failure to request overtime compensation for any overtime worked, whether pre-approved or not, is a violation of Department policy.
  - (a) Note: The Department has no "unwritten" rule or policy that Members cannot request overtime for 15 minutes or less. If the Member worked the overtime, even for one-tenth of an hour, then the Member is required to document the overtime.
5. Under no circumstances may a Member who is eligible to receive overtime compensation maintain overtime hours in an informal manner that is inconsistent with established Department policies and procedures.

### 335.2.2 SUPERVISOR'S RESPONSIBILITIES

1. Supervisors must ensure that a subordinate is compensated for all legitimately worked overtime, whether pre-approved or not. If a Member violates the Department's overtime policy or procedures, a supervisor shall ensure that the Member signs in or reports the overtime and the supervisor shall counsel (or when appropriate initiate disciplinary actions against) the Member. All violations of the Department's overtime policy shall be documented.
2. In an effort to ensure that Members comply with Department policy regarding overtime, supervisors shall:
  - (a) Monitor Members to make sure they are not working outside their scheduled work hours without compensation and;
  - (b) Review timecards for completion and accuracy. If a timecard is missing a meal break notation, determine if the Member worked through his/her unpaid meal break.
3. If a watch commander or supervisor believes he or she needs to report to work early to prepare for roll call or other duties, he/she shall obtain prior approval from his/her immediate supervisor. If a watch commander or supervisor receives approval to report early for a shift, his/her work hours should be adjusted, if possible, so that they remain consistent with his or her total number of scheduled work hours, barring exigent circumstances.
4. It is a violation of Department policy to unnecessarily inhibit by action, statement, or other means any Member's legitimate submission of a report of lawfully earned

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *FLSA Employee Notice and Acknowledgement*

---

overtime. If a Member worked the overtime, then the Member is required to submit for the overtime.

5. No supervisor shall request or permit an Member to maintain overtime hours in an informal manner that is inconsistent with established Department policies and procedures.

### **335.2.3 SUPERVISING OFFICER AND MANAGER'S RESPONSIBILITY**

1. Supervising officers and Managers shall ensure that Members adhere to the procedures outlined in this Notice. Supervising officers shall ensure that all violations of the Department's overtime policy are promptly documented and investigated and take appropriate action.

### **335.3 ACKNOWLEDGEMENT**

I have read and understand this Notice. I agree to comply with the rules set forth in the Notice. I understand that any knowing violation of the Department overtime policy is misconduct and will subject me to disciplinary action.



## Electronic Communications Policy

### 336.1 INTRODUCTION

With the spread of telecommunications throughout the modern work place, the Department recognizes that Members shall shift the ways they share ideas, transmit information and contact others. As Members are connected to outside resources via the Internet, their use of new tools and systems brings new responsibilities as well as opportunities.

The "Internet" or "The Net" is not a single network; rather, it is a group of thousands of individual networks, which have chosen to allow traffic to pass among them. The traffic sent out to the Internet may actually traverse several different networks before it reaches its destination. Therefore, users involved in this internetworking must be aware of the load placed on other participating networks.

As a user of the network, you may be allowed to access other networks and/or the computer systems attached to those networks. Each network or system has its own set of policies and procedures. Actions, which are routinely allowed on one network system, may be controlled, or even forbidden, on others. It is the user responsibility to abide by the policies and procedures of these other networks.

This policy covers official dissemination tools such as Electronic mail, Gopher, World Wide Web, FTP, LOCIS, WAIS, and the establishment and management of electronic discussion groups (Listservs and USENET Newsgroups).

This policy is interpreted through the following guidelines.

### 336.2 USE OF THE INTERNET BY SHERIFF-CORONER'S DEPARTMENT STAFF

The Internet provides access to a wide variety of information resources that can aid Department Members in the performance of their jobs. Examples of job-related use of the Internet at the Department include, but are not limited to: accessing external databases and files to obtain reference information or conduct research; corresponding with other municipal Members, including those outside of Orange County; communicating with fellow committee members in professional organizations; collaborating on articles and other writing; connecting to resources that provide information related to Department functions.

- **GUIDELINE #1:** Department Members may use the Internet for reasonable exploration and sharpening of skills in accordance with the conditions governing access to their work areas.

Members may use the Internet during work hours to enhance their knowledge of electronic information resources and sharpen information technology skills. Internet use provides cost-effective self-training opportunities. By encouraging reasonable exploration of the Internet at work, the Department builds a pool of Internet-literate Members who can guide and encourage other Members in using the Internet. (It shall be eachcommander's responsibility to define "reasonable exploration" for their respective division).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

- **GUIDELINE #2:** Department Members must conform to the detailed "Standards of Conduct" which set out specific rules of etiquette for each of the available Internet vehicles.

OCSD Members have an obligation to learn about network etiquette (netiquette), customs and courtesies. Accepted procedures and guidelines should be followed when using electronic mail communications, participating in electronic mail discussion groups, using remote computer server, transferring files from other computers or disseminating information to others on the Internet. Members also have an obligation to be aware of computer security and privacy concerns and to guard against computer viruses.

- **GUIDELINE #3:** Use of the Internet by Department Members is a privilege, not a right, and may be revoked at any time for inappropriate conduct. All Department Members are responsible for complying with the policies, guidelines, and standards of conduct contained in this document. Violations may result in a revocation of Internet access privileges and other applicable penalties.

### **336.3 STANDARDS OF CONDUCT**

In General:

Department Members have an obligation to use their access to the Internet in a responsible and informed way, conforming to network etiquette, customs, and courtesies. Use of the Internet encompasses many different interconnected networks and computer systems. Many of these systems are provided free of charge by universities, public service organizations, and commercial companies. Each system has its own rules and limitations and guests on these systems have an obligation to learn and abide by the rules.

Users should identify themselves properly when using any Internet service. They should also be careful about how they represent themselves, given that what they say or do could be interpreted as Department opinion or policy. Users should be aware that their conduct could reflect on the reputation of the Department and its Members.

As noted in Guideline #3, Policy 343.2, use of the Internet is a privilege, which may be revoked at any time for inappropriate conduct. The user is ultimately responsible for his/her actions in accessing network services.

Examples of inappropriate conduct include but are not limited to:

1. Use of the Internet for unlawful activities
2. Use of abusive or objectionable language in either public or private messages
3. Viewing or sending obscene material
4. Misrepresentation of oneself or the Department
5. Sending chain letters
6. Using official dissemination tools to distribute personal information

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Electronic Communications Policy*

---

7. Harassment in any form, including the persistent annoyance of others or interference in others work, including the sending of unwanted mail
8. Other activities that could cause congestion and disruption of networks and systems
9. Sharing of jokes

#### **336.4 APPROPRIATE USE: INTERNET ELECTRONIC MAIL AND FILE STORAGE AREAS**

1. Whenever you send electronic mail, your e-mail address is included in each mail message. You are responsible for all electronic mail originating from your userID. Use caution when revealing your address, credit card numbers, or phone number or those of others.
2. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
3. The content and maintenance of a user's electronic mailbox and shared file storage areas are the user's responsibility.
4. Check your electronic mail daily.
5. Be aware that electronic mail is not private communication because others may be able to read or access mail. Electronic mail may best be regarded as a postcard rather than as a sealed letter.
6. Delete unwanted messages or files immediately because they take up disk storage space.
7. Keep messages stored in electronic mailboxes to a minimum.
8. Use capitalization sparingly. Capitalizing long portions of a communication is considered SHOUTING! Use \*Asterisks\* or \_underscores\_ for emphasis.
9. Transfer to disks for future reference any messages or files to be saved.
10. It is the responsibility of the user to scan any downloaded files for viruses

#### **336.5 APPROPRIATE USE: ELECTRONIC DISCUSSION GROUPS**

Members who participate in electronic discussion groups (listservs, Usenet newsgroups, etc.) should learn and abide by the rules and etiquette of those groups. Some general guidelines are:

1. When not officially representing the Department, if the message could be perceived as Department business or opinion, add a disclaimer to the message. An example of a disclaimer is:
  - (a) "The opinions expressed here are my own and do not necessarily represent those of the Sheriff-Coroners Department."
2. Keep messages short and to the point. Generally, limit messages to one subject.
3. Act in a professional and courteous manner. Avoid gossip and remember that statements about others may find their way back to them. Be patient with new users. Be clear and concise. Re-read messages before sending them to be sure that they will not be misunderstood. Read all messages carefully before responding.

## *Electronic Communications Policy*

---

4. Be aware of the potential audience in any discussion group and address them accordingly.
5. Be careful when using sarcasm and humor. Identify intended humor with standard statements (e.g., "only joking folks" or with symbols (e.g.,-) smiley face.
6. Limit line length to fewer than 80 characters, because many systems cannot display longer lines.

### **336.6 APPROPRIATE USE: TELNET (USING REMOTE COMPUTERS)**

When using TELNET to access remote computer systems, users should remember that they are guests on another institution's machine. To help ensure that other Internet users have access to the same information in a timely manner, remote users should observe a few basic courtesies:

1. Logoff a remote computer system when finished. Maintaining a connection that is not actively being used may prevent others from connecting to that system.
2. Read or obtain instructions or documentation files when using a system for the first time.
3. Be aware of time and resource limitations of remote systems. Adhere to any stated restrictions.

### **336.7 APPROPRIATE USE: FTP (FILE TRANSFER PROTOCOL)**

When using FTP, users are guests on other systems. To ensure that other Internet users have access to the information, a few basic guidelines should be followed:

1. Login as anonymous and respond to the PASSWORD prompt with your electronic mail address, unless the system specifies otherwise. (If your e-mail address causes an error, enter GUEST for the password). Logoff the remote computer system when finished.
2. Avoid transferring files during peak business hours for the remote system, whenever possible.
3. Respect copyright and licensing agreements of transferred files.
4. It is the responsibility of the user to scan any downloaded files.

### **336.8 APPROPRIATE USE: PROVIDING ELECTRONIC INFORMATION**

To ensure that information is disseminated properly, Members should observe a few basic guidelines:

1. Obtain the appropriate approvals, prior to placing any information on the Internet.
2. Restrict information that should only be available to Department Members.
3. Make every attempt to ensure that the information being provided is accurate and is kept up to date.
4. Never use official dissemination tools to distribute personal information.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

### **336.9 SHERIFF-CORONER'S DATA NETWORK (SDN)**

The Sheriff-Coroner's Data Network (SDN) is under the administration of the Technology Division.

The Sheriff's Data Network is a high-speed network connecting all Department facilities, participating Orange County municipal police Departments and other state and federal law enforcement agencies. The SDN provides connectivity between desktop computers throughout the Department, as well as connection to other networks such as the Internet, C.L.E.T.S and the Statewide Integrated Narcotics System. The SDN currently provides access to a wide range of applications, such as AJS, LARS, AWSS, ACS, ROS, Cal Gangs (formerly GREAT) and the Department's Intranet Server. For an up-to-date list of applications available on the Sheriff's Data Network, contact the Technology Division help-desk.

### **336.10 ELECTRONIC COMMUNICATIONS**

The following sections of the Department's Manual of Policy and Procedures set forth the Department policies for electronic communications including activity involving the Internet, Sheriff's Data Network, DOJ Data Interface Controller, local area networks, individual personal computers, and access to data stored in local, state and federal computer systems. Electronic mail and faxes, which are transmitted over both the Internet and Sheriff's Data Network, are subject to all provisions of this policy. The Technology Division is responsible for the administration of electronic communications via the Internet, Sheriff's Data Network and Orange County Intranet.

1. SHERIFF-CORONER'S LOCAL AREA NETWORKS
  - (a) OCSD LANs are defined as Information Resources (PCs, Printers etc.) interconnected for the purpose of sharing the resources and information within an isolated facility in accordance to OCSD I/S standards.
2. B. SHERIFF-CORONER'S WIDE-AREA-NETWORK
  - (a) Group of LANs interconnected for the purpose of sharing resources and information with other OCSD Commands and External networks in accordance to OCSD I/S standards and security policies.

### **336.11 DEPARTMENT STANDARDS FOR HARDWARE AND O.S.**

The Technology Division is responsible for selecting and purchasing the standard desktop software suite for all Department computers on the Wide-Area-Network and for administration of the software on computers connected to the Sheriff's Data Network.

The standard desktop productivity software for the Department's Wide-Area-Network is Microsoft Outlook for electronic mail and calendar, Microsoft Internet Explorer for Internet and the MS Office Suite for word processing, spreadsheet and presentation. All Department Members shall use the Department's selected desktop software unless critical functionality is not available through the application. Specialized software needs shall be assessed on an individual basis and not withstanding technical conflicts installed with Commander approval. The Technology Division purchases, maintains, and installs desktop software for all Department WAN computers.

1. INSTALLING LICENSED SOFTWARE

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

- (a) Members are prohibited from installing or maintaining unlicensed software on any Department computer. Members who wish to install licensed software on a Department computer must have authorization from their unit commander and the Technology Division. The software installation and record of the installation will be the responsibility of the Technology Division. A copy of the software license must be provided to the Technology Division prior to the installation.
2. BACKING UP FILES
- (a) It is strongly recommended that users store important data files in their personal folder in the unit file server. These files shall be "backed up" daily to prevent loss of information. They cannot be accessed by other users and offer the highest degree of individual security. Any files stored on the local drive ("C" drive) of the computer are not secure against access by other users and will not be backed up to prevent loss of information. During routine maintenance computers may be replaced or hard drives erased without notice to the user. Data contained on the local drive ("C" drive) of these machines/hard drives may be lost to the user.

*Members shall be allocated space for the storage of their files in the personal folder on the server, however, Members are encouraged to delete or archive personal, unused or obsolete data stored in Department computers (local hard drive or assigned space on server) as soon as practical. When maximum storage capacity is reached, Members shall be advised to remove files.*

### **336.12 PERMISSIBLE USE**

The use of any Department computer resource is restricted to those activities related to Department business. Use of computers and electronic communications by Members is authorized in support of the law enforcement mission of the Department and the administrative functions that support that mission. Department Members and other authorized users shall adhere to this policy as well as the guidelines set forth in the county Electronic Data Communications and Intranet/Internet Policies.

Members are expected to abide by the standards of conduct delineated in other volumes, chapters and sections of the Department's Manual of Policy and Procedures as they may be applied to the use of electronic communications and use and release of information.

### **336.13 AUTHORIZED PERSONS**

Access to computers, networks, and electronic communications on behalf of the Department is limited to Department Members, reserves, volunteers, county Members, and expanded SDN participating police agency Members, contractors, subcontractors, and their Members conducting Department business. Hereafter in this policy, authorized persons shall be referred to as Member(s). Unauthorized persons, including inmates, shall not be permitted to access or otherwise utilize computers or network equipment under the direction or permission of a Member.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Electronic Communications Policy*

---

#### **336.14 SYSTEM USE**

Members are expected to use electronic communications and network systems with a high degree of professional and personal courtesy. Members must ensure that the tone and content of electronic communications are businesslike and exclude inflammatory remarks or inappropriate language.

##### 1. ELECTRONIC MAIL

- (a) Although e-mail senders have no rights of privacy, Members should respect the privacy of E-mail delivered to them. Members shall not forward or otherwise disclose the contents of electronic messages with the intent to embarrass or otherwise harm the sender. If it is an issue that could cause embarrassment, it does not belong on e-mail. This does not prohibit the receiver of e-mail from divulging the contents of electronic communications messages to a Member's supervisor or to Department management.
- (b) Members who receive an electronic communication intended for another person shall attempt to notify the sender as soon as possible of the error.
- (c) Members who are authorized users of e-mail are responsible for reading their electronic mail as frequently as possible, or notify their supervisor that they are unable to read e-mail.

##### 2. LOGGING OFF

- (a) To enhance security and ensure that shared computers are available to all Members, users shall logoff their computer when away from their workstation and at the end of the work shift.
- (b) All computers connected to the Sheriff-Coroner's Data Network must remain "on," at all times after hours in order to provide after-hours maintenance. After hours or when a Member is away from his or her computer it must be "logged off" but remain turned on.

##### 3. PROHIBITED DEVICES

- (a) All dial-up connections, modem connections, and electronic communication devices are prohibited on the Sheriff's Wide-Area-Network. Stand-alone machines not connected to WAN may have dial-up or other connections with Commander approval and Technology Division review.
- (b) The Technology Division will ensure that all requests for any of the above connections are reviewed by knowledgeable staff. The purpose of the review will be to evaluate the risk and potential for illegal access to Departmental systems, stored records, and confidential information. These findings will be reported to the requesting Commander so that an informed decision can be made.

##### 4. GUIDELINES

- (a) Department Members who use any computer/modem connection provided by the Department shall adhere to the following guidelines:
  - (a) Only those persons authorized by the appropriate Commander/Director shall utilize Department dial-up computer connections.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

- (b) Authorized users of Department computer dial-up connections shall only use those connections for Department business.
- (c) Use of dial-up connections for other than Departmental business shall be subject to disciplinary action.

Nothing in this section is to be constructed as prohibiting lawful criminal investigation on the Internet or research related to such investigations nor is it intended to prohibit research beneficial to the Orange County Sheriff-Coroner's Department or the County of Orange.

### **336.15 PRIVACY**

Department Members and other authorized users should not have any expectation of privacy when using computer and network systems. All electronic files and e-mail in Department systems are considered the property of the Department and may be accessed at any time by authorized supervisory/management personnel without the Member's permission or notification.

The Department reserves the right to engage in monitoring electronic communications such as e-mail, faxes, computer files, and networks, including the inspection of files created by Members and stored in Department systems, to ensure that the public resources are appropriately used for county related business, including audits and Member supervision.

Department Members who are authorized to access to the Internet World Wide Web shall be monitored to ensure that Internet access is used for Department business. Internet addresses accessed by each user shall be electronically monitored, summarized and forwarded to the Member's Commander when suspect traffic to Internet sites is found.

The Technology Division network administrators may view the contents of electronic messages and files during the administration of the network computers.

Electronic communications and data may be subject to disclosure to third parties in response to the "Public Records Act" or other lawful court orders.

### **336.16 CONFIDENTIALITY**

The Department cannot control the final disposition of electronic communications once they have been delivered. Members should be cautioned that any electronic message might be forwarded or printed without the sender's knowledge.

Department Members should be aware that e-mail could be illegally intercepted enroute to its destination. No confidential communications shall be made via e-mail unless encrypted with encryption software approved by appropriate the Technology Division staff.

### **336.17 SECURITY**

Only Department Members or other persons authorized by the Technology Division may access the Sheriff's Data Network. Those authorized shall be assigned a logon identification code (i.e., USERID or ID). Only the authorized owner of the ID is permitted to use the ID. Those assigned an ID shall be required to select a password. Members shall not disclose their computer passwords



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Electronic Communications Policy*

---

to another person, except as required under this policy. Members are responsible to keep their passwords secret and to change them if compromised. Any electronic communications sent using an Member's USERID and password is prima facie evidence the Member assigned the USERID and password generated the communications. In other words, if your username and ID appears, it is assumed you forwarded the message so do not give anyone your user name or password.

#### 1. USERID

- (a) Members shall not share common USERID and passwords for any computer system, except as required for training. Any person who has knowledge of individuals who are sharing common USERID and passwords shall immediately notify their unit supervisor. Members shall have only one network, e-mail, and fax account. Only the Technology Division shall establish user network, electronic mail, fax, Internet, and remote access accounts.

#### 2. PASSWORDS

- (a) The password selected by Members shall not contain their first name, middle name, last name, or Member number. Passwords must be six characters with at least one non-alphabetic character. Members cannot reuse the most recently used passwords.
  1. The network shall permit only five (5) attempts of a person's USERID and password before locking out network access.
- (b) Members shall report to their immediate supervisor, in writing, any violations of electronic communications policy as set forth in the Manual of Policy and Procedures.

### **336.18 APPROVED ACCESS**

Members are required to keep the personal information section (properties) of the Outlook (e-mail) address book up-to-date. This includes title, work address, unit of assignment, work location, work phone number, and fax number. Optional items include mobile phone number and pager number.

Department Members may have access to the Internet World Wide Web, subject to the approval of their Commander.

Various levels of system access shall be granted on an as needed basis determined by Commanders.

Individuals needing access to the files of another, when the Member is unavailable, must obtain approval from the concerned Member's supervisor or unit commander. Upon authorization, the Technology Division shall provide and record the access given.

### **336.19 PROHIBITIONS**

Members shall not add, alter, copy, damage, delete, move, modify, tamper with, or otherwise use or affect any data or software, computer, computer system, or computer network in order to either:

1. Devise or exclude any scheme or artifice to defraud, deceive, destroy or extort, wrongfully control, or obtain money, property or data.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

2. Disrupt or cause the disruption of computer or network services or deny or cause the denial of computer or network services to an authorized user of a Department computer, computer system, or computer network.
3. Assist in providing access to unauthorized persons to any data, software, programs, and computer system or computer network.

Unless specifically authorized by the Technology Division, Department Members shall not install, connect to, move, change, modify, disconnect, or tamper with any data circuit, router, switch, hub, data jack, data cable, server, or other data communications equipment, or software or assist any unauthorized person in gaining access to data circuits, routers, switches, hubs, data jacks, data cables, servers, or other data communications equipment, devices, or software.

### **336.20 AUTHORIZATION REQUIRED**

Members shall not do any of the following without the required authorization:

1. Access or allow access to another to obtain, alter or prevent access to stored electronic communications.
2. Use electronic communications to capture or open electronic communications of another or access files without permission of the owner.
3. Damage hardware, software, or other communications equipment or interfere with functionality.
4. Attempt to breach any security measures on any electronic communications system or attempt to intercept any electronic communication transmission.
5. Modify or delete any file, folder, or system audit, security or ownership records or time stamp with the intent to misrepresent true system audit records.
6. Access the files belonging to another for non-business purposes.
7. Use someone else's USERID, password or access another person's files or retrieve stored communications without authorization.
8. Modify the hardware or software configuration on any computer.
9. Modify or delete the automatic scan for computer viruses.
10. Use electronic communications to transmit (upload) or knowingly receive (download):
  - (a) Any communication violating any applicable laws, regulations or policies.
  - (b) Proprietary or confidential Department information.
  - (c) Chain letters.
  - (d) Material that would be offensive to a reasonable person.
11. Transmit any electronic message in violation of file size restrictions.
12. Use Department computer equipment or network to send or receive electronic communications for non-Department business.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

13. Use computers, networks, or electronic communications to infringe on the copyright or other intellectual property rights of the county or third parties.
14. Send or receive commercial software in violation of its license agreement.
15. Copy personal files programs or images into any Department computer without authorization from their bureau captain.
16. Send anonymous messages or represent oneself as someone else, real, or fictional or send messages or images, which are defamatory, fraudulent, threatening, harassing, sexual, or contain derogatory racial or religious content.
17. Establish any hidden or misidentified links on any web page.
18. Send or forward messages that have been altered in order to deceive the receiver as to the original content.
19. Use Department computers, networks, software, or electronic communications for personal financial, commercial, political, or other personal use.
20. Use electronic communications to intimidate, embarrass, cause distress, or otherwise force unwanted attention upon others or to interfere with the ability of others to conduct Department business or create a hostile work environment.
21. Use electronic communications in competition with commercial services to individuals or organizations outside the Department.
22. Use electronic communications for the purposes of gambling, including but not limited to, lotteries, sports pools, and other personal wagering.
23. Give out Member personal information such as home address and/or telephone numbers.
24. Modify or update the Department "Web Page" without prior approval of the appropriate Assistant Sheriff.

### **336.21 CALIFORNIA DEPARTMENT OF JUSTICE ADMONISHMENT**

As an Member of the Orange County Sheriff-Coroner's Department, you may have access to confidential criminal record and/or Department of Motor Vehicles record information, which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11140 11144 and 13301 13305 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public records and CLETS information. Penal Code Sections 11142 and 13303 state:

*"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."*

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicles record information.

Any Member who is responsible for such misuse is subject to disciplinary action. Violations of this law may also result in criminal and/or civil actions.

### **336.22 DATA COMMUNICATIONS MANAGEMENT**

The Technology Division is responsible for overall access and administration of electronic data communications policy and procedures for any traffic occurring over the Sheriff-Coroner's Data Network, OCATS, CLETS, and Department ALPR. In this role, the Technology Division shall:

1. Review and approve requests for access to the Sheriff-Coroner's Data Network, OCATS, CLETS, and Department ALPRs. Requests for such access should be made to the Technology Division help desk accompanied by written Commander approval.
2. Review and act on all requests to receive e-mail. Requests for e-mail should be made to the Technology Division help desk.
3. Review and act on requests from Department users to install new equipment, hardware or software connected to the Sheriff-Coroner's Data Network. Such requests should be made to the Technology Division help desk.
4. Review requests and provide Internet access for individual Department Members. Requests for such access must be submitted on a Department memo (attachment #3) from the requestor's Commander/Director to the Technology Division Director. The Technology Division is responsible for maintaining a list of authorized Internet users.
5. Specify the software required for usage with computers connected to the Sheriff-Coroner's Data Network and ensure its usage on all such computers.
6. Establish the standards and purchase all electronic communications equipment including personal computers, printers, scanners, and network equipment for the Department, as such equipment relates to the wide area network.
7. Establish and purchase the standard software suite for Department computers, including desktop and network operating systems, virus scanning, e-mail, faxes, word processing, spreadsheet, graphics, database, and network management software.
8. Review and act on requests to use encryption technology by Department Members.

### **336.23 NETWORK / FIELD SUPPORT & HELP DESK**

The Sheriff-Coroner's Data Network provides 24-hour support for system outages related to the mainframe. A system outage is defined as the inability to access mission critical services such as AJS, WPS, or CLETS/OCATS. If this occurs contact Information Services Help Desk at [REDACTED]. All non-mission critical system or computer related problems would be processed on the next business day. Routine service and support is currently not available on a 24-hour basis. Members should call or e-mail the Technology Division help desk to report hardware, software, and other problems encountered while utilizing an SDN connected device.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Electronic Communications Policy*

---

### **336.24 OCSD USER AUTHORIZATION AND ACKNOWLEDGMENT OF POLICIES AND GUIDELINES**

Members shall be responsible for reading and signing the Department "User Acknowledgment of Electronic Communications Policy" form (Section 343.25) before obtaining authorization to access the Sheriff-Coroner's Data Network. The Department form requires a counter signature by the user's supervisor at the rank of sergeant or higher.

### **336.25 USER ACKNOWLEDGMENT OF ELECTRONIC COMMUNICATIONS POLICY**

I understand that the Orange County Sheriff-Coroner's Department requires each user, who has access to automated data communications, be responsible for adhering to its electronic communications policy sections as set forth in the Manual of Policy and Procedures. I have received a copy of these Policy and Procedures.

I understand that I must not have an expectation of privacy when using county electronic communications and acknowledge that my electronic communications may be monitored at any time by authorized Members.

By signing this form, I agree to abide by all policies, including state statutes relating to electronic communications and use of information, and understand that I will be held accountable for my actions and that disciplinary actions may result from not abiding by these policies. I also understand authorized persons, including supervisors, auditors and investigators may access any equipment, software and files at any time.

---

User Name (PRINT) User Signature Date

As a supervisor, by my signature, I acknowledge my responsibility to have provided the electronic communications policies, to the above user. I also acknowledge that I am responsible for ensuring that the above user, whom I supervise, has read and understands this policy.

---

Supervisor's Name (PRINT) Supervisor's Signature Date

## Report Preparation

### 338.1 PURPOSE AND SCOPE

Report preparation is a major part of each deputy's job. The purpose of reports is to document sufficient information to refresh the deputy's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

#### 338.1.1 SUBMISSION OF REPORT

To provide the best service to our stakeholders, contract partners, and the public through current data and statistical analysis, it is the policy of this Department to require all reports be complete, accurate, and submitted prior to or at the end of each shift. It shall be the responsibility of all Members assigned to Commands required to document criminal offenses and other reportable activities to submit all reports for approval prior to leaving their assigned work location at end of watch.

1. Exceptions to the above policy shall be determined by the immediate supervisor of involved personnel on a case by case basis only upon receiving proper justification.
2. Units providing extensive follow-up on cases previously reported are exempt from the end of shift requirement if it will not severely impact an on-going investigation with supervisory approval, i.e. Forensic Science Services, Homicide, Sex Crimes.

### 338.2 REPORT WRITERS RESPONSIBILITIES

1. Prepare all reports received during the assigned shift for supervisory approval prior to the end of such assigned shift.
2. Contact the immediate supervisor for all priority reports upon completion throughout the shift.
  - (a) Priority reports include all cases where a suspect is in custody and booked into any custodial facility such as jail, juvenile hall, or a mental hospital. This includes cases where the suspect will be cited and released at the facility. Also included are serious assaults, rape, child molest, any deaths, property crimes involving major loss, any case requiring immediate follow-up by Investigation, casualty reports, missing persons, or CHP 180.
3. Contact the immediate supervisor in all cases where an exception to the above policy stated is necessary.

#### 338.2.1 SUPERVISOR RESPONSIBILITIES

1. Thoroughly review all submitted reports for completeness and accuracy prior to approval.
2. Require additional information or corrections when necessary on all reports prior to approval.
3. Reports containing grammatical errors shall be corrected.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Report Preparation*

---

4. Ensure all reports were submitted or the necessary approval was obtained to defer.
5. Follow-up on all deferred reports and ensure their completion.
6. Carefully review all requests for exception to the policy stated above. Exceptions may be granted by the immediate supervisor under the following circumstances:
  - (a) Members are at the end of a 16 hour work period and the report is not a priority report.
  - (b) The tempo of the shift was such that it did not allow for report writing. The Member requesting an exception under this circumstance shall provide the supervisor with their completed Daily Activity Report and Statistical Sheet to verify consumed time during the shift prior to approving the exception.
  - (c) The report was received at the end of watch and it is not a priority report.
  - (d) The Members assigned a report ends their shift early due to a personal emergency or workers compensation incident.
7. When possible the shift supervisor shall contact Members assigned reports throughout the shift to review and approve completed reports prior to the end of watch.

#### **338.2.2 MANAGEMENT RESPONSIBILITIES**

1. Verify supervisors are granting exceptions to the policy stated in Section 344.2.1 only in applicable situations.
2. Verify overtime usage for report writing is utilized only in appropriate situations.
3. Review involved personnel's Daily Activity Report and Statistical Sheet for any time management issues related to report exceptions.
4. Verify reports granted an exception is submitted.

#### **338.3 REPORT CHANGES OR ALTERATIONS**

Reports that have been approved by a supervisor and submitted to Support Services for filing and distribution, shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to Support Services may be corrected or modified by the authorizing deputy only with the knowledge and authorization of the reviewing supervisor.

# Gun Violence Restraining Order

## 339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning and serving gun violence restraining orders and accounting for the firearms obtained pursuant to those orders.

### 339.1.1 DEFINITIONS

Definitions related to this policy include:

**Temporary Firearms Restraining Order:** An order, in writing, signed by the court, prohibiting a named person from having in his or her custody or control, owning, purchasing, possessing, or receiving any firearms or ammunition. (Penal Code § 18100).

**Firearms Emergency Protective Order:** An order, approved by a judicial officer, prohibiting a named person from having in his or her custody or control, owning, purchasing, possessing, or receiving any firearms or ammunition (Penal Code § 18125).

**Gun Violence Restraining Order Property Receipt:** A property receipt containing the following language:

"The release of firearms is subject to a California Department of Justice Bureau of Firearms Law Enforcement Gun Release (LEGR) Application (Penal Code § 33850). Application forms are available online at <http://ocsd.org/legr> or by calling (916) 227-7527. If you are notified the Department of Justice has determined you are eligible for return of the firearm to you, you will have 180 days to claim the firearm at 320 N. Flower St. Santa Ana, CA 92703. Please call 714-834-6482 to make an appointment. Any unclaimed firearm may be disposed of after the 180- day period has expired."

## 339.2 POLICY

It is the policy of the Orange County Sheriff's Department to petition and serve gun violence restraining orders in compliance with state law and to properly account for firearms and ammunition obtained by the Department pursuant to such orders.

## 339.3 GUN VIOLENCE RESTRAINING ORDERS

A deputy who reasonably believes a person is a present danger or danger in the near future to him/herself or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm should petition the court for a temporary firearms restraining order or a firearms emergency protective order. A deputy petitioning the court for a gun violence restraining order shall comply with notice, hearing and renewal requirements set forth in Penal Code § 18100, et seq.

Petitions should also describe why the order is necessary to prevent personal injury to the subject of the petition or another person because less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Gun Violence Restraining Order*

---

Deputies petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). Form GV-100 is the Petition for Firearms Restraining Order Form GV-110 is the Temporary Firearms Restraining Order; Form GV-109 is the Notice of Court Hearing; Form GV-200 is the Proof of Personal Service; and Form EPO-002 is the Firearms Emergency Protective Order. Forms can be located on the Orange County Sheriff's Department Document Center.

### 339.3.1 TEMPORARY FIREARMS RESTRAINING ORDER

Temporary firearms restraining orders may be obtained by a deputy sheriff or a family member of the person named on the order. If the criteria mentioned in section 345.3 are met, a deputy sheriff should seek a temporary firearms restraining order by completing a Petition for Firearms Restraining Order (GV-100), and completing sections one and two of the Temporary Firearms Restraining Order (GV-110) and completing the Notice of Court Hearing form (GV-109). A temporary firearms restraining order signed by a judicial officer shall be served in accordance with section 345.4 of this policy.

### 339.3.2 FIREARMS EMERGENCY PROTECTIVE ORDER

Under many circumstances it may not be practical to submit a written petition to the court. A deputy may orally request an order using the procedures for obtaining an Emergency Protective Order and using Judicial Council Form EPO-002 which is a Firearms Emergency Protective Order (Penal Code § 18140; Penal Code § 18145). A Firearms Emergency Protective Order approved by a judicial officer shall be served in accordance with section 345.4 of this policy.

A Firearms Emergency Protective Order is valid for 21 days beginning the day after the date of issuance. If a Firearms Emergency Protective Order is granted, the Firearms Emergency Protective Order should be forwarded to the responsible investigative unit for determination of further action including whether a Petition for a Firearms Restraining Order should be sought which, if granted, is valid for one year.

## **339.4 SERVICE OF GUN VIOLENCE RESTRAINING ORDERS**

A deputy serving any gun violence restraining order shall:

1. Serve the order on the restrained person if the restrained person can reasonably be located.
2. Request that any firearms or ammunition be immediately surrendered and issue a Gun Violence Restraining Order Property Receipt, located on the Orange County Sheriff's Department Document Center, for the surrendered items. (Penal Code § 18120).
3. Take into temporary custody any firearm or other deadly weapon discovered in plain view or pursuant to consent or other lawful search (Penal Code § 18250).
4. Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160) and serve the restrained person with the Notice of Court Hearing (GV-109), if applicable.
5. File a copy of the proof of personal service form or emergency firearms protection order with the court as soon as practicable after issuance by faxing the order and proof

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Gun Violence Restraining Order*

---

of service to the Orange County Superior Court Protective Order Unit at [REDACTED].

6. As soon as practicable, but no later than the end of the deputy's shift, submit proof of service for either temporary firearms restraining order or emergency firearms protection order to Teletype for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115).

The deputy should also inform the restrained person that he/she is required, within 24 hours, to surrender to a law enforcement agency any other firearms and ammunition he/she owns or that are in his/her custody or control or sell them to a firearms dealer. This notification should be documented.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

As soon as practicable, the deputy SHALL also inform County Counsel at [GVRO@occourts.org](mailto:GVRO@occourts.org) of the issuance of any temporary firearms restraining order (GV-110) to allow for a deputy county counsel to be assigned in the event of a hearing.

### **339.5 SEARCH WARRANTS**

If a person who has been served with a gun violence restraining order refuses to surrender any firearm or ammunition, the deputy should consider whether to contact Investigations to seek a search warrant (Penal Code § 1524(a)(14)). If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with applicable laws. Additionally, Penal Code § 1542.5 requires:

1. The deputy serving the warrant shall take custody of any firearm or ammunition that is controlled, possessed, or owned by the person who is the subject of the gun violence restraining order, including any discovered pursuant to the warrant, a consensual search, or other lawful search.
2. If the location being searched is jointly occupied and the firearm or ammunition is owned by a person other than the restrained person, the firearm or ammunition should not be seized if both of the following conditions are met:
  - (a) The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
  - (b) There is no evidence that the owner unlawfully possesses the firearm or ammunition.
3. If a locked gun safe owned by a person other than the subject of a gun violence restraining order is discovered, the deputy shall not search the contents of the safe unless the owner consents or there is a valid search warrant for the safe. Any search of the safe must be done in the owner's presence.

### **339.6 TELETYPE RESPONSIBILITIES**

Teletype is responsible for ensuring:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Gun Violence Restraining Order*

---

1. Proof of service of any gun violence restraining order served by a deputy or received from the clerk of the court is entered into the California Restraining and Protective Order System within one business day of service if served by a deputy, or within one business day of receipt of proof of service if served by a person other than a law enforcement officer (Penal Code § 18115).
2. Orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).

### **339.7 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS**

Deputy sheriffs shall accept firearms and ammunition from any individual who is the subject of a gun violence restraining order. The member receiving any firearm or ammunition shall:

1. Record the individual's name, address and telephone number.
2. Record the serial number of the firearm.
3. Prepare a property report.
4. Provide a Gun Violence Restraining Order Property Receipt to the individual who surrendered the firearms and ammunition.
5. Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy.

### **339.8 RELEASE OF FIREARMS AND AMMUNITION**

1. Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with Penal Code § 18120 and the Property and Evidence Policy.
2. Firearms and ammunition that were taken pursuant to a search warrant must be retained by the Orange County Sheriff's Department and may only be released in accordance with Penal Code § 1536 and the Property and Evidence Policy.

## News Media Relations

### 340.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies, and other law enforcement activities.

### 340.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff, however, in situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, Commanders, Department Commanders, and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

#### 340.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the designated Department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, Members shall consider the following:

1. At no time shall any Member of this Department make any comment or release any official information to the media without prior approval from a supervisor or the designated Department media representative;
2. In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this Department;
3. Under no circumstance should any Member of this Department make any comment(s) to the media regarding any law enforcement incident not involving this Department without prior approval of the Sheriff.

### 340.3 MEDIA ACCESS

Authorized and bona fide Members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies, and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

1. The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
2. Media representatives may be prevented from interfering with emergency operations and criminal investigations
  - (a) In situations where media access would reasonably appear to interfere with emergency operations and/or a criminal investigation, every reasonable effort should be made to provide media representatives with access to a command post at the nearest location that will not interfere with such activities.
  - (b) Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## News Media Relations

---

consider requesting a Temporary Flight Restriction (TFR). All requests for TFR should be routed through the Department Commander. A TFR, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate controlling tower. If the controlling tower is not known, the Federal Aviation Administration should be contacted (Federal Aviation Regulations § 91.137).

3. No Member of this Department shall be subjected to media visits or interviews without the consent of the involved Member (Government Code § 3303(e)).
4. Media interviews with individuals who are in custody shall not be permitted without the approval of the Sheriff and the expressed consent of the person in custody.

### 340.3.1 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of deputies and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Sheriff shall consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person, or is otherwise prohibited by law.

### 340.4 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Department shall maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Department Commander. This log shall generally contain the following information:

1. The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
2. The date, time, location, case number, name, birth date, and charges for each person arrested by this Department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
3. The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law

At no time shall identifying information pertaining to a juvenile arrestee, victim, or witness be publicly released without prior approval of a competent court.

Information concerning incidents involving certain sex crimes and other offenses set forth in Government Code § 6254(f) shall be restricted in accordance with applicable statutory provisions.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *News Media Relations*

---

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated Department media representative, the custodian of records, or if unavailable, to the Department Commander. Such requests shall generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

### 340.4.1 RESTRICTED INFORMATION

It shall be the responsibility of the authorized Member dealing with media requests to ensure that restricted information is not inappropriately released to the media by this Department. When in doubt, authorized and available legal counsel should be obtained. Examples of such restricted information include, but are not limited to:

1. Confidential peace officer personnel information (See Policy Manual § 1026)
  - (a) The identities of deputies involved in shootings or other major incidents may only be released to the media pursuant to consent of the involved deputy or upon a formal request filed and processed in accordance with the Public Records Act
2. Copies of traffic collision reports (except to the involved parties and their authorized representatives) (Vehicle Code § 20012)
3. Criminal history information
4. Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
5. Information pertaining to pending litigation involving this Department
6. Information obtained in confidence
7. Any information that is otherwise privileged or restricted under state or federal law. (Government Code § 6254(k))

## Disciplinary Policy

### 347.1 DISCIPLINE DEFINED

Discipline, as discussed in this chapter, is any formal corrective action taken by the Department toward any Member who violates any Departmental policy, rule, regulation, or statute. Pre-disciplinary measures including counseling memos, deficiency notices, and performance expectation memos may be used as preliminary corrective actions in appropriate cases.

### 347.2 TYPES OF DISCIPLINARY ACTION

1. Subject to the provisions of the Personnel and Salary Resolution for the County of Orange, and the Member's appropriate MOU, the following are approved disciplinary actions within the Department:
  - (a) Written Reprimand: A reprimand reduced to writing, signed by the Member, and made a part of the Member's personnel file.
  - (b) Suspension: A relief from duty without pay.
  - (c) Demotion: A reduction to a position of lower class or rank.
  - (d) Dismissal: A termination of employment.
2. The type of disciplinary action chosen shall be appropriate to the seriousness of the violation.

### 347.3 AUTHORITY TO DISCIPLINE

1. All Departmental discipline that exceeds a 24-hour suspension without pay must be approved by the appropriate Assistant Sheriff. Commanders are authorized to approve Department discipline consisting of a written reprimand up to a 24-hour suspension without pay. Any supervisor, when appropriate, may administer an oral reprimand to subordinate personnel in their command. Any other type of disciplinary action may be recommended by a supervisor to their superior.
2. Commanders are authorized to issue written reprimands for performance deficiencies within the following guidelines:
  - (a) Written reprimands must be properly documented.
  - (b) Written reprimands may not be issued in any case where the Member must be interviewed, or required to provide written documentation, to determine if the alleged act or inaction occurred. Such situations are referred through channels to the Internal Affairs Bureau.
  - (c) The Commander shall first submit copies of all supportive documents, appropriate memorandum from supervisors, a brief summary of cause for the action, and a draft written reprimand to their Assistant Sheriff for review and approval.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Disciplinary Policy*

---

- (d) The package will be forwarded to the Internal Affairs Bureau and all materials shall be reviewed for compliance with rules and regulations and the applicable Memorandum of Understanding. The Internal Affairs Bureau shall then create a Personnel Investigation file and issue an Internal Affairs tracking number.
- (e) The Personnel Investigation file shall be returned to the Division and a final written reprimand shall be prepared by the Division and signed by the Commander and acknowledged by the affected Member (signature, or "refused to sign", with date).
- (f) The original written reprimand shall be given to the Member. Two signed copies of the written reprimand along with all supporting documentation shall be forwarded to the Internal Affairs Bureau for retention. The completed written reprimand shall be referenced in the Member personnel file.
- (g) The Member's rights are guaranteed by the County Grievance Procedure.
- (h) The records pertaining to the written reprimand shall be retained for five years after the investigation file is closed in accordance with the Department's Records Control Schedule.

#### **347.3.1 EMERGENCY SUSPENSION FROM DUTY**

In the absence of the Sheriff Coroner, the Undersheriff, the Assistant Sheriffs, the Commander concerned, or the Department Commander concerned, in that order, has the authority to impose an emergency suspension, with pay, from duty until the next business day, or such earlier time that such suspension can be reviewed by the Sheriff Coroner.

#### **347.3.2 INVESTIGATION OF COMPLAINTS**

1. Upon receipt of a complaint alleging misconduct, the Sheriff or designee shall direct the investigation of said complaint. Upon conclusion of the investigation one of the following findings shall be made by the Sheriff or designee and stated in the report. The Member shall be advised of the disposition.
  - (a) Unfounded: Investigation indicates that the act or acts complained of did not occur or involve Department Member.
  - (b) Exonerated: Act or acts did occur but were justified, lawful or proper.
  - (c) Not Involved: Investigation establishes that the Member was not involved in the alleged incident.
  - (d) Not Sustained: Investigation fails to discover sufficient evidence to clearly prove or disprove misconduct on the part of the Member.
  - (e) Sustained: Investigation discloses sufficient evidence to clearly prove misconduct on the part of the Member.
2. Such reports and findings shall be maintained in a confidential file, accessible only to the Sheriff Coroner and persons authorized by him, or through legal process.

#### **347.4 POST INVESTIGATION PROCEDURES**



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Disciplinary Policy*

---

### **347.4.1 RESPONSIBILITIES OF SHERIFF OR SHERIFF'S DESIGNEE**

Upon receipt of any written recommendation for disciplinary action, the Sheriff or designee shall review the recommendation and all accompanying materials.

The Sheriff or designee may modify any recommendation and/or may return the file to the Commander for further investigation or action.

Once the Sheriff or designee is satisfied that no further investigation or action is required by staff, the Sheriff or designee shall determine the amount of discipline, if any, to be imposed.

In the event disciplinary action is recommended, the Sheriff or designee shall provide the Member with written (Skelly) notice of the following information within one year of the date of the discovery of the alleged misconduct (absent an exception set forth in Government Code § 3304(d) or 3508.1):

1. Specific charges set forth in separate counts, describing the conduct underlying each count.
2. A separate recommendation of proposed discipline for each charge.
3. A statement that the Member has been provided with or given access to all of the materials considered by the Sheriff in recommending the proposed discipline.
4. An opportunity to respond orally or in writing to the Sheriff within ten days of receiving the Skelly notice.
  - (a) Upon a showing of good cause by the Member, the Sheriff may grant a reasonable extension of time for the Member to respond.
  - (b) If the Member elects to respond orally, the presentation may be recorded by the Department. Upon request, the Member shall be provided with a copy of the recording.

### **347.5 RESIGNATION OR RETIREMENT PRIOR TO DISCIPLINE**

In the event a Member subject to an administrative investigation resigns or retires prior to the completion of the administrative investigation and/or imposition of discipline, their decision to do so along with any documentation shall be memorialized in the administrative investigation file. The investigation shall be completed as noted in this policy and the separated Member shall be afforded any post investigatory rights as required by law. Separation prior to the completion of the administrative investigation, or with pending or potential discipline from an investigation, may impact the Member's ability to be considered honorably retired and/or designated "resigned from service".

## Reserve Deputy Sheriff Program

### 348.1 POLICY

It is the policy of the Department to maintain a trained reserve force to aid in emergency situations and to augment the regular Members of the Department in the accomplishments of Departmental objectives. It shall be the duty of all Members of the Department, when so requested, to aid in the furtherance of this program, and in the training and development of the Reserve Force.

### 348.2 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department Reserve Unit was established to supplement and assist regular sworn sheriff's deputies in their duties. This unit provides professional, sworn volunteer reserve deputies who can augment regular staffing levels.

### 348.3 SELECTION AND APPOINTMENT OF SHERIFF'S RESERVE OFFICERS DEPUTIES

The Orange County Sheriff-Coroner Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this Department.

#### 348.3.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular sheriff's deputies before appointment.

Before appointment to the Sheriff's Reserve Unit, an applicant must have completed, or be in the process of completing a POST approved basic academy or extended basic academy.

#### 348.3.2 APPOINTMENT

Applicants who are selected for appointment to the Sheriff's Reserve Unit shall, on the recommendation of the Sheriff, be sworn in by the Sheriff and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

#### 348.3.3 UNIFORM AND EQUIPMENT FOR SHERIFF RESERVE DEPUTIES

All reserve deputy appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the reserve deputy shall be returned to the Department upon termination or resignation. Reserves shall receive two (2) uniforms annually, equal to that of regular deputies.

Reserve deputies shall conform to all uniform regulations and appearance standards for the Department.

#### 348.3.4 DUTIES OF RESERVE DEPUTIES

Reserve deputies assist regular deputies in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve deputies shall usually be to augment the Patrol Operations Command. Reserve deputies may be assigned to other areas within the Department as needed. Reserve deputies are required to work a minimum of 20 hours per month.

## *Reserve Deputy Sheriff Program*

---

### 348.3.5 POLICY COMPLIANCE

Sheriff's reserve deputies shall be required to adhere to all Departmental policies and procedures. A copy of the policies and procedures shall be made available to each reserve deputy upon appointment and he/she shall become thoroughly familiar with these policies. Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time deputy, it shall also apply to a sworn reserve deputy unless by its nature it is inapplicable.

### **348.4 RESERVE DEPUTY CLASSIFICATIONS**

All reserve deputies will be assigned to duties by the Reserve Coordinator or his/her designee. Reserve personnel are subordinate to regular deputies, and in most circumstances, shall work under the immediate direction of regular full-time personnel of this Department. Unless otherwise directed by the Mutual Aid Bureau Captain, reserves shall not wear their rank insignia while working a uniformed assignment.

There are three classifications of reserve deputy set forth in Penal Code Section 832.6. In addition, Penal Code Section 830.6(a)(2) permits the Sheriff to give "designated" status to Level I Reserves when authorized by a county ordinance (See OCCO 1-2-120.). Reserve Deputies may be deployed in a variety of assignments based on their reserve level, training and experience.

The four (4) levels of reserve deputy are listed below starting with the highest level reserve.

- Level I-D (Designated)
- Level I (Non Designated)
- Level II
- Level III

#### 348.4.1 LEVEL I-D (DESIGNATED) RESERVE DEPUTIES

Orange County Codified Ordinance (OCCO) 1-2-120 authorizes the Sheriff to give "designated" status in writing to reserve deputies who meet the requirements listed below. The "designated" status is not a permanent classification and the Sheriff can revoke it at any time.

1. To be designated as Level I-D, reserve deputies must complete two years and five hundred (500) working hours of field experience as reserve deputies (OCCO 1-2-120).
2. Level I-D reserve deputies must complete the Sheriff Department's POST approved Field Training Program.
3. Level I-D is the only category of reserve that has 24-hour peace officer authority. All other levels have peace officer powers only for the duration of the person's specific assignment.
4. A Level I-D reserve may work alone and perform the same duties as a full-time deputy.
5. Level I-D reserve deputies must have successfully completed the POST Regular Basic Course in either the standard format or the modular format – Level III, II and I reserve training.
6. Reserve deputies may be granted Level I-D status if they possess both a POST Reserve Officer Certificate and a POST Basic Certificate. Upon completion of the

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Reserve Deputy Sheriff Program*

---

OCCO 1-2-120 requirements and the Sheriff Department's POST approved Field Training Program, designated Level I-D reserves are granted the following:

- (a) Full peace officer powers both on or off duty.
- (b) Authority to carry an off-duty weapon, conforming to Department policy, without the need for a concealed weapon permit.
- (c) May be assigned to tasks routinely performed by regular deputies, including supervising Level II and III reserves.

### 348.4.2 LEVEL I (NON-DESIGNATED) RESERVE DEPUTIES deputies

Level I reserve deputies must successfully complete the POST Regular Basic Course in either the standard format or the modular format – Level III, II and I reserve training.

1. A Level I reserve deputy may perform general law enforcement assignments only while under the immediate supervision of a full time deputy or a Level I-D reserve deputy until they have successfully completed the Sheriff Department's POST approved Field Training Program.
2. Level I peace officer authority is only for the duration of the reserve's specific assignment.
3. Level I reserves are granted the following:
  - (a) Peace officer powers only while on duty.
  - (b) Authorization to carry an off-duty weapon only if they have a concealed weapon permit.
  - (c) May be assigned to tasks routinely performed by regular deputies, except they shall not be assigned to supervise other reserve deputies in a general law enforcement capacity.
4. A Level I reserve deputy may work unsupervised in the Corrections and Courts Command after successfully completing the jail academy.

**Note:** Immediate supervision is defined as being routinely in physical proximity of and available to the reserve deputy. However, allowance is permitted for necessary temporary separations.

### 348.4.3 LEVEL II RESERVE DEPUTIES

A Level II reserve deputy may perform general law enforcement assignments only while under the immediate supervision of a deputy sheriff who has completed the POST Regular Basic Course (full-time deputy or Level I-D reserve deputy).

1. A Level II reserve deputy may work assignments authorized for a Level III reserve deputies without immediate supervision.
2. A Level II reserve deputy must successfully complete the Level III and Level II modules of the POST Basic Course (modular format as their entry-level training requirement).
3. Reserve Deputies who have successfully completed a Level II reserve POST Certified Reserve Training Module, are granted the following:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Reserve Deputy Sheriff Program*

---

- (a) Peace officer powers only while on duty.
- (b) Authorization to carry an off-duty weapon only if they have a concealed weapon permit.

**Note:** Immediate supervision is defined as being routinely in physical proximity of and available to the reserve deputy. However, allowance is permitted for necessary temporary separations.

### 348.4.4 LEVEL III RESERVE DEPUTIES

Upon completion of a POST approved training course for Level III reserve peace officers, Level III reserve deputies are granted peace officer powers only while on duty during a specific assignment.

1. Level III reserve deputies may perform limited support duties and other duties not likely to result in physical arrests or which may require aggressive peace officer reaction.
2. Level III reserve deputies shall not be assigned to general law enforcement activities.
3. Level III reserve deputies shall perform their duties only while being supervised in the accessible vicinity of a deputy sheriff or level 1-D reserve deputy. However, Level III reserve deputies may transport prisoners without immediate supervision.
4. All Level III Reserve Deputies are required to work one event per month unless excused by the Mutual Aid Bureau Captain, Mutual Aid Bureau Sergeant, or the Commander.
5. Examples of duties which may be performed by Level III reserve deputies, but not limited to, the following:
  - (a) Assisting jail deputies.
  - (b) Working fixed posts for traffic control.
  - (c) Providing security at parades and special events.
  - (d) Providing security at sporting events.
  - (e) Assisting investigators with administrative functions.
  - (f) Attending community events.

### 348.4.5 RESERVE COORDINATOR

The Sheriff shall delegate the responsibility for administering the Reserve Deputy Program to a Reserve Coordinator. The Reserve Coordinator shall have the responsibility of, but not be limited to:

1. Assignment of reserve personnel.
2. Conducting reserve meetings.
3. Establishing and maintaining a reserve call-out roster.
4. Maintaining and ensuring performance evaluations are completed.
5. Monitoring individual reserve deputy performance.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Reserve Deputy Sheriff Program*

---

6. Monitoring overall Reserve Program.
7. Maintaining liaison with other agency Reserve Coordinators.

#### **348.5 FIELD TRAINING**

Penal Code § 832.6(a)(2) requires Level I reserve deputies, who have not been released from the immediate supervision requirement per Policy Manual § 350.4.7, to work under the immediate supervision of a peace officer who possesses a Basic POST Certificate.

##### **348.5.1 TRAINING OFFICERS**

Deputies of this Department, who demonstrate a desire and ability to train reserve deputies, may train the reserves during Phase II, subject to Reserve Coordinator/Field Training Bureau approval.

##### **348.5.2 PRIMARY TRAINING OFFICER**

Upon completion of the Academy, reserve deputies shall be assigned to a primary training officer. The primary training officer shall be selected from members of the Field Training Officer (FTO) Committee. The reserve deputies shall be assigned to work with his/her primary training officer during the first 160 hours of training. This time shall be known as the Primary Training Phase.

##### **348.5.3 FIELD TRAINING MANUAL**

Each new reserve deputies shall be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as a deputy with the Orange County Sheriff-Coroner Department. The reserve deputy shall become knowledgeable of the subject matter as outlined. He/She shall also become proficient with those skills as set forth in the manual.

##### **348.5.4 COMPLETION OF THE PRIMARY TRAINING PHASE**

At the completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Reserve Coordinator. The purpose of this meeting is to discuss the progress of the reserve deputy in training.

If the reserve deputy has progressed satisfactorily, he/she shall then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Reserve Coordinator shall determine the appropriate action to be taken.

##### **348.5.5 SECONDARY TRAINING PHASE**

The Secondary Training Phase (Phase II) shall consist of 100 hours of additional on-duty training. The reserve deputy shall no longer be required to ride with his/her primary training officer. The reserve deputy may now ride with any deputy designated by the Reserve Coordinator/Chief of Police Services.

During Phase II of training, as with Phase I, the reserve deputy's performance shall be closely monitored. In addition, rapid progress should continue towards the completion of the Deputy's Field Training Manual. At the completion of Phase II of training, the reserve deputy shall return to his/her primary training officer for Phase III of the training.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Reserve Deputy Sheriff Program*

---

#### 348.5.6 THIRD TRAINING PHASE

Phase III of training shall consist of 24 hours of additional on-duty training. For this training phase, the reserve deputy shall return to his/her original primary training officer. During this phase, the training officer shall evaluate the reserve deputy for suitability to graduate from the formal training program.

At the completion of Phase III training, the primary training officer shall meet with the Reserve Coordinator. Based upon the reserve deputy's evaluations, plus input from the primary training officer, the Reserve Coordinator shall decide if the reserve deputy has satisfactorily completed his/her formal training. If the reserve deputy has progressed satisfactorily, he/she shall then graduate from the formal training process. If his/her progress is not satisfactory, the Reserve Coordinator shall decide upon the appropriate action to be taken.

#### 348.5.7 COMPLETION OF THE FORMAL TRAINING PROCESS

When a reserve deputy has satisfactorily completed all three phases of formal training, he/she shall have had a minimum of 284 hours of on-duty training. He/she shall no longer be required to ride with a reserve training officer. The reserve deputy may now be assigned to ride with any deputy for the remaining 200-hour requirement for a total of 484 hours before being considered for relief of immediate supervision.

To qualify for designation by the Sheriff as a Level I-D reserve, the reserve deputy must have completed two years and five hundred (500) working hours of field experience as a reserve deputy (OCCO 1-2-120.).

### **348.6 RESERVE DEPUTY MEETINGS**

All reserve deputy meetings shall be scheduled and conducted by the Reserve Coordinator. All reserve deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

#### 348.6.1 IDENTIFICATION OF RESERVE DEPUTIES/PROFESSIONAL SERVICE RESPONDERS

All reserve deputies shall be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time deputy. No "rank" badges shall be issued to reserve deputies. The identification card shall be the standard identification card (green) with the exception that "Reserve" shall be indicated on the card.

Active Level 1D reserve deputies that have successfully completed the FTO Training Program may be issued a non-rank flat badge in addition to their uniform pin on badge.

Professional Services Responders (PSR) shall be issued the standard identification card (blue) indicating "Professional Services Responder." PSR shall not be issued badges.

#### 348.6.2 INVESTIGATIONS AND COMPLAINTS

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Reserve Deputy Sheriff Program*

---

If a reserve deputy has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator at the discretion of the Patrol Operations Command Assistant Sheriff.

### **348.6.3 RESERVE DEPUTY EVALUATIONS**

While in training, reserves shall be continuously evaluated using standardized daily and weekly observation reports. The reserve shall be considered a trainee until all of the training phases have been completed. Reserves having completed their field training shall be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

### **348.7 FIREARMS REQUIREMENTS**

Penal Code § 830.6(a)(1) designates a reserve deputy as having peace officer powers during his/her assigned tour of duty, provided the reserve deputy qualifies or falls within the provisions of Penal Code § 832.6.

#### **348.7.1 CARRYING WEAPON ON DUTY**

Penal Code § 830.6(a)(1) permits qualified reserve deputies to carry a loaded firearm while on-duty. It is the policy of this Department to allow reserves to carry firearms only while on-duty or to and from duty.

#### **348.7.2 CONCEALED FIREARMS PROHIBITED**

No reserve deputy shall be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve deputies who are classified as Level I-D or possess a valid CCW license. An instance may arise where a reserve deputy is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve deputy may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve deputy who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to Departmental standards. The weapon must be registered by the reserve deputy and be inspected and certified as fit for service by a Departmental armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve deputy shall have demonstrated his/her proficiency with said weapon.

When a reserve deputy has satisfactorily completed all three phases of training as outlined in Policy Manual § 350.4, he/she may apply to the Professional Standards Division for a CCW License per Penal Code §26150. The decision to issue a concealed weapon license shall be made by the Sheriff with input from the Reserve Program Coordinator and administrative staff. In issuing a concealed weapon license, a reserve deputy's qualification shall be individually judged. A reserve deputy's dedication to the program and demonstrated maturity, among other factors, shall be considered before a concealed weapon permit shall be issued. Once issued, the concealed



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Reserve Deputy Sheriff Program*

---

weapon license shall be valid only for as long as the reserve deputy remains in good standing with the Orange County Sheriff-Coroner Department Reserve Deputy Program.

### **348.7.3 RESERVE DEPUTY FIREARM TRAINING**

All reserve deputies are required to maintain proficiency with firearms used in the course of their assignments. Reserve deputies shall comply with all areas of the firearms training section of the Policy Manual, with the following exceptions:

1. All reserve deputies are required to qualify quarterly
2. Reserve deputies may fire at the Department approved range at least once each month and more often with the approval of the Reserve Coordinator
3. Should a reserve deputy fail to qualify quarterly, that reserve deputy shall not be allowed to carry a firearm until he/she has reestablished his/her proficiency

### **348.8 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL**

The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve personnel.

### **348.9 SEPARATION FROM SERVICE**

1. Depending on the length of service and age at separation, reserve deputies honorably separating from service to the Department may be issued a Department identification card in accordance with guidelines in Policy § 1052.6.3 Department Badge(s) / Identification Card. The issued Department identification card shall state, "Honorably Served" with dates of service to the Department and shall NOT indicate a "CCW Approved" endorsement unless the reserve deputy meets the requirements of Penal Code § 26300(c)(2).
2. Reserve deputies honorably separating from service who meet the guidelines for issuance of a Department identification card may also receive a flat badge, subject to the approval of the Sheriff (Policy § 1052.6.3).
3. Reserve deputies separating from service to the Department who meet the requirements of Penal Code § 26300(c)(2) shall be issued a CCW endorsement. All other reserve deputies separating from service to the Department shall not be issued a CCW endorsement per Penal Code § 25455. CCW licenses may be applied for under the provisions of Policy § 218 Carry Concealed Weapon License and Penal Code § 26150.

## Department Computer Use

### 352.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of Department information technology resources, including computers, electronic devices, hardware, software, and systems.

#### 352.1.1 PRIVACY POLICY

Any Member utilizing any computer, electronic storage device, or media, Internet service, phone service, information conduit, system, or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the Member, sender, and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Department also expressly reserves the right to access and audit any and all communications, including content that is sent, received, and/or stored through the use of such service.

#### 352.1.2 DEFINITIONS

The following definitions relate to terms used within this policy:

**Computer System:** All computers (on-site and portable), hardware, software, and resources owned, leased, rented, or licensed by the Orange County Sheriff-Coroner Department, which are provided for official use by agency Members. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the agency or agency funding.

**Hardware:** Includes, but is not limited to, computers, computer terminals, network equipment, modems, or any other tangible computer device generally understood to comprise hardware.

**Software:** Includes, but is not limited to, all computer programs and applications including "shareware". This does not include files created by the individual user.

**Temporary File or Permanent File or File:** Any electronic document, information or data residing or located, in whole or in part, whether temporarily or permanently, on the system, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, or messages.

### 352.2 SYSTEM INSPECTION OR REVIEW

A Member's supervisor has the express authority to inspect or review the system, any and all temporary or permanent files and related electronic systems or devices, and any contents thereof when such inspection or review is in the ordinary course of his/her supervisory duties, or based on cause.

When requested by a Member's supervisor, or during the course of regular duties requiring such information, a member(s) of the agency's information systems staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the system.

## *Department Computer Use*

---

Reasons for inspection or review may include, but are not limited to system malfunctions, problems, or general system failure; a lawsuit against the agency involving the Member, or related to the Member's duties; an alleged or suspected violation of a Department policy; or a need to perform or provide a service when the Member is unavailable.

### **352.3 AGENCY PROPERTY**

All information, data, documents, communications, and other entries initiated on, sent to or from, or accessed on any Department computer, or through the Department computer system on any other computer, whether downloaded or transferred from the original Department computer, shall remain the exclusive property of the Department and shall not be available for personal or non-Departmental use without the expressed authorization of a Member's supervisor.

### **352.4 UNAUTHORIZED USE OF SOFTWARE**

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement. To reduce the risk of computer virus or malicious software infection, Members shall not install any unlicensed or unauthorized software on any Department computer. Members shall not install personal copies of any software onto any Department computer. Any files or software that a Member finds necessary to upload onto a Department computer or network shall be done so only with the approval of the Department IT specialist and only after being properly scanned for malicious attachments.

No Member shall knowingly make, acquire, or use unauthorized copies of computer software not licensed to the agency while on agency premises or on an agency computer system. Such unauthorized use of software exposes the agency and involved Members to severe civil and criminal penalties.

### **352.5 INTERNET USE**

Internet access is primarily for County business. You may access the Internet for limited personal use only during non-working time and in strict compliance with policy. If there is any doubt about whether an activity is appropriate, consult with your Department Head or his/her designee.

The Department shall actively monitor use of the Internet, to ensure that anyone using Department access to the Internet does not engage in any unethical, illegal, or unacceptable activity. Examples of unethical, illegal, or unacceptable activities include, but are not limited to:

1. Activities outlined in the section "Prohibited Activities" within the latest Orange County's Information Technology Usage Policy.
2. Seeking to gain or gaining unauthorized access to information resources.
3. Gaining, communicating, or using passwords belonging to other users.
4. Using the Internet to access, process, distribute, transmit, or display inappropriate stored electronic media; obscene, libelous or defamatory material, or any material, the access to which might undermine the integrity of the Sheriff's Department. Certain

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Computer Use*

---

exceptions may be permitted with the approval of a supervisor as a function of an assignment.

5. Participating in "chat rooms".
6. Running any type of public or unauthorized peer-to-peer network services, such as KaZaA, Gnutella, and Napster, etc.
7. Using any type of public or authorized instant messaging, such as Windows Live Messenger, Yahoo! Messenger, Skype, etc.
8. Using the Internet web-based email or private email, such as Gmail, Hotmail, and AOL.
9. The use of "Web Radio", "Web Shots", "Weather Bug", "Napster" (or the equivalent), "Web Casts", "Web Robots" or any other real-time streaming connections which occupies continuous bandwidth (resources) in the network.
10. Downloading copyrighted media and/or unlicensed software program files.

The use of the Internet is a privilege, not a right. If a Member is found to have engaged in any unethical, illegal, unacceptable activities, or violation of this policy, such activity shall subject the user to discipline consistent with any applicable labor agreement or policy including revocation of rights to Internet access.

In order to maintain network security, all Members using County access to the Internet are expected to comply with the following:

1. All files downloaded from the Internet must be scanned with anti-virus software approved by Information Services.
2. Make sure the computer which is used for Internet access is protected by anti-virus software.
3. No computer used for Internet access can be connected to another Internet Service Provider other than what is provided by the Department.

Any Member that feels he or she can identify a security concern or feels that his or her system may be infected or intruded with a computer virus should perform no further work on the computer and immediately contact the System help desk.

The Information Service Bureau reserves the rights to block accesses which are determined to pose security threats or excessive loads to the information and network infrastructure.

### **352.6 PROTECTION OF AGENCY SYSTEMS AND FILES**

All Members have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the system.

It is expressly prohibited for a Member to allow an unauthorized user to access the system at any time or for any reason.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Computer Use*

---

### 352.6.1 STORAGE

Network drive space is a resource provided for the purpose of storing work-related materials and files. All Members are responsible for managing this space, which includes deleting nonessential or obsolete files to keep space utilization at a minimum. Personal media files such as music files, personal images, or personal video clips are not to be stored on network drives. The Department allots a specific amount of network drive space to meet the needs of individuals and Departments. Information Systems is responsible for monitoring network drive space and notifying individuals and Departments when they exceed the allotted space. Individuals and Departments may request a quota increase. Upon receipt of a request, the drive space shall be reviewed for compliance with the data storage policy. Additional space may be allocated based upon need and availability of resources.

### 352.6.2 NETWORK DRIVES

The following is a list of the most common drives accessible to Members:

1. The H:\ drive is the individual network drive. Disk space on this drive is to be used to store work related information. Each Member is allotted 500 megabytes of individual network drive space. If additional disk space is needed, please place a service request with your command's designated staff to submit an authorization request. Once approved for more allocated space you will be contacted by Systems Personnel.
2. The S:\ drive is the commandal drive. This drive serves as active file storage and file sharing within each command.

### 352.6.3 BACKUP SCHEDULE

All network drives are backed up nightly. Local drives on individual desktops and laptops are not backed up. Local drives typically include C:\, D:\, and E:\ drives. The "My Documents" folder is usually saved on a local drive, typically the C:\ drive on computers. Peripheral devices such as thumb drives (other names include jump drives or thumb drives) are not backed up. If a failure occurs on the local drives or on a thumb drive, there is the risk that files may not be retrievable.

### 352.6.4 PROCEDURES

Members should review the contents of their drives that they have access to and delete any files that are not allowed within this policy. Suggestions for reducing the size of the network drives include:

1. Remove personal files from all network drives.
2. Remove outdated files that are no longer needed or have been replaced by new files.
3. Review with the Departmental supervisor to identify any materials that should be removed from the Departmental drive. If there are old materials that should be archived, the Departments can send a request to the Help Desk to arrange for archiving to media.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Computer Use*

---

### 352.6.5 RATIONALE & RESPONSIBILITIES

Network drive resources are provided to ensure safe and secure locations where Members may store current, work-related documents. Prudent use of this resource ensures that everyone has the storage they need to execute their daily tasks and maintain documents and files.

Users are expected to use Department resources in a responsible manner. Information Systems is responsible for ensuring that the storage resources are sufficient to meet the Member and Department needs. When an exception to this policy is granted, Information Systems is responsible for reviewing all requests for additional allotments and making appropriate adjustments as deemed essential to the operation of the Department.

## Third-Party Hosted Video Applications

### 355.1 PURPOSE

The purpose of this policy is to provide guidance for digital data obtained through third-party hosted video applications (Apps) where the video has been made available to law enforcement by the resident or business owner using the application.

### 355.2 ACCESS AND USE

Only users authorized by the Chiefs of Police Services / Bureau & Administrative Captains or designee shall access and use the third-party hosted video applications. Authorized users should be limited to investigative sergeants. All use shall be for legitimate law enforcement purposes only. Any use to assist other agencies in their investigation is generally discouraged and requires approval from the Chief of Police Services / Bureau & Administrative Captains. Law enforcement agencies requesting access to or information from a third-party hosted video application shall be referred to the vendor.

Chiefs of Police Services / Bureau & Administrative Captains or designee are responsible for auditing the use of third-party hosted video applications for reasons such as commendations, training, the investigation of complaints, use of force reviews, an unambiguous and reasonable concern of unprofessional conduct, quality assurance and review of critical incidents.

Any user of the Department wishing to comment or post content in a third-party hosted video application feed shall adhere to Policy 1055 and shall complete the Public Affairs & Community Engagement Division training.

All postings on social media sites are subject to discovery and Public Records Act requests.

### 355.3 DATA COLLECTION AND RETENTION

An authorized user who reviews a video that has been made available to law enforcement and who makes the determination that it is of evidentiary value shall download the video, begin the chain of custody and preserve it according to the Department's evidence storage policy, Policy 802 Property and Evidence.

All media downloaded from the third-party hosted video applications shall be preserved and maintained in accordance with established record retention and evidence storage policies, for additional refer to policy.

All data related to a criminal case shall be copied to disc format, submitted into evidence and the existence of the disc shall be documented in the related case report number. Any time an authorized user reasonably believes third-party hosted application data may be beneficial in a non-criminal matter (i.e., a civil action involving the Department); the user should request a DR number for an information report, copy the data to disc format and submit it into evidence under the associated report number.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Third-Party Hosted Video Applications*

---

Use of video or photos obtained from the third-party hosted video application shall be downloaded and shared only for legitimate investigatory or intelligence gathering purpose, unless specifically authorized by the Chief of Police Services / Bureaus & Administrative Captains. Authorized users shall access the third-party hosted video applications only from Department computers and devices and shall not access the applications during non-duty hours.

If the resident or business owner using the third-party hosted video application has not made the media available to law enforcement through the application and if the media would be helpful to an investigation, the resident or business owner should be asked for their consent to provide the media to the Department. If the resident or business owner declines to provide consent, a search warrant will be required to obtain the media.

### **355.4 TRAINING**

A training sergeant or manager shall ensure that authorized users receive Department-approved training prior to accessing the third-party hosted applications.



## Major Incident Notification

### 358.1 PURPOSE AND SCOPE

Incidents that are of significant nature and that fall into listed criteria require notification to certain Members of this Department. It is critical that staff Members are informed of certain incidents in order to apprise their superiors and properly address inquiries from members of the press.

### 358.2 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Sheriff and the affected Commander. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

1. Homicides
2. Traffic accidents with fatalities
3. Officer-involved shooting - on or off duty (See Policy Manual § 310.53 for special notifications)
4. Significant injury or death to Member - on or off duty
5. Death of a prominent Orange County official
6. Arrest of Department Member or prominent Orange County official
7. Aircraft crash with major damage and/or injury or death
8. In-custody deaths

### 358.3 DEPARTMENT COMMANDER RESPONSIBILITY

The Department Commander is responsible for making the appropriate notifications. The Department Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Department Commander shall attempt to make the notifications as soon as practicable. Notification should be made by calling the home telephone number first and then by any other available contact numbers.

#### 358.3.1 STAFF NOTIFICATION

In the event an incident occurs described in Policy Manual § 358.2, the Sheriff shall be notified along with the affected Commander and the appropriate Investigations Bureau's Captain if that command is affected.

#### 358.3.2 DETECTIVE NOTIFICATION

If the incident requires that a investigator respond from home, the immediate supervisor of the appropriate detail shall be contacted who will then contact the appropriate investigator.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Major Incident Notification*

---

### 358.3.3 TRAFFIC BUREAU NOTIFICATION

In the event of a traffic fatality or major injury, the Traffic Sergeant shall be notified who shall then contact the appropriate accident investigator. The Traffic Sergeant shall notify the Southwest Operations Division Captain.

### 358.3.4 PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer shall be called after Members of staff have been notified that it appears the media may have a significant interest in the incident.

## Limited English Proficiency Services

### 368.1 PURPOSE AND SCOPE

Language barriers can sometimes inhibit or even prohibit individuals with limited English proficiency (LEP) from gaining meaningful access to, or an understanding of important rights, obligations, and services. It is therefore the policy of this Department to take all reasonable steps to ensure timely and equal access to all individuals, regardless of national origin or primary language (Title VI of the Civil Rights Act of 1964, § 601, 42 United States Code 2000d and the Omnibus Crime Control and Safe Streets Act of 1968).

#### 368.1.1 DEFINITIONS

The following definitions relate to terms used within this policy:

**Authorized interpreter:** Any Member who is bilingual and has successfully completed Department-prescribed interpreter training and is authorized to act as an interpreter or translator.

**Bilingual:** The ability to communicate in two languages fluently, including the ability to communicate technical and law enforcement terminology. Bilingual includes a variety of skill levels. For example, some bilingual individuals may be fluent enough to engage in direct communications in a non-English language but insufficiently fluent to interpret or translate from one language into another. For example, a bilingual individual, depending on his/her skill level, could be utilized to communicate fluently in a non-English language but not to interpret between two languages if he/she does not possess the specialized skills necessary to interpret between two languages effectively. In order to be utilized to interpret or translate from one language into another, an individual must possess the skill, training and demonstrated competence to do so. For purposes of this policy, Members, in order to be identified as bilingual, must initially and periodically demonstrate, through a procedure to be established by the Department, their level of skill and competence such that the Department is able to determine the purposes for which an Member's language skills may be used.

**Interpretation:** The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

**Limited English Proficient (LEP):** Designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: An individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

**Translation:** The replacement of written text from one language (source language) into an equivalent written text (target language).

## *Limited English Proficiency Services*

---

### **368.2 POLICY**

Since there are potentially hundreds of languages Department Members could encounter, the Department shall utilize the four-factor analysis outlined in the Department of Justice LEP *Guidance to Federal Financial Assistance Recipients* available at the DOJ [website](#) in determining which measures will provide reasonable and meaningful access to various rights, obligations, services, and programs to everyone. It is recognized that law enforcement contacts and circumstances shall vary considerably. This analysis therefore, must remain flexible and requires an ongoing balance of the following four factors:

1. The number or proportion of LEP individuals eligible to be served or likely to be encountered by Department personnel or who may benefit from programs or services within the Department's jurisdiction or a particular geographic area.
2. The frequency with which LEP individuals are likely to come in contact with Department personnel, programs, or services.
3. The nature and importance of the contact, program, information, or service provided.
4. The cost of providing LEP assistance and the resources available.

As indicated above, the intent of this analysis is to provide a balance that reasonably ensures meaningful access by LEP individuals to critical services while not imposing undue burdens on the Department its Members.

While this Department shall not discriminate against or deny any individual access to services, rights, or programs based upon national origin or any other protected interest or right, the above analysis shall be utilized to determine the availability and level of assistance provided to any LEP individual or group.

#### **368.2.1 IDENTIFICATION OF LEP INDIVIDUAL'S LANGUAGE**

The Department shall utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language in an effort to avoid misidentifying that language.

### **368.3 LEP COORDINATOR**

Depending on the balance of the above four factors, this Department shall make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services, where available. LEP individuals may elect to accept interpreter services offered by the Department at no cost or choose to provide their own interpreter services at their own expense. Department Members should document in any related report whether the LEP individual elected to use interpreter services provided by the Department or some other source. Department-provided interpreter services may include, but are not limited to, the assistance methods described in this section.

#### **368.3.1 BILINGUAL STAFF**

Members utilized for LEP services need not be certified as interpreters, but must have demonstrated, through established Department procedures, a level of competence to ascertain

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Limited English Proficiency Services*

---

whether the Member's language skills are best suited to monolingual communications, interpretation, translation, or all or none of these functions. All Members used for communication with LEP individuals must demonstrate knowledge of the ethical issues involved when functioning as a language conduit. In addition, Members who serve as interpreters and/or translators must have demonstrated competence in both English and the non-English language involved and knowledge of the functions of an interpreter including but not limited to the ethics requirements of interpretation. When bilingual Members of this Department are not available, members from other city departments who have the requisite training may be requested.

#### 368.3.2 WRITTEN FORMS AND GUIDELINES

This Department shall determine the most frequently used and critical forms and guidelines and translate these documents into the languages most likely to be requested. The Department shall arrange to make these translated forms available to Departmental Members and other appropriate individuals.

#### 368.3.3 AUDIO RECORDINGS

From time to time, the Department may develop audio recordings of important information needed by LEP individuals for broadcast in a language most likely to be understood by involved LEP individuals.

#### 368.3.4 TELEPHONE INTERPRETER SERVICES

The Department Commander and Emergency Communications Bureau Captain will maintain a list of qualified interpreter services which, upon approval of a supervisor can be contacted to assist LEP individuals. Such services shall be available to, among others, Department personnel who utilize official cellular telephones.

#### 368.3.5 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF INTERPRETATION

Where competent bilingual Departmental Members or other County-certified staff are unavailable to assist, responsible members of the community who have demonstrated competence in either monolingual (direct) communication and/or in interpretation and translation (as noted in above) may be called upon to assist in communication efforts. Sources for these individuals may include neighboring police departments, university languages and linguistics departments, local businesses, banks, churches, neighborhood leaders, and school officials. Department Members should ensure that community members are able to provide unbiased assistance. The nature of the contact and relationship between the LEP individual and the individual offering services must be carefully considered (e.g., victim/suspect).

Except for exigent or very informal and non-confrontational circumstances, the use of an LEP individual's bilingual friends or family members, particularly children, are generally not recommended and Department Members shall make case-by-case determinations on the appropriateness of using such individuals (for further guidance see: Section V(3) of the DOJ Final Guidance available at the DOJ [website](#)).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Limited English Proficiency Services*

---

### **368.4 FOUR-FACTOR ANALYSIS**

While all law enforcement contacts, services and individual rights are important, this Department shall utilize the four-factor analysis to prioritize language services so that they may be targeted where they are most needed.

Whenever any Member of this Department is required to complete a report or when other documentation and interpretation or translation services are provided to any involved LEP individual, such services should be noted in the related report.

#### **368.4.1 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

In order to provide LEP individuals with meaningful access to police services when they are victims of, or witnesses to, alleged criminal activity or other emergencies, this Department has designated its 9-1-1 lines as its top priority for language services. Department Members shall make every reasonable effort to promptly accommodate such LEP individuals utilizing 9-1-1 lines through any or all of the above resources.

While 9-1-1 calls shall receive top priority, it is also important that reasonable efforts be made to accommodate LEP individuals seeking more routine access to services and information from this Department by utilizing all the methods listed in § 368.3 above.

#### **368.4.2 EMERGENCY CALLS TO 9-1-1**

When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual the call-taker should quickly determine whether or not sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed and the language is known, the call-taker should immediately transfer the LEP caller to an available authorized interpreter to handle the call.

If an appropriate authorized interpreter is not available, the call-taker shall promptly contact the contracted telephonic interpretation service directly for assistance in completing the call. Dispatchers shall make every reasonable effort to dispatch a bilingual officer to the assignment, if available.

The Department shall take reasonable steps and shall work with the Professional Standards Division to hire and develop in-house language capacity in Emergency Communications Bureau by hiring qualified personnel with specific language skills.

#### **368.4.3 FIELD ENFORCEMENT AND INVESTIGATIONS**

Field enforcement shall generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control, and other routine field contacts which may involve LEP individuals. The scope and nature of these activities and contacts shall inevitably vary. Department Members must assess each situation to determine the need and availability for translation services to all involved LEP individuals and utilize the methods outlined in § 368.3 to provide appropriate language assistance.

Although not every situation can be addressed in this policy, it is important that Department Members are able to effectively communicate the reason for a contact, the need for information,

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Limited English Proficiency Services*

---

and the meaning or consequences of any enforcement action taken with an LEP individual. It would, for example, be meaningless to request consent to search if the person requesting is unable to effectively communicate with an LEP individual.

#### 368.4.4 INVESTIGATIVE INTERVIEWS

In any situation where the translation of an interview may contain information that might be used in a criminal trial, it is important to take certain steps to improve the chances of admissibility. This includes interviews conducted during an investigation with victims, witnesses, and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

Any person selected as an interpreter and/or translator must have demonstrated competence in both English and the non-English language involved and knowledge of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the case. The person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation to the court.

#### 368.4.5 CUSTODIAL INTERROGATIONS AND BOOKINGS

In an effort to ensure the rights of LEP individuals are protected during arrest and custodial interrogation, this Department places a high priority on providing competent interpretation during such situations. It is further recognized that miscommunication during custodial interrogations may have a substantial impact on the evidence presented in any related criminal prosecution. As such, Department Members providing interpretation services or translated forms in these situations shall have demonstrated competence in interpretation/translation and make every reasonable effort to accurately interpret/translate all communications with LEP individuals.

In order to ensure that translations during criminal investigations are documented accurately and admissible as evidence, audio recordings of interrogations, victim interviews, and witness interviews should be used whenever reasonably possible.

Members providing interpretation or translation services shall also be aware of the inherent communication impediments to gathering information from the LEP individual throughout the booking process or any other situation in which an LEP individual is within the control of Department Members. Medical screening questions are commonly used to elicit information on an individual's medical needs, suicidal inclinations, presence of contagious diseases, potential illness, resulting symptoms upon withdrawal from certain medications, or the need to segregate the arrestee from other prisoners, therefore it is important for Members of this Department to make every reasonable effort to provide effective language services in these situations.

#### 368.4.6 COMPLAINTS

The Department shall ensure access to LEP persons who wish to file a complaint regarding the discharge of Department duties. The Department may do so by providing interpretation assistance

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Limited English Proficiency Services*

---

or translated forms to such individuals. If the Department responds to complaints filed by LEP individuals, the Department shall attempt to communicate its response in an accessible manner.

#### **368.4.7 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this Department have become increasingly recognized as important to the ultimate success of more traditional law enforcement duties. As such, this Department shall continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services to LEP individuals and groups.

#### **368.5 TYPES OF LEP ASSISTANCE AVAILABLE**

In an effort to ensure that all Members in public contact positions (or having contact with those in custody) are properly trained, the Department shall provide periodic training to Members about Departmental LEP policies and procedure, including how to access Department-authorized, telephonic, and in-person interpreters and other available resources. LEP training shall be provided for new Members and refresher training shall be provided at least once every two years thereafter.

#### **368.6 WRITTEN FORMS AND GUIDELINES**

1. Department Members who are called upon to interpret, translate, or provide other language assistance shall be trained annually on language skills competency including specialized terminology and ethical considerations.
2. Assessment: The Department Member identified as bilingual, who are willing to act as authorized interpreters, shall have their language skills assessed by a professional interpreter using a structured assessment tool established by the Commander. Members found proficient in interpreting into and from the target language shall be placed conditionally on the authorized interpreters list.
3. Training: All Members conditionally placed on the authorized interpreter list must successfully complete the prescribed interpreter training within one year. After successful completion of interpreter training, the individual shall be unconditionally placed on the authorized interpreter list. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language; demonstrate knowledge in both languages of any specialized terms or phraseology and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal advisor.
4. Refresher course for authorized interpreters: Members who have been unconditionally placed on the authorized interpreter list must receive refresher training annually or they shall be removed from the authorized interpreter list. The Training Division shall be responsible for coordinating the annual refresher training and shall maintain a record of training that the interpreters have received.

The LEP Coordinator shall ensure that the authorized interpreters list is kept current and a copy is forwarded to Emergency Communications Bureau.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Limited English Proficiency Services*

---

### **368.7 AUDIO RECORDINGS**

The following materials shall be made available to Members to assist in providing access and service to LEP individuals:

1. A list of Departmental bilingual Members, languages spoken, and contact and shift information
2. A list of Department-certified interpretation services, bilingual interpreters, languages spoken, and contact and availability information
3. The telephone number and access code of telephonic interpretation services
4. Language identification cards
5. Translated *Miranda* warning cards and other frequently used documents
6. Audio recordings/warnings that are developed in non-English languages

### **368.8 QUALIFIED BILINGUAL MEMBERS**

#### **368.8.1 LEP COORDINATOR**

The Sheriff shall appoint an LEP Coordinator who is responsible for coordinating and implementing all aspects of the Department LEP services to LEP individuals.

The LEP Coordinator shall assess demographic data, review contracted language access services utilization data, and consult with community-based organizations annually in order to determine if there are additional languages into which vital documents should be translated.

The LEP Coordinator shall also be responsible for annually reviewing all new documents issued by the Department to assess whether they should be considered vital documents and be translated.

## DNA Samples

### 374.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the collection of DNA evidence from those individuals required to provide such samples under the DNA Fingerprint, Unsolved Crime and Innocence Protection Act, and the State of California DNA Data Bank Program (Penal Code § 295, et seq.).

### 374.2 POLICY

While the courts may order DNA samples taken in a variety of circumstances under the Act, Members of this Department are only authorized to obtain DNA samples from the following individuals absent other lawful means (e.g., consent or a search warrant).

Only those qualifying individuals whose DNA sample is not currently on file with the Department of Justice may be required to provide samples. Verification of DNA samples on file may be determined by a DNA collection flag on the individual's criminal history record or, during regular business hours, by calling the Department of Justice designated DNA laboratory at (510) 620-3300. All DNA collection flags should be verified by contacting DOJ prior to the collection of the sample (Penal Code § 298(b)(5)).

It is a misdemeanor for any qualified individual to refuse to give any or all required DNA samples following written notice of the requirement to do so (Penal Code § 298.1(a)).

#### 374.2.1 ARRESTEES

Any adult arrested or charged with any felony offense is required to provide DNA samples. DNA samples should be collected immediately following arrest, or during the booking process, or as soon as administratively practicable after arrest but in any case prior to release on bail or other physical release from custody (Penal Code § 296.1(a)(1)(A)).

#### 374.2.2 SEX AND ARSON REGISTRANTS

Any adult or juvenile who is required to register as a sex offender under Penal Code § 290 or arsonist under Penal Code § 457.1 including those whose registration resulted from a qualifying misdemeanor crime is required to submit a DNA sample (Penal Code § 296(a)(3)).

At the time that any such registrant registers, updates registration, or is notified by the Department of Justice or other law enforcement officer, an appointment shall be made designating the time and place for the collection of DNA samples if no such sample has already been provided (Penal Code § 296.2(c)).

### 374.3 PERSONS SUBJECT TO DNA COLLECTION

Upon a determination that any individual is qualified and required to provide DNA samples under the Act, the arresting deputy or other Member designated by a supervisor shall obtain DNA samples in accordance with this policy.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *DNA Samples*

---

#### 374.3.1 BLOOD SAMPLES

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. Blood samples obtained for submission to the Department of Justice DNA lab shall be placed in Department of Justice blood vials (Penal Code § 298(a) and (b)(2)). A right thumbprint shall be placed on the sample vial along with other required identifying information.

#### 374.3.2 BUCCAL SWABS

Buccal swab samples (taken from the inside of the mouth) may only be procured by Members who have successfully completed departmentally approved training in the collection of buccal swabs and with the use of Department of Justice buccal swab collectors (Penal Code § 298(a) and (b)(3)). A right thumbprint shall be placed on the collector along with other required identifying information.

Note: If an individual violently resists or presents other officer safety issues, Members may omit buccal swab samples upon approval of a supervisor.

#### 374.3.3 FULL PALM PRINTS

Full palm print impressions shall be obtained on Department of Justice prescribed forms along with all DNA samples (Penal Code § 298(b)(4)).

#### 374.3.4 USE OF FORCE TO OBTAIN SAMPLES

If after a written or oral request, a qualified individual refuses to provide any or all of the required DNA samples, a sworn Member of this Department may use reasonable force to obtain such sample(s) under the following conditions:

1. Prior to the use of reasonable force, the deputy(s) shall take and document reasonable steps to secure voluntary compliance (Penal Code § 298.1(c)(1)(C)).
2. Prior to the use of reasonable force, the deputy(s) shall obtain written authorization from a supervisor which shall minimally include that the individual was asked to provide the sample(s) and refused (Penal Code § 298.1(c)(1)(B)).
3. If the authorized use of reasonable force includes a cell extraction, such extraction shall be video recorded (Penal Code § 298.1(c)(1)(D)).

For the purpose of this section, the "use of reasonable force" shall be defined as the force that an objective, trained, and competent deputy faced with similar facts and circumstances would consider necessary and reasonable to gain compliance (Penal Code § 298.1(c)(1)(A)).

### **374.4 PROCEDURE**

All DNA samples and related materials shall be promptly forwarded to the DNA Lab using DOJ mailing tubes, labels, and instructions for prompt analysis (Penal Code § 298(a) and (b)(1)).

#### 374.4.1 COLLECTION

In the event the Department of Justice notifies the Department that a DNA sample or print impression is not usable, the individual whose original sample or impression was provided is required to submit to collection of additional samples. The Department shall thereafter take all

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *DNA Samples*

---

reasonable steps to collect additional samples from any such individual and promptly transmit these to the Department of Justice (Penal Code § 296.2(a)).

### **374.4.2 FOLLOW UP NOTICE TO DOJ**

Within two years of submitting any DNA specimen, sample or impression to the Department of Justice, this Department shall notify DOJ whether the individual remains a suspect in a criminal investigation (Penal Code § 297(c)(2)). It shall be the responsibility of the Department of Justice to thereafter purge samples of any individual(s) who are no longer a suspect in any criminal investigation from the DNA database.

### **374.5 USE OF FORCE TO OBTAIN SAMPLES**

It is a felony for any qualifying individual to knowingly facilitate the collection of a wrongfully attributed DNA sample or identification information, or to knowingly tamper with any DNA sample or collection container with the intent to deceive the government as to his or her identity (Penal Code § 298.2).

It is unlawful for any person to knowingly misuse or disclose to an unauthorized entity a DNA sample collected or profile obtained for DNA database purposes (Penal Code § 299.5(i)(1)(A)).

### **374.6 LITIGATION**

The Sheriff or authorized designee shall immediately notify the Department of Justice DNA Legal Unit at (415) 703-5892 in the event this Department is named in a lawsuit involving the DNA Data Bank sample collection, sample use, or any aspect of the state's DNA Data Bank Program.

## Transgender Policy

### 375.1 PURPOSE

The Orange County Sheriff's Department is committed to working with the diverse communities it serves. The Department has been working with the LGBTQ (lesbian, gay, bisexual, transgender, and queer (and/or questioning) Community to establish procedures that create mutual understanding, prevent discrimination and conflict, and ensure the appropriate treatment of transgender individuals. This policy will apply to all Department Members.

Department Members are also required to comply with Policies 328 (Policy Against Unlawful Harassment and Discrimination) and 402 (Bias Free Policing).

#### 375.1.1 DEFINITIONS

**Transgender:** A term used to refer to a person who is born with the genetic traits and anatomy of one sex (i.e., male or female) and self identifies as another gender (i.e., feminine or masculine). A transgender person can be pre-operative, post-operative, or non-operative.

**Gender identity:** A person's sense of being a man or a woman.

**Gender expression:** Displays of gender identity through dress, demeanor, language and which may or may not conform to the socially defined behaviors and characteristics typically associated with being either masculine or feminine.

**Gender Non-Conforming:** Individuals who display gender traits which are not generally associated with the sex assigned to them at birth. Gender Non-Conforming individuals may or may not identify as male, female, or transgender.

**Cisgender:** A term used for a person who is not transgender.

**Sex assigned at birth:** The designation of "female" or "male" sex based on a visual inspection of anatomy at birth by a medical professional.

Apart from one's birth sex as male or female, an individual may identify as a particular gender and express the gender in various ways. For example, males express masculinity in different ways and females express femininity in different ways. Likewise, transgender individuals express femininity and masculinity in different ways and in ways that may not be consistent with their sex at birth.

### 375.2 POLICY

The Equal Protection Clause of the Fourteenth Amendment to the United States Constitution prohibits differential treatment of similarly situated people based on certain protected characteristics, including sex, transgender status, and perceived failure to conform to gender stereotypes. Discrimination against transgender and gender-non-conforming people is also prohibited in virtually every area of life in California including housing, employment, education, insurance, and public accommodations.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Transgender Policy*

---

#### **375.3 CONTACT WITH TRANSGENDER INDIVIDUALS**

1. Department Members' contacts with transgender individuals shall be professional, respectful, and courteous.
2. Department Members shall not use language that a reasonable person would consider demeaning to another person, in particular, language that references a person's gender identity, gender expression, or sexual orientation.
3. Department Members shall treat transgender persons in a manner that shows respect for the individual's gender identity and gender expression, which includes addressing them by their preferred name and using gender pronouns appropriate to the individual's gender self-identity and expression.

#### **375.4 DETERMINING HOW TO ADDRESS A TRANSGENDER INDIVIDUAL**

1. When a person identifies himself/herself as transgender, Department Members shall respect the expressed gender.
2. If the individual does not self-identify as transgender, the following shall apply:
  - (a) When the intention of a person's gender presentation is clear to a reasonable person (based on attire and other cues), it is appropriate to use this as a basis for gender determination.
  - (b) When a person's gender is unclear or the Department Member is not certain of the person's gender identity, it is appropriate to inquire how the individual wishes to be addressed (e.g., Sir, Ma'am) and the name by which the individual wishes to be addressed. This name shall be noted as an "also known as" (AKA) if it differs from the individual's legal name.
  - (c) If a transgender person is unwilling to provide information that enables the Department Member to know what name and/or gender is preferable, then the Department Member should make a determination about the person's gender based on the person's gender expression (i.e., clothing, language, demeanor) and any other evidence available to the Department Member. For example, if the person is clearly dressed like a woman and is presenting as a woman, then the person should be recognized and addressed as a woman.
3. Any information obtained about an individual's transgender status (e.g., preferred name and gender pronoun) should be documented and provided to relevant Department Members for the purpose of ensuring continuity of appropriate treatment.
4. Under no circumstances shall Department Members disclose to non-involved persons that an individual is transgender. As with other policies, a need to know basis should guide decisions about disclosure.

#### **375.5 HANDLING CALLS FOR SERVICE AND CITIZEN COMPLAINTS INVOLVING TRANSGENDER INDIVIDUALS**

1. Request for service or complaints generated by transgender individuals shall be addressed or investigated in a manner that is consistent with Department policy.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Transgender Policy*

---

2. Citizen complaints against Members (sworn or professional staff) or those concerning the quality of Sheriff services shall be handled in accordance with established Department policy.
3. An Member shall not fail to respond to a call for service or complaint on the basis of the gender identity or expression and/or sexual orientation of the caller or complainant.

#### **375.6 FIELD SEARCHES INVOLVING TRANSGENDER INDIVIDUALS**

1. A search shall not be performed for the sole purpose of determining an individual's anatomical gender.
2. Transgender individuals shall not be subject to more invasive search procedures than non-transgender individuals.
3. When an individual is identified as a transgender person, Department Members shall respect the gender identification expressed by the individual.
4. Deputies should not inquire about the intimate details of an individual's anatomy or surgical status to determine an individual's gender because no proof of an individual's gender is required. For specific considerations related to booking and classification, refer to the CCOM.
5. Requests to remove appearance related items, such as prosthetics, clothing that conveys gender identity, wigs, and cosmetics shall be consistent with requirements for the removal of similar items for non-transgender individuals.
6. A Deputy shall not refuse to search a transgender arrestee based upon the arrestee identifying as transgender.

#### **375.7 TRANSPORTING OF TRANSGENDER ARRESTEES**

1. When transporting a transgender individual, deputies shall give the dispatcher the name, DOB, mileage to the tenth of the mile, point of departure, and destination.
2. Whenever practical, a transgender individual shall be transported apart from other arrestees.

#### **375.8 REPORT WRITING**

Note: The explanation of a person's transgender identity in the first paragraph of the narrative preserves respect for the individual. Maintaining his or her legal name on the face page of the report avoids confusion with service of subpoenas and court appearances. When arresting a transgender suspect whose legal name does not match the name he or she is currently using include the name he or she uses in the "AKA" box on the face page of the report (in addition to the narrative section as described above).

Department Members are also required to comply with Policy 317 (Victim Confidentiality), if applicable.

# Handguns

## 380.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of handguns. The Sheriff or his/her designee shall approve all Department handguns before they are acquired and utilized by any Member of this Department.

Those Members presenting good cause may be exempt from applicable sections of this policy by the Training Division Commander with the concurrence of the Member's Commander.

## 380.2 AUTHORIZED DUTY HANDGUNS

1. No handguns shall be carried that have not been thoroughly inspected by the Department Armorer and passed the official inspection. Except in an emergency or as directed by a supervisor, no handguns shall be carried by a Member who has not qualified with that handgun at an authorized Department range.
2. The department prohibits any unauthorized artwork, inscriptions or symbols that alter the factory appearance of any firearm carried on duty and in the course and scope of employment.

### 380.2.1 DEPARTMENT ISSUED DUTY HANDGUNS

1. Members, based on duty assignment and upon meeting all Department requirements, shall be issued a 9x19, .40 S&W, or .45 ACP caliber semi-automatic handgun or may purchase an authorized handgun at their own expense.
2. Department issued handguns are the sole property of the Department and shall be returned immediately upon request or separation from employment.
3. Any unauthorized modification to the Department issued handgun is strictly prohibited.
4. Any repairs or authorized modifications shall only be performed by designated Firearms Training Unit (FTU) Department Armorers. A list of authorized modifications shall be kept on file with the Training Division Commander.
5. Double-action/single-action handguns shall be de-cocked to double-action when holstered.
6. All Department issued handguns used for duty shall only be used with Department approved ammunition. All remanufactured ammunition or "reloads" are strictly prohibited from being used in Department issued handguns.

### 380.2.2 PRIVATE PURCHASE HANDGUNS FOR PRIMARY DUTY USE

1. Due to the ever-changing manufacturers and models of handguns, the Training Division Commander shall be responsible for maintaining an addendum of manufacturers and models of handguns that meet the appropriate criteria for private purchase handguns for primary duty use.



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Handguns

---

2. Any Department approved semi-automatic handguns in 9x19, .40 S&W or .45 ACP caliber. The handgun shall have a barrel length of at least 3 inches and be capable of holding at least 7 rounds.
3. The handgun shall include an integral accessory rail.
4. Single action-only handguns are prohibited including 1911-style handguns.
5. A Department approved duty holster is required for the use of a private purchased handgun for primary duty use. The holster for private purchased handguns will not be supplied by the Department and shall be purchased at the Member's expense. A list of brands and security level of the holster shall be maintained by the Training Division Commander.
6. The private purchased handgun shall be registered to the Department Member if it is to be used as a primary duty handgun.
7. Before the Department Member carries a private purchased handgun on duty, the handgun shall be inspected by the Department Armorer and pass official inspection. The Department Member shall pass the prescribed qualification course with that handgun.
8. Any and all modifications shall have the approval of the Department Armorer prior to installation. A list of approved modifications shall be maintained by the Training Division Commander.
9. Department Members electing to privately purchase a handgun for primary duty use shall return any primary duty handgun previously issued by the Department.

#### 380.2.3 PRIVATE PURCHASE HANDGUNS FOR NON-UNIFORM PRIMARY DUTY USE

1. Department Members who work in a non-uniform assignment may choose to purchase an additional handgun for primary duty use.
2. Any handgun intended for non-uniform, primary duty use shall comply with all requirements specified in Policy 380.2.3 (Private Purchase Handguns for Primary Duty Use).
3. Secondary compact weapons shall not be worn in a uniform enforcement assignment as a replacement to a primary duty weapon.
4. Department Members who choose to carry an additional handgun shall qualify with the additional handgun and their primary duty handgun, pursuant to the Members required qualification schedule.

#### 380.2.4 AMMUNITION FOR PRIMARY DUTY HANDGUN

1. Department Members shall only carry Department-approved duty ammunition in their handguns while on duty. The Katella Armory shall maintain an addendum of authorized Department duty ammunition.
  - (a) Uniformed Members shall carry a minimum of three fully loaded magazines. One in the handgun and two on their duty belt. No less than 36 rounds of ammunition shall be carried in fully loaded magazines.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Handguns

---

- (b) Department Members operating in an administration capacity, Deputy Coroners, non-uniformed Members including armed Members who wear civilian attire (undercover) shall carry a minimum of two fully loaded magazines. One loaded magazine in the handgun and one additional magazine on their person.
2. Remanufactured ammunition or “reloads” are strictly prohibited from being used in handguns owned by the Department.
3. The Department Armorer shall issue initial allotments of 9x19, .40 S&W, or .45 ACP caliber duty ammunition during initial handgun distribution/inspection.
  - (a) The Department shall provide a new box of duty ammunition every year, during the Member’s annual anniversary inspection date.
  - (b) Department Members who choose to carry an additional handgun for non-uniform, primary duty use shall carry only Department approved duty ammunition.

### 380.2.5 CARRY CONDITION FOR PRIMARY DUTY HANDGUN

All armed Department Members shall carry the primary duty handgun in the patrol ready condition described below while on duty.

1. Patrol ready condition is a round loaded in the chamber with a fully loaded magazine inserted into the handgun and, if applicable, on safe. If primary duty handgun is a double action/single action, the handgun shall be de-cocked.

### 380.2.6 INSPECTIONS OF PRIMARY DUTY HANDGUNS

1. Department owned and private purchased handguns carried on duty shall be inspected by the Department Armorer prior to being approved for carry. It is the responsibility of the Department Member to bring all equipment in for annual inspection during the anniversary hire month.
2. Handguns shall be cleaned prior to the annual inspection. Handguns deemed to be unsafe by the Department Armorer shall not be carried on duty until the deficiency has been corrected.
3. The serial numbers and descriptions of all Department issued and private purchased handguns carried on duty shall be recorded and maintained by the Department Armorer.

### 380.3 PRIMARY DUTY HANDGUN QUALIFICATION

1. All Members shall follow all Firearms Safety Rules and General Range Rules. Any violation of these rules may result in progressive discipline, up to and including termination.
2. All Members shall qualify with their primary duty handgun on an approved course of fire on a prescribed basis.
  - (a) Department shooting standards shall be a minimum of 80% score on any approved course of fire.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Handguns

---

- (b) No score shall be considered qualifying unless fired in accordance with the established rules for the course.
- (c) Qualification shall be conducted at an authorized range by an authorized FTU Staff Member.
- (d) Members shall qualify according to the schedule set up and maintained by the FTU Sergeant.
- (e) SWAT Team Members shall adhere to their specified qualification procedures.
- (f) Members are allowed one attempt to qualify at the 80% Department standard. Any Member who fails to achieve the required minimum performance standards will immediately receive remediation with a FTU instructor. The Member will then be given the opportunity to immediately re-qualify. At the conclusion of these two attempts, any Member who fails to meet the Department's required minimum performance standards will be scheduled for training and re-qualification by the FTU. This training and re-qualification will take place as soon as possible, prior to the Member's next scheduled work day following their failure to qualify. At the conclusion of this training session, the Member will be required to re-qualify and meet the Department's minimum performance standard.

#### 380.3.1 PRIMARY DUTY HANDGUN QUALIFICATION SCHEDULE

Department Members shall qualify according to their primary duty assignment pursuant to the Department qualification schedule, or as directed by the Training Division Commander.

- (a) Qualification schedules are as follows:
  - 1. 1st Quarter - January through March
  - 2. 2nd Quarter - April through June
  - 3. 3rd Quarter - July through September
  - 4. 4th Quarter - October through December
- (b) Department Members at the rank of Lieutenant and above are required to qualify bi-annually. Specifically, once between January and June and once between July and December.
- (c) Department Members at the rank of Sergeant, Investigator, Deputy I and Deputy II, and Sheriff's Special Officers, assigned to Patrol Operations and Investigations & Special Operations Command are required to qualify monthly.
- (d) Department Members at the rank of Sergeant, Investigator, Deputy I and Deputy II, and Sheriff's Special Officers, assigned to Custody & Inmate Services, Corrections & Court Operations, Professional Services, and Administrative Services Command are required to qualify quarterly.
- (e) Deputy Coroners and Reserve Officers are required to qualify quarterly.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Handguns

---

#### 380.3.2 FAILURE TO ATTEND QUALIFICATION WITH PRIMARY DUTY HANDGUN

1. All Department Members who carry a handgun in the course and scope of their employment with the Department shall be required to attend qualification sessions in accordance with their specific qualification schedule.
2. Any Member who fails to attend a scheduled qualification session shall notify their immediate supervisor.
3. Failure to qualify could result in discipline.
4. The notification process when a Member fails to attend a required qualification session shall, at a minimum, consist of the following:
  - (a) At the completion of each shooting qualification period, the FTU staff shall prepare a list of the names of Members who failed to attend qualification as required. The list shall also include the most recent two year shooting qualification history of each Member that failed to qualify.
  - (b) A failure to qualify internal memo with the attached shooting qualification two year history of each Member who failed to shoot will be sent to the Training Division Commander. The Professional Services Command Assistant Sheriff, or his or her designee, shall forward the internal failure to attend qualification memos to the Commander where each Member is assigned.
  - (c) The Member's Commander shall determine the appropriate discipline for the member/s that failed to attend qualification.

#### 380.3.3 FAILURE TO QUALIFY DUE TO EXTENDED ABSENCE

Members on a leave of absence in excess of one year shall be required to surrender all Department handguns and ammunition to the Katella Armory. Department handguns and ammunition shall be returned to the Member immediately upon returning to duty at which time the Member shall qualify with the weapons to meet qualification requirements in accordance with this policy.

#### 380.4 AUTHORIZED OVERTIME

1. Whenever possible, handgun qualification shall be accomplished during regular duty hours.
2. If necessary, overtime shall be authorized for those Members who are unable to qualify during on-duty hours. The amount of overtime authorized shall be determined by the location of the Member's assigned work location and shall require the Commander's prior approval.
  - (a) Members assigned to the Headquarter complex, the Theo Lacy Facility and Airport shall receive one hour of overtime per qualification period.
  - (b) Members assigned to James A. Musick Facility, Newport Harbor, and Sunset Harbor shall receive one and one half hours of overtime per qualification period.
  - (c) Members assigned to the Southeast and Southwest Substations and Dana Point Harbor shall receive two hours of overtime per qualification period unless qualification is provided at the Southwest Substation Mobile Pistol Range.

## Handguns

---

- (d) Deputies assigned a C.I.R.T. rifle shall receive three hours of overtime credit per qualification, which includes handgun qualification.

### **380.5 HANDGUN PERISHABLE SKILLS PROGRAM (PSP)**

Handgun Perishable Skills Training mandate: Members shall attend and successfully pass the Department-approved, 4-Hour handgun course on a biennial basis as part of the Department's P.O.S.T. Perishable Skills Training Cycle.

### **380.6 HANDGUN WEAPON-MOUNTED LIGHTS (WML)**

The handgun weapon mounted light (WML) systems is required for all sworn uniformed Members assigned to and working in Patrol Operations. The WML is voluntary for all other Members. Those Members presenting good cause may be exempt from applicable sections of this policy by the Training Division Commander with the concurrence of the Member's Commander. Written exemption must be presented to the Range staff upon qualification or during the Member's annual duty handgun inspection. The following directives shall provide the guidance necessary to implement the use of WMLs for general enforcement Members:

1. If the Department-issued duty handgun is issued with a WML, it shall be attached to the weapon and carried for all uniformed duty enforcement.
2. The WML shall be activated by use of the standard toggle type switch and shall have an output of at least 500 lumens.
3. The duty holster shall be designed for the handgun with the WML attached. If the Department Member elects to purchase his/her own Department-approved duty holster, the holster shall comply with Policy 1046.23 Holsters.
4. The Training Division Commander shall maintain an addendum of approved WML brands and models.
5. The WML shall be attached to the handgun when using a holster designed for a handgun with WML.
6. All mandated qualifications (quarterly, monthly, etc.) shall be completed with the WML system attached to the handgun.
7. Members shall have their WML inspected annually by the Department Armorer as part of the annual duty handgun inspection.

### **380.7 MINIATURE REFLEX SIGHT (MRS)**

1. Duty handguns with a Miniature Reflex Sight (MRS) is an optional program. Department Members choosing to use an MRS shall provide a Department-approved MRS, and the required accompanying equipment such as backup iron sights and holster at their own expense. Authorized equipment requirements are subject to

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Handguns

---

- change. It is the Department Member's responsibility to ensure their equipment is in compliance with any of the changes.
2. It is highly recommended to consult the Department Armorer prior to any purchases. For detailed information on approved equipment options pertaining to the duty handgun with MRS program, refer to the addendum maintained by the Training Division Commander.
    - (a) Only approved models of the MRS shall be permitted.
    - (b) Only handguns with approved MRS mounting solutions shall be permitted. Members are strictly prohibited from making any modifications to Department issued handguns to accommodate an MRS.
    - (c) Gunsmith machining on personally-owned handguns to accommodate an MRS is permitted, but shall follow all guidelines listed on the addendum maintained by the Training Division Commander.
    - (d) Back-up iron sights shall be installed and tall enough to be seen through the MRS optic window.
    - (e) A Department-approved MRS compatible duty holster shall be used.
  3. Department Members shall have their handgun, MRS, and all accompanying equipment inspected by the Department Armorer prior to deploying the system on duty.
  4. On Department-issued handguns equipped with a factory MRS mounting solution, installation of the MRS and backup iron sights shall be performed by the Department Armorer only.
  5. After the initial inspection and installation, Department Members shall be required to take and successfully pass the OCSD "Duty Handguns with MRS" training course before they can carry their MRS equipped handgun on duty.
  6. Department Members shall have their handgun, MRS, and compatible duty holster inspected by the Department Armorer annually.
  7. Department Members shall be responsible for the maintenance of their equipment.

#### **380.8 AUTHORIZED ON-DUTY, BACKUP HANDGUNS**

1. The backup handgun is carried as a last effort of defense. All rules, regulations, and laws governing the use of deadly force apply to the use of this handgun.
2. Department Members are authorized to carry only one approved backup handgun in addition to, and at the same time, as their duty handgun. The backup handgun shall be one of the following:
  - (a) Any Department approved double action semiautomatic handgun with a passive internal firing pin block and/or a manual safety in .380, 9mm, .40 or .45 ACP caliber.
  - (b) Any authorized primary duty handgun listed in section 380.2.1.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Handguns*

---

- (c) Smith and Wesson, Colt or Sturm Ruger, .38 or 357 caliber revolver 2-4" BBL loaded with .38 special ammunition.
  - (d) The Training Division Commander shall maintain an addendum of approved manufacturers and models suitable for on duty backup.
3. Single action-only handguns are prohibited, including 1911-style handguns.
  4. Department Members who choose to carry a backup handgun shall carry only Department approved duty ammunition.

#### **380.8.1 INSPECTION OF BACKUP HANDGUNS**

1. Before any Member carries one of the approved backup handguns on duty, the handgun shall be inspected by an authorized FTU Armorer.
2. The handgun shall be inspected annually on the Member's anniversary date as required in this policy.
3. The serial numbers and descriptions of all personal and Departmental handguns, carried as backup duty weapon, shall be recorded and maintained at the Training Facility.

#### **380.8.2 CARRYING THE BACKUP HANDGUN**

1. Members shall carry their backup handgun in a holster at all times. Ankle holsters are not authorized. The entire handgun shall be concealed from public view. Holsters shall be inspected by the Katella Armory at the time the backup handgun is approved.

#### **380.8.3 QUALIFICATION WITH THE BACKUP HANDGUN**

1. Members who are authorized to carry an on duty backup handgun shall qualify on the approved "backup/off duty qualification course" set forth by the FTU prior to use.
2. Subsequent qualifications shall occur annually on or before the Member's anniversary date.

#### **380.9 OFF-DUTY HANDGUNS AND OUT OF STATE**

Qualified active full-time deputies and qualified retired/separated deputies (see Policy Manual § 220) are authorized to carry a concealed firearms in all other states subject to the following conditions (18 United States Code 926B and C):

1. The deputy shall carry his/her Department identification card whenever carrying such handgun.
2. Qualified retired/separated deputies shall also carry certification of having met handgun qualification within the past 12 months.
3. The deputy is not the subject of any current disciplinary action, which could result in suspension or loss of police powers.
4. The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Handguns*

---

5. The deputy shall remain subject to this and all other Department policies (including qualifying and training).
6. Handguns carried off duty shall be registered to the Department Member carrying it. Department Members are allowed to register a total of 4 off duty handguns.
7. The backup handgun shall meet the following criteria:
  - (a) Any Department approved double action semiautomatic handgun with a passive internal firing pin block and/or a manual safety in .380, 9mm, .40 or .45 ACP caliber.
  - (b) Any authorized primary duty handgun listed in section 380.2.1.
  - (c) Smith and Wesson, Colt or Sturm Ruger, .38 or 357 caliber revolver 2-4" BBL loaded with .38 special ammunition.
8. The Training Division Commander shall maintain an addendum of approved manufacturers and models suitable for off duty carry.
9. Department Members who choose to carry an off duty handgun shall carry only Department approved duty ammunition.

#### 380.9.1 INSPECTION OF OFF DUTY HANDGUNS

1. Before any Member carries an approved off duty handgun, the handgun shall be inspected by an authorized FTU Armorer.
2. The handgun shall be inspected annually on the Member's anniversary date as required in this policy.
3. The serial numbers and descriptions of all personal and Departmental handguns, carried as an off duty weapon, shall be recorded and maintained at the Katella Facility.

#### 380.9.2 CARRYING THE OFF DUTY HANDGUNS

1. Members shall carry their off duty handgun in a holster at all times. Ankle holsters are not authorized. The entire handgun shall be concealed from public view. Holsters shall be inspected by the Katella Armory at the time the handgun is approved.

#### 380.9.3 QUALIFICATION WITH OFF DUTY HANDGUN(S)

1. Members who are authorized to carry an off duty handgun shall qualify on the approved "backup/off duty qualification course" set forth by the FTU prior to use.
2. Subsequent qualifications shall occur annually on or before the Member's anniversary date.

Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property,



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Handguns*

---

installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Visiting active and retired/separated peace officers from other states are subject to all requirements set forth in 18 United States Code 926B and C.

### **380.10 STORAGE OF FIREARMS**

Members shall ensure that all Department issued or approved firearms and ammunition are locked and/or secured while in their homes, vehicles or any other area under their control in a manner that shall keep them inaccessible to children and irresponsible adults. Members shall be aware that negligent storage of a firearm could result in criminal prosecution under Penal Code § 25100.

Deputies are exempt from this requirement during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

#### **380.10.1 STORAGE IN VEHICLES**

When leaving a firearm in an unattended vehicle, Members shall ensure that it is locked in the trunk, or in a locked container which is placed out of view, or in a locked receptacle/container that is permanently affixed to the vehicle's interior and not in plain view, or lock the handgun in a locked toolbox or utility box. The term "locked container" does not include the utility or glove compartment of a motor vehicle (Penal Code § 16850; Penal Code § 25140; Penal Code § 25452). The term "locked toolbox or utility box" means "a fully enclosed container that is permanently affixed to the bed of a pickup truck or vehicle that does not contain a trunk, and is locked by a padlock, keylock, combination lock, or other similar locking device." (Penal Code § 25140).

Deputies are exempt from this requirement during circumstances requiring immediate aid or action in the course of official duties (Penal Code § 25140).

## Shotgun

### 381.1 AUTHORIZED SHOTGUN

1. The authorized Department provided shotgun is the Remington Model 870 pump 12 Ga. shotgun.
2. Only the Department Armory is authorized to modify or repair a Department shotgun.
3. Personally owned shotguns are not authorized.

### 381.2 SHOTGUN AMMUNITION

1. 12 Ga. shotgun 00 BUCK and 12 Ga. slugs ammunition is provided for each Department issued shotgun.
2. Patrol supervisors and deputies are issued 12 Ga. slug shotgun ammunition upon completion of the required training.
3. Shotgun ammunition should be replaced annually at the Department Armory. Damaged shotgun ammunition can be exchanged at any time for serviceable shotgun ammunition at the Department Armory.

### 381.3 INSPECTION FOR FIELD OPERATIONS

Shotguns shall be inspected at the beginning of the shift by the Member to whom the weapon is issued. The Member shall ensure that the shotgun is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

### 381.4 STORAGE

#### 381.4.1 STORAGE FOR FIELD OPERATIONS

Once the shotgun is inspected and placed in "Patrol Ready" condition, Members shall ensure that the shotgun is secured in a locked receptacle that is permanently affixed to the vehicle's interior. The receptacle key shall not be left in the lock. [REDACTED]

#### 381.4.2 STORAGE FOR JAIL OPERATIONS AND OTHER FACILITIES

Shotguns shall be stored locked in a receptacle, safe, or armory.

## Patrol Rifle

### 382.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition, use, and documentation of training in the use of a patrol rifle. The Sheriff or his/her designee shall approve all Department patrol rifles before they are acquired and utilized by any Member of this Department.

### 382.2 PRIVATE PURCHASE OF PATROL RIFLES FOR DUTY USE

California Penal Code Section 30630, subdivision (a) allows for the possession or use of an assault weapon by a sworn peace officer for a law enforcement purpose, whether on or off duty. Section 30630, subdivision (b) allows for the delivery, transfer, and sale of an assault weapon to a sworn peace officer provided that the peace officer is authorized by his or her employer to possess or receive the assault weapon.

Required authorization is defined as verifiable written certification from the head of the agency, identifying the recipient or possessor of the assault weapon as a peace officer and authorizing him or her to receive or possess that specific assault weapon, CPC 30630 (b) (1). To request this written certification from the Sheriff, sworn personnel may submit the request to the Firearms Training Unit (FTU) Sergeant. The serial number and description of the weapon shall be recorded and maintained by Range Armory.

Current California law does not allow for the conversion of an assault weapon to a California compliant weapon (i.e., bullet button) nor does the current California law allow for a California compliant weapon to be converted, registered, and utilized as an assault weapon by on or off duty sworn personnel.

Purchase and retention of weapons under this program are subject to changes in California and/or Federal law. It is the responsibility of the Member to ensure his/her compliance with any applicable law, including registration requirements, and adherence to Department policy.

#### 382.2.1 GENERAL SPECIFICATIONS FOR PATROL RIFLES

1. Caliber: 5.56 x 45mm or .223
2. Semiautomatic ONLY. No select fire (full auto or burst) weapons shall be authorized for private purchase
3. Barrel Length: 16", 18", and 20"
  - (a) Barrel over-all length MUST be minimum of 16"
  - (b) No short barreled rifles (SBR's) shall be authorized (CPC 33210)
  - (c) A rifle is considered an SBR when its over-all barrel length is less than 16"
4. Barrel Twist: 1:7", 1:8", and 1:9"
5. Stock: Collapsible only to accommodate rifle racks
6. Sights: Fixed or folding back-up iron sights/Upper receiver: Flattop (A3 style)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Rifle*

---

7. Upper/Lower Receiver **MUST** be from the same manufacturer
8. Color: Black, green, or tan

### 382.2.2 AUTHORIZED MANUFACTURERS

An addendum of Department-approved authorized manufacturers shall be maintained by the Training Division Commander.

### 382.2.3 AUTHORIZED ACCESSORIES

1. Weapon mounted lights (WML) from SureFire, Streamlight, or any manufacturer of similar quality are authorized.
  - (a) Members shall receive WML training as part of their 40 hour Patrol Rifle Course.
  - (b) Members must qualify with the WML in low light conditions once per year, either on the TTR or during their annual recertification training.
2. Sighting systems from Aimpoint, EOTech, Leupold, Trijicon, or any manufacturer of similar quality are authorized.
  - (a) If an approved sighting system is installed on the weapon, back-up iron sights must be installed as well.
3. Rifle slings must be of quality construction and **SHALL NOT** impair the user's ability to manipulate the weapon.
4. Privately purchased magazines **MUST** be from a quality brand name manufacture.
5. No "Air Soft Weapon" type products or accessories will be authorized. These "look-a-like" products or accessories are often made to look like "name brand" products but are of poor quality.
6. The weapon and any accessories to include magazines, weapon mounted lights, sighting devices, and slings must be inspected and approved by a certified Range armorer. Members are encouraged to solicit the make and model numbers of approved weapons and accessory items prior to the purchase of said items.

### 382.3 PARTICIPATION, CERTIFICATION, AND INSPECTION

1. Participation in the Department's C.I.R.T. Program is based on the Member's assignment. The approval of program participation is at the sole discretion of the Department.
2. As part of the certification process, Members must attend and pass the P.O.S.T. approved 40-hour Patrol Rifle Course and attend a P.O.S.T. approved 20-hour recertification course annually. Patrol Rifle Courses shall be scheduled as needed to meet the needs of the Department. Members should consider the availability of the mandatory training and receive approval from their chain of command prior to purchasing a rifle for use while on duty.
3. Subsequent annual inspections shall be consistent with the Department policy on primary and secondary weapons.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Patrol Rifle*

---

#### **382.4 QUALIFICATION**

1. All mandated qualifications (yearly, monthly, etc.) apply and shall be consistent with the requirements of the Patrol Rifle (C.I.R.T.) Program. Failure to qualify may result in the on-duty use privilege being revoked.
2. CIRT Members and SWAT Team Members shall adhere to their specified qualification procedures.
3. Deputies assigned a C.I.R.T. rifle shall receive three hours overtime per qualification if unable to qualify during normal scheduled hours.

#### **382.5 STORAGE**

For privately owned Patrol Rifles refer to Policy 380.10 STORAGE OF FIREARMS. Department owned Patrol Rifles need to be stored in a Department Armory between shifts.

#### **382.6 SEPARATION FROM THE DEPARTMENT AND DISCONTINUANCE OF PEACE OFFICER STATUS**

1. Upon the Member's separation from the Department, and if the Member has not transferred to be a peace officer with an agency specified in Penal Code section 30625, Members who have purchased an assault weapon under the above listed guidelines shall surrender the stripped serialized lower receiver of the weapon to the Department or transfer the weapon to a state where an assault weapon is legal to possess by a private citizen.
2. With the exception of the stripped serialized lower receiver, ALL remaining parts of the weapon are legal to possess and can be transferred to a California Compliant lower receiver if the Member separates from the Department and does not transfer to be a peace officer with an agency specified in Penal Code Section 30625.

## Less Lethal

### 384.1 POLICY

The Department is committed to reducing the potential for violent confrontations. Less Lethal Systems are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation. While the option to consider a Less Lethal System is available, nothing in this policy shall require any Member to deploy such an option when circumstances reasonably indicate the use of deadly force is necessary, in accordance with policy 300. This Policy identifies the types of Less Lethal Systems authorized by the Department and guidelines for use.

### 384.2 USER GUIDELINES

1. Members who have been trained in the use of less lethal systems may deploy the device when the use of force complies with the use of force guidelines, established in the Department policies. The option to deploy a less lethal system shall be left to the discretion of the involved Members based upon the circumstances at that time.
2. The less lethal system may be used for the purpose of compelling an individual to cease his or her violent or potentially violent actions by using the less lethal munitions and kinetic energy impact force directly on the suspect.
3. An evaluation of the tactical situation shall be made by the Members on scene, taking into consideration available circumstances which may include, but not limited to the following:
  - (a) The suspect's stated or exhibited intent to violently resist being taken into custody and the credibility of that threat as evaluated by the on scene Member(s).
  - (b) Additional information immediately available to the Member(s), such as knowledge of the subject's expertise in martial arts or other unarmed defensive tactics.
  - (c) The suspect is armed with a potentially deadly weapon such as a knife, club, nunchakus, etc.
  - (d) Indications of drug use or alcohol intoxication.
  - (e) The suspect's physical stature and clothing worn. For example, a subject who has a thin build and is not wearing a shirt presents a different set of conditions compared to an individual who is heavy-set and wearing a jacket.
  - (f) Due to their physical condition, use of less lethal munitions against minors, the elderly, and pregnant women should be avoided unless there are unique circumstances present that would justify such deployment.
  - (g) Availability of other force options and their possible effectiveness and appropriateness.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Less Lethal*

---

- (h) Indications that attempts to subdue the subject through the use of control holds or self-defense techniques would be ineffective.
  - (i) A reasonable expectation it will be more dangerous for the deputy(s) to approach to within physical contact distance of the subject.
  - (j) The subject's actions indicate the need for an immediate response, and the use of a less lethal system reasonably appears to be appropriate, especially if the only other option to deal with those actions may be the use of deadly force.
4. When practical, the Member should provide a verbal warning prior to the deployment of a less lethal system.

### **384.3 PEPPERBALL LESS LETHAL SYSTEM**

Pepperball is a unique less lethal kinetic energy delivery system that uses high-pressure air launchers to deliver chemical agents and/or kinetic energy impact force from a distance. It can be used on individual suspects as well as large groups of people for riot and crowd control.

#### **384.3.1 AUTHORIZED PEPPERBALL LAUNCHERS AND MUNITIONS**

An addendum of Department-approved authorized manufacturers shall be maintained by the Training Division Commander.

#### **384.3.2 DEPLOYMENT DISTANCES AND TARGET LOCATIONS**

1. Pepperball projectiles are fired at the velocity of 300 to 380 feet per second.
2. Target range is 0-30 feet (individual) and a maximum range of 100 feet (area of saturation).
3. Never target a subject's eyes, face, throat, or spine when deploying.

### **384.4 12 GAUGE LESS LETHAL SHOTGUN**

Shotguns specifically used to deploy less lethal munitions shall be identified by the receiver-mounted, orange sidesaddle ammunition holder for carrying less lethal munitions, and shall be equipped with a fore-end mounted flashlight and a sling. The stock shall be painted orange.

Less lethal should only be used in shotguns designated specifically for less lethal munitions.

#### **384.4.1 AUTHORIZED LESS LETHAL SHOTGUNS AND MUNITIONS**

An addendum of Department-approved authorized manufacturers shall be maintained by the Training Division Commander.

### **384.5 40MM LAUNCHERS AND MUNITIONS**

#### **384.5.1 AUTHORIZED 40MM LAUNCHERS AND MUNITIONS**

## *Less Lethal*

---

An addendum of Department-approved authorized manufacturers shall be maintained by the Training Division Commander.

### **384.6 STING-BALL GRENADES**

The Sting-Ball Grenade is most widely used as a crowd management tool for Law Enforcement and Correctional Institutions. It's unique design, allows for effective deployments in both indoor and outdoor operations. Protective gloves and safety glasses should be worn when deploying. As with any pyrotechnic device, firefighting equipment should be available.

Authorization for the deployment of the Sting-Ball grenades will be given by a sergeant, Watch Commander, or higher authority in the chain of command. The supervisor shall review the situation and provide direction based upon his/her assessment.

#### **384.6.1 AUTHORIZED STING-BALL GRENADES**

An addendum of Department-approved authorized manufacturers shall be maintained by the Training Division Commander.

### **384.7 MEDICAL TREATMENT**

Generally, less-lethal munitions should not be intentionally directed at a person's head, neck, or throat, unless imminent danger is present and lethal force would be justified. In the event a person is struck with a less lethal munitions projectile, the deploying officer shall ensure the subject is treated and medically cleared by a physician. The deploying officer shall document all medical treatment given to the subject.

The only exception would be when a subject flees the scene after deployment and an effort to locate him/her has been unsuccessful.

Any individual who refuses medical attention shall have his or her refusal fully documented in related reports and if possible be witnessed by another deputy/SSO and/or medical personnel. If medical staff is willing to provide a copy of the subject's medical refusal, this document should be collected and included with the report package. If possible, an audio recording of the refusal should also be made with a notation in the report indicating the subject's refusal was recorded and booked as evidence.

### **384.8 DOCUMENTATION OF LESS LETHAL MUNITIONS USE**

Discharge of a less lethal weapon for any reason other than an approved training exercise shall be documented and treated like any other use of force incident.

If a supervisor is not present, one shall be notified, as soon as practical that less lethal munitions have been deployed.

All relevant information concerning the use of less lethal munitions shall be documented in accordance with Policy 300.6. Post Use of Force Procedures.



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Less Lethal*

---

All information shall be documented on a Department crime report, incident report, arrest, or follow-up report. The report should include the following:

1. Describe the circumstances that gave rise to the use of less lethal munitions.
2. Explain ineffective use of force options employed and/or considered but believed to be impractical or ineffective.
3. Describe how many less lethal munitions projectiles were deployed, by which Member(s) and at what distances. Include how many projectiles struck the subject, on which areas of his/her body and the effect of the less lethal munitions.
4. Document any injuries or claims of injuries to citizens, Member(s) and/or the subject involved.
5. Describe medical treatment, including that given to the subject after the impact of the less lethal munitions, by the Fire Department/Paramedics and the hospital where the subject was transported. Identify the treating physician in your report.
6. Any witness statements.
7. Subject's statements.
8. Photographs, video and other physical evidence. Take photographs, even if there are no visible injuries. Note: photographs of subject/suspect's private areas; buttocks, breasts, and underwear, are only allowed per 4030 P.C. (dealing with strip searches), so only take photographs of exposed areas. Medical staff can rearrange clothing, conduct a visual check and make a notation in the subject's chart.

### **384.9 SUPERVISOR RESPONSIBILITIES**

Refer to Policy 300.9 Use of Force – Supervisor Responsibility

### **384.10 LESS LETHAL CERTIFICATION AND TRAINING**

1. Certification through the Training Division is required to deploy less lethal weapons.
2. Recertification through the Training Division is required during each two-year Perishable Skills training cycle, to deploy less lethal weapons.

---

## Bias Free Policing

### 402.1 PURPOSE AND SCOPE

The Department strives to provide law enforcement services to our community with due regard to the racial and cultural differences of those we serve. It shall therefore be the policy and practice of this Department to provide law enforcement services and to enforce the law equally and fairly without discrimination toward any individual(s) or group because of their race, ethnicity or nationality, religion, gender, gender identity, sexual orientation, or disability.

### 402.2 POLICY

Racial/Bias based profiling, for purposes of this section, is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped (Penal Code § 13519.4(e)).

### 402.3 RACIAL- OR BIAS-BASED PROFILING PROHIBITED

The practice of racial/bias based profiling is illegal and will not be tolerated by this Department (Penal Code § 13519.4(f)).

1. It is the responsibility of every Member of this Department to prevent, report, and respond appropriately to clear discriminatory or biased practices.
2. Every Member of this Department engaging in a non-consensual detention shall be prepared to articulate sufficient reasonable suspicion to justify the detention independent of the individual's membership in a protected class.
  - (a) To the extent that written documentation would otherwise be completed (e.g., arrest report, F.I. card, etc.), the involved deputy should include those facts giving rise to the deputy's reasonable suspicion or probable cause for the contact.
  - (b) Nothing in this policy shall require any deputy to prepare documentation of a contact that would not otherwise involve such reporting.
  - (c) While the practice of racial profiling is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by a deputy in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

The Orange County Sheriff-Coroner Department shall investigate all complaints of alleged racial/bias based profiling complaints against its Members. Members found to be in violation of this policy are subject to discipline in accordance with this Department's disciplinary policy.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bias Free Policing*

---

### **402.4 MEMBER RESPONSIBILITY**

1. All sworn Members of this Department shall be scheduled to attend POST approved training on the subject of racial profiling.
2. Pending participation in such POST approved training and at all times, all Members of this Department are encouraged to familiarize themselves with and consider racial and cultural differences among members of our community.
3. Each Member of this Department undergoing initial POST approved training shall thereafter be required to complete an approved refresher course every five years or sooner if deemed necessary in order to keep current with changing racial and cultural trends (Penal Code §13519.4(i)).

### **402.5 SUPERVISOR RESPONSIBILITY**

Each January, the S.A.F.E Division Commander shall review the Department's effort to prevent racial/bias based profiling and submit an overview, including public concerns, to the Sheriff. This overview shall not contain any identifying information regarding any specific complaint, citizen, or officer.

### **402.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE**

The Internal Affairs Unit Manager and the S.A.F.E. Division Commander or the authorized designee shall ensure that all data required by the Department of Justice (DOJ) regarding citizen complaints of racial bias against deputies is collected and reported annually to DOJ (Penal Code § 13012; Penal Code § 13020).

## Racial and Identity Profiling Act (RIPA)

### 403.1 PURPOSE AND SCOPE

On or before January 1, 2019, the Department is required to begin collecting data on all stops conducted by peace officers within the Department. Commencing on or before April 1, 2020, the Department is required to annually report to the California Attorney General data on all stops conducted by peace officers within the Department during the preceding calendar year (Government Code § 12525.5).

#### 403.1.1 DEFINITIONS

The following definitions relate to terms used within this policy:

**Peace officer:** Any sworn Department Member working outside a custodial setting.

**Stop:** Any detention of a person and/or search, including a consensual search, of the person's body or property in the person's possession or control.

### 403.2 DATA COLLECTION

Peace officers within the Department shall complete all applicable data fields in the Department's AB 953 RIPA Stop Application for each stop. The data fields include, but are not limited to, the following:

1. The time, date, duration and location of the stop.
2. The reason for the stop.
3. The result of the stop, such as, no action, warning, citation, property seized or arrest.
4. If a warning or citation was issued, the warning provided or violation cited.
5. If an arrest was made, the offense charged.
6. The perceived race or ethnicity, gender, and approximate age of the person stopped, provided that the identification of these characteristics shall be based on the observation and perception of the peace officer making the stop, and the information shall not be requested from the person stopped. When reporting the required data elements, the peace officer shall make his or her determination based on personal observation only. For motor vehicle stops, this section only applies to the driver, unless any actions specified under subsection 7 apply in relation to a passenger, in which case the characteristics specified in this section shall also be reported for him or her.
7. Actions taken by the peace officer during the stop, including, but not limited to, the following:
  - (a) Whether the peace officer asked for consent to search the person, and, if so, whether consent was provided.
  - (b) Whether the peace officer searched the person or any property, and, if so, the basis for the search and the type of contraband or evidence discovered, if any.
  - (c) Whether the peace officer seized any property and, if so, the type of property that was seized and the basis for seizing the property.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Racial and Identity Profiling Act (RIPA)*

---

Stops involving multiple peace officers shall only require reporting by one peace officer. In most cases, this shall be the peace officer making initial contact.

### **403.3 REPORTING TO THE CALIFORNIA ATTORNEY GENERAL**

The Director of Records & Property Division is the custodian of all data collected. The Director of Records & Property Division or his/her authorized designee shall ensure data is collected and reported in accordance with Government Code section 12525.5 and that all data collected is used strictly within the scope of compliance with this policy. The data provided to the California Attorney General shall not include the name, address, social security number or other unique personal identifying information of persons stopped, searched or subjected to a property seizure, and shall not include any unique identifying information of the peace officer collecting the data.

All RIPA data collected is public record and open to public inspection. No identifying information about the peace officers collecting the data shall be publicly disclosed.

Department Members, other than the Director of Records & Property Division, or his/her designee, may not access the Department's server to view RIPA data without authorization from the Sheriff. The RIPA data collected shall not be used for disciplinary purposes or for use in performance evaluations.

## Elder and Dependent Adult Abuse

### 406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Department Members as required by law.

#### 406.1.1 DEFINITIONS

Definitions related to this policy include:

**Adult abuse:** Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Penal Code § 368). For purposes of this policy, all references to "adult abuse" mean the abuse of an elder (age 65 or older) or dependent adult.

**Abuse of an elder (age 65 or older) or dependent adult:** Physical abuse, neglect, financial abuse, abandonment, isolation, abduction, or other treatment with resulting physical harm or pain or mental suffering; or the deprivation by a care custodian of goods or services that are necessary to avoid physical harm or mental suffering (Welfare and Institutions Code § 15610.07; Penal Code § 368.5). Neglect includes self-neglect (Welfare and Institutions Code § 15610.57).

**Dependent adult:** An individual, regardless of whether the individual lives independently, between 18 and 64 years of age who has physical or mental limitations that restrict his/her ability to carry out normal activities or to protect his/her rights, including but not limited to persons who have physical or developmental disabilities or whose physical or mental abilities have diminished because of age. This also includes those between the ages of 18 and 64 who are admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.23; Penal Code § 368(h)).

### 406.2 POLICY

The Department shall investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

### 406.3 MANDATORY NOTIFICATION AND REPORTING REQUIREMENTS

Department Members are mandated reporters of suspected elder or dependent adult abuse (Welfare and Institutions Code § 15630(a)). A Department Member who, in his or her professional capacity or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be abuse, or is told by an elder or dependent adult that he or she has experienced behavior, including an act or omission, constituting abuse, or reasonably suspects that abuse, shall report the known or suspected abuse to the law enforcement agency in whose jurisdiction the known or suspected abuse occurred.

## *Elder and Dependent Adult Abuse*

---

The Department Member shall forward all reports of known or suspected abuse occurring in the Department's jurisdiction to the corresponding Detail of the Investigations Division, according to the nature of incident. In any incident in which immediate investigative follow-up would be beneficial or required, notification shall be made to the Department Commander and a response will be coordinated through the appropriate Investigative Detail Sergeant. The Department Member shall also ensure that notification is made by telephone to APS as soon as practicably possible and the Report of Suspected Dependent Adult/Elder Abuse (Form SOC 341) is provided to APS by the end of their assigned shift. For further refer to Welfare and Institutions Code 15630.

The corresponding Investigative Detail Sergeant is responsible for ensuring that proper notifications have occurred to the District Attorney's Office and any other regulatory agency that may be applicable based upon where the abuse took place (e.g., care facility, hospital)(Welfare and Institutions Code § 15630(b)).

Notification is not required for a person who was merely present when a person self-administered a prescribed aid-in-dying drug or a person prepared an aid-in-dying drug so long as the person did not assist the individual in ingesting the aid-in-dying drug (Health and Safety Code § 443.14 and 443.18).

### **406.4 INVESTIGATIONS AND REPORTING**

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

1. The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
2. Any relevant statements the victim may have made and to whom he/she made the statements.
3. If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
4. Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
5. Whether the victim was transported for medical treatment or a medical examination.
6. Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
7. Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
8. Previous addresses of the victim and suspect.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Elder and Dependent Adult Abuse*

---

9. Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
10. Results of investigations shall be provided to those agencies (Adult Protective Services (APS), long-term ombudsman) that referred or reported the adult abuse (Welfare and Institutions Code § 15640(f)).
11. Whether a death involved the End of Life Option Act:
  - (a) Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14)
  - (b) Whether an individual knowingly altered or forged a request for an aid-in-dying drug to end a person's life without his/her authorization, or concealed or destroyed a withdrawal or rescission of a request for an aid-in-dying drug (Health and Safety Code § 443.17)
  - (c) Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug or to destroy a withdrawal or rescission of a request for such medication (Health and Safety Code § 443.17).
  - (d) Whether an aid-in-dying drug was administered to a person without his/her knowledge or consent (Health and Safety Code § 443.17).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

### **406.5 QUALIFIED INVESTIGATORS**

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

1. Conduct interviews in appropriate interview facilities.
2. Be familiar with forensic interview techniques specific to adult abuse investigations.
3. Present all cases of alleged adult abuse to the prosecutor for review.
4. Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
5. Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
6. Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).

### **406.6 EMERGENCY PROTECTIVE ORDERS**

In any situation which a Member reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the Member may seek an emergency protective



## *Elder and Dependent Adult Abuse*

---

order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

### **406.7 INTERVIEWS**

#### **406.7.1 PRELIMINARY INTERVIEWS**

Absent extenuating circumstances or impracticality, Members should audio record the preliminary interview with a suspected adult abuse victim. Members should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. In certain circumstances, investigating officers may defer interviews when a person who is specially trained in such interviews is available.

#### **406.7.2 DETAINING VICTIMS FOR INTERVIEWS**

A Member should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

1. Exigent circumstances exist, such as:
  - (a) A reasonable belief that medical issues of the adult need to be addressed immediately.
  - (b) A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
  - (c) The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
2. A court order or warrant has been issued.

### **406.8 MEDICAL EXAMINATIONS**

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The Member should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency, or entity having legal custody and is refusing to give consent for the medical examination, Members should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for Members to take the adult for a medical examination, the sergeant should consider other government agencies or services that may obtain a court order for such an examination.

### **406.9 DRUG-ENDANGERED VICTIMS**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Elder and Dependent Adult Abuse*

---

### 406.9.1 MEMBER RESPONSIBILITIES

Members responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives at the location should:

1. Document the environmental, medical, social and other conditions of the adult, using photography as appropriate.
2. Notify the Investigations Sergeant so an interagency response can begin.

### 406.9.2 SUPERVISOR RESPONSIBILITIES

The Family Protection Detail Sergeant should:

1. Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors, to develop community specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
2. Activate any available interagency response when a Member notifies the Investigations Sergeant that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

## **406.10 TRAINING**

The Department shall provide training on best practices in adult abuse investigations to Members tasked with investigating these cases. The training shall include:

1. Participating in multidisciplinary investigations, as appropriate.
2. Conducting interviews.
3. Availability of therapy services for adults and families.
4. Availability of specialized forensic medical exams.
5. Cultural competence (including interpretive services) related to adult abuse investigations.
6. Availability of victim advocates or other support.

## **406.11 RECORDS DIVISION RESPONSIBILITIES**

Records Division is responsible for retaining the original adult abuse report with the initial case file.

## **406.12 JURISDICTION**

The Department has concurrent jurisdiction with state law enforcement agencies when investigating elder and dependent adult abuse and all other crimes against elder victims and victims with disabilities (Penal Code § 368.5).

Adult protective services agencies and local long-term care ombudsman programs also have jurisdiction within their statutory authority to investigate elder and dependent adult abuse and criminal neglect and may assist in criminal investigations if requested and consistent with federal

## *Elder and Dependent Adult Abuse*

---

law. However, the Department shall retain responsibility for the criminal investigations (Penal Code § 368.5).

### **406.13 RELEVANT STATUTES**

**Penal Code § 368 (c):** A person who knows or reasonably should know that a person is an elder or dependent adult and who, under circumstances or conditions other than those likely to produce great bodily harm or death, willfully causes or permits any elder or dependent adult to suffer, or inflicts thereon unjustifiable physical pain or mental suffering, or having the care or custody of any elder or dependent adult, willfully causes or permits the person or health of the elder or dependent adult to be injured or willfully causes or permits the elder or dependent adult to be placed in a situation in which his or her person or health may be endangered, is guilty of a misdemeanor.

**Penal Code § 368 (f):** A person who commits the false imprisonment of an elder or a dependent adult by the use of violence, menace, fraud, or deceit is punishable by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

**Welfare and Institutions Code § 15310.05:** "Abandonment" means the desertion or willful forsaking of an elder or a dependent adult by anyone having care or custody of that person under circumstances in which a reasonable person would continue to provide care and custody.

**Welfare and Institutions Code § 15610.06:** "Abduction" means the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, of any elder or dependent adult who does not have the capacity to consent to the removal from this state and the restraint from returning to this state, or the restraint from returning to this state, as well as the removal from this state or the restraint from returning to this state, of any conservatee without the consent of the conservator or the court.

### **Welfare and Institutions Code § 15610.30:**

1. "Financial abuse" of an elder or dependent adult occurs when a person or entity does any of the following:
  - (a) Takes, secretes, appropriates, obtains, or retains real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
  - (b) Assists in taking, secreting, appropriating, obtaining, or retaining real or personal property of an elder or dependent adult for a wrongful use or with intent to defraud, or both.
  - (c) Takes, secretes, appropriates, obtains, or retains, or assists in taking, secreting, appropriating, obtaining, or retaining, real or personal property of an elder or dependent adult by undue influence, as defined in Section 15610.70.
2. A person or entity shall be deemed to have taken, secreted, appropriated, obtained, or retained property for a wrongful use if, among other things, the person or entity takes, secretes, appropriates, obtains, or retains the property and the person or entity knew or should have known that this conduct is likely to be harmful to the elder or dependent adult.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Elder and Dependent Adult Abuse*

---

3. For purposes of this section, a person or entity takes, secretes, appropriates, obtains, or retains real or personal property when an elder or dependent adult is deprived of any property right, including by means of an agreement, donative transfer, or testamentary bequest, regardless of whether the property is held directly or by a representative of an elder or dependent adult.
4. For purposes of this section, “representative” means a person or entity that is either of the following:
  - (a) A conservator, trustee, or other representative of the estate of an elder or dependent adult.
  - (b) An attorney-in-fact of an elder or dependent adult who acts within the authority of the power of attorney.

#### **Welfare and Institutions Code § 15610.43:**

1. “Isolation” means any of the following:
  - (a) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.
  - (b) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the express wishes of the elder or the dependent adult, whether he or she is competent or not, and is made for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.
  - (c) False imprisonment, as defined in Section 236 of the Penal Code.
  - (d) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.
2. The acts set forth in paragraph 1(a) through (d) shall be subject to a rebuttable presumption that they do not constitute isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given, and who gives the instructions as part of his or her medical care.
3. The acts set forth in paragraph 1(a) through (d) shall not constitute isolation if they are performed in response to a reasonably perceived threat of danger to property or physical safe.

#### **Welfare and Institutions Code § 15610.57:**

1. “Neglect” means either of the following:
  - (a) The negligent failure of any person having the care or custody of an elder or a dependent adult to exercise that degree of care that a reasonable person in a like position would exercise.
  - (b) The negligent failure of an elder or dependent adult to exercise that degree of self care that a reasonable person in a like position would exercise.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Elder and Dependent Adult Abuse*

---

2. Neglect includes, but is not limited to, all of the following:
  - (a) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.
  - (b) Failure to provide medical care for physical and mental health needs. No person shall be deemed neglected or abused for the sole reason that he or she voluntarily relies on treatment by spiritual means through prayer alone in lieu of medical treatment.
  - (c) Failure to protect from health and safety hazards.
  - (d) Failure to prevent malnutrition or dehydration.
  - (e) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (a) to (d), inclusive, for himself or herself as a result of poor cognitive functioning, mental limitation, substance abuse, or chronic poor health.

### **Welfare and Institutions Code § 15610.63:**

1. "Physical abuse" means any of the following:
  - (a) Assault, as defined in Section 240 of the Penal Code.
  - (b) Battery, as defined in Section 242 of the Penal Code.
  - (c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.
  - (d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.
  - (e) Sexual assault, that means any of the following:
    1. Sexual battery, as defined in Section 243.4 of the Penal Code.
    2. Rape, as defined in Section 261 of the Penal Code.
    3. Rape in concert, as described in Section 264.1 of the Penal Code.
    4. Spousal rape, as defined in Section 262 of the Penal Code.
    5. Incest, as defined in Section 285 of the Penal Code.
    6. Sodomy, as defined in Section 286 of the Penal Code.
    7. Oral copulation, as defined in Section 287 or former Section 288a of the Penal Code.
    8. Sexual penetration, as defined in Section 289 of the Penal Code.
    9. Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.
  - (f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:
    1. For punishment.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Elder and Dependent Adult Abuse*

---

2. For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.
3. For any purpose not authorized by the physician and surgeon.

## Homeless Outreach and Liaison

### 408.1 DEFINITION

According to the U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, homelessness is defined as, "An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings including: a car, park, abandoned building, bus or train station, airport, or campground".

### 408.2 GOALS

1. When working with the homeless, the Department's mission is to work collaboratively with all other agencies and organizations with a focus on outreach and enforcement to assist the homeless population and provide them with access to available resources and services, while protecting the quality of life for the citizens of Orange County.
2. The Department shall be part of a multidisciplinary effort including law enforcement (OCSD and allied agencies), OC Healthcare, mental health workers, fire, hospitals, public works, code enforcement, park rangers, residents, businesses, Service Providers, and homeless advocate groups to transition homeless individuals off the streets.
3. A major short term goal is the immediate transition of a homeless individual into either a shelter or other form of bridge housing. Although this transition is often accomplished by linking the homeless individual with an appropriate case manager such as the Health Care Agency (HCA), City Net, Mercy House, Illumination Foundation, or other entity, nothing prevents the individual patrol deputy or Behavioral Health Liaison from transporting a subject to shelter/housing if the resource is available and the subject is willing to utilize the service. The deputy shall remain with the subject until they are accepted into the facility. The Department shall not transport homeless individuals across Service Planning Areas (SPAs) for the purposes of shelter placement. "Service Planning Area" refers to the designated North, Central and South geographical areas of the County as set forth in the SPA map. See link <http://www.ocgov.com/civica/filebank/blobdownload.aspx?BlobID=6911>

### 408.3 ENFORCEMENT CONSIDERATIONS

1. The Department has a primary focus on outreach and shall not enforce any law criminalizing a homeless subject for illegal camping or loitering in public when there is no other shelter option available for the person. This does not forbid the Department from enforcing non-status violations and enforcement of all laws on private property.
  - (a) Status violations are defined as violations of anti-camping, anti-loitering, and trespassing ordinances in public locations. This also includes violations of park closure ordinances in the North SPA Cities of Stanton, Yorba Linda and Villa Park.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Homeless Outreach and Liaison*

---

2. Absent exigent circumstances, anti-camping or anti-loitering ordinances shall not be enforced prior to Field Screening by System of Care/Outreach and Engagement Personnel (HOT, BHL, HCA, SSA, or contracted providers) to locate an immediately available placement for the individual within his or her respective Service Planning Area.
3. A homeless individual who declines the offered placement shall, where feasible, be given a warning and an opportunity to immediately relocate to a location where they may lawfully be prior to citation or custodial arrest for anti-camping or anti-loitering ordinances.
4. Prior to making an arrest for an anti-camping or anti-loitering law, the deputy shall verify with County personnel for unincorporated areas or with City personnel for contract city areas that there is a shelter option available to the intended arrestee. To locate an available shelter bed, the deputy shall use the Health Care Agency or appropriate service provider for the area or city where the subject is contacted. The deputy shall also verify whether or not the intended arrestee refuses the available shelter bed. The deputy shall document in his or her report the availability of the shelter bed and the intended arrestee's refusal to accept the shelter bed. The report shall list where the available bed is and list as a witness who the deputy contacted to confirm the availability of the bed. In addition to the deputy recording the conversation with the intended arrestee, it is advisable for the deputy to have his/her cell phone on speaker and recording the conversation with the witness on PVS or BWC.
5. Unless the initial call for service or interaction is immediately dangerous, it is important for deputies to take their time during an investigation. Mental illness and drug addiction are potential problems which can be addressed through patience and understanding while maintaining officer safety.
6. Mental health issues are a component of dealing with homeless individuals. Refer to FOM Section 29 for guidance in dealing with Mental Health and 5150 issues.
7. Patrol deputy contacts with homeless individuals should be documented with an appropriate CAD entry. The individual's biographic information should be entered, along with a narrative entry describing contact. Any information that may assist with connecting the individual to services should be forwarded to a Behavioral Health Liaison or Homeless Outreach Team member by sharing the incident number. These contacts shall be cleared with the Homeless disposition.
8. Search and seizure of a homeless subject's property is no different from search and seizure as it relates to any other law enforcement function. The Fourth Amendment prevents searches and seizures which are unreasonable. As a result, the "totality of the circumstances" shall be well documented and fact specific in all incidents involving a search/seizure of property. Examples of specific facts include posted "no trespassing" signs, previous outreach efforts, previous warnings, prior citations at the same location, the surrounding environment (fencing, barricades, ease of public access), condition of the property (degree to which the contents are exposed to public view reducing expectation of privacy), knowledge of trespass, probable cause for the search, and length of time the property has remained occupied continuously at a specific location.



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Homeless Outreach and Liaison*

---

9. Repeat Interactions - Most interactions with the homeless population will be one of repeat interactions. Over time, Homeless Liaison Officers and patrol deputies shall be able to establish working relationships with the homeless population which shall result in the homeless being more receptive to accepting services. As a result, voluntary compliance is the preferred method when conducting enforcement. By presenting a firm, fair, professional, and understanding demeanor and attitude, deputies will be in a better position to understand the specific needs of the subject and offer the best resource to begin the transition process.
10. Identification - When issuing misdemeanor citations, deputies shall document how the subject was identified. Verbal identification by the subject is not positive identification. Furthermore, possession of California Benefits Cards (EBT) or other paperwork without a photograph does not qualify as valid identification for purposes of charging a crime. Identification of subjects should be via DMV photograph, criminal records (booking photos), prior knowledge, or unique and distinguishing features such as tattoos.
11. Whenever possible, enforcement documentation shall include the availability of shelter beds at the time of enforcement, attitude or degree of willingness of the subject toward participating in outreach services, past efforts at outreach, and agencies contacted for possible follow-up and case management (HCA, City Net, Mercy House, OC Link, city specific services, non-profits etc.).
12. Deputies shall not cite or arrest a homeless subject for obstructing public property unless the subject or/and his or her property actually interferes with the intended use of the property and the subject declines to remove the obstruction.
13. Referral to Collaborative Courts:
  - (a) While issuing a citation or making a custodial arrest for an anti-camping or anti-loitering ordinance, deputies shall advise a homeless individual they can request acceptance into the Collaborative Court and providing the Public Defender's phone number of (657) 251-6090, providing the subject with the OC Resource Guide that contains the number or providing the County of Orange Superior Court Outreach Court pamphlet.
14. In addition to the other requirements set forth in this policy, subjects cited or placed under custodial arrest in the (NORTH SPA) Cities of Stanton, Yorba Linda or Villa Park for trespass, loitering, anti-camping, and park closure ordinances shall be provided a form, approved by the City, advising of the dispute resolution process, per the NORTH SPA CITIES SETTLEMENT AGREEMENT (Orange County Catholic Workers et al. v. Orange County et al. California Central District Case No. 8:18-cv-00155). The form shall include the contact information for the Plaintiffs' counsel.
  - (a) If a homeless person has initiated the Dispute-Resolution Process, deputies shall not make a custodial arrest for Anti-Nuisance Ordinances prior to the exhaustion of the Dispute Resolution Process. The fact that a person has initiated the Dispute-Resolution Process does not preclude the issuance of citations to the person.
  - (b) Once a ruling has been made regarding the dispute and the city has complied with the ruling, another claim by the same subject related to the same issue

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Homeless Outreach and Liaison*

---

shall not preclude a custodial arrest where the individual does not comply with a warning, or leave once a citation has been issued.

#### **408.4 CITE/RELEASE (FIELD) VS CITE/RELEASE (JAIL)**

1. Penal Code section 853.6 mandates that misdemeanor arrestees be cited and released in the field, unless the subject meets one or more of the 12 exceptions listed in Penal Code Section (Penal Code § 853.6(i)). Please see Policy Section 327 Cite and Release Policy for Misdemeanor Non-warrant (Street) Arrest.
2. Homeless subjects commonly do not possess acceptable forms of identification. Verbal identification needs to be corroborated with things such as a DMV photograph or booking photo. If these things cannot be accomplished or if the subject remains “unable to identify”, the subject can be transported to jail for a citation and release with Live Scan/fingerprinting for positive identification.

#### **408.5 RESTRICTED AREAS AND COUNTY PARKS**

1. If a violation of an anti-camping or anti-loitering law occurs within a Restricted Area listed below or a County Park outside of the established operational hours and there is no appropriate and immediately available placement for the person, the Department shall advise the homeless subject they may move to any public area outside the restricted area or park as allowed by *Martin v. Boise*.
2. Restricted Areas are defined as:
  - (a) Orange County Flood Control District Property.
  - (b) The John Wayne Airport.
  - (c) Interior spaces of County Libraries outside of posted hours of operation.
  - (d) Custodial Facilities or other areas where in-custody subjects are taken.
  - (e) Contracted right-of-way railroad areas.
  - (f) County property or facilities not open to the public.
  - (g) Any other special use property as approved by the court.
3. If the homeless individual does not leave the restricted area or park after receiving a warning and a reasonable opportunity to gather their property, deputies may cite or make a custodial arrest of the subject.

#### **408.6 PROPERTY**

1. Safekeeping is non-evidentiary property that is temporarily stored with the Property-Evidence Unit for protection on behalf of the owner.
2. Temporary Safekeeping of Property is governed by California Civil Code 2080.10.
  - (a) When the Department takes possession of personal property for temporary safekeeping, the Department shall do all of the following:

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Homeless Outreach and Liaison*

---

1. Take responsibility for the storage, documentation, and disposition of the property.
2. Provide the person from whom the property was taken with a receipt and instructions for the retrieval of the property. The receipt and instructions shall either be given to the person from whom the property was taken at the time the Department obtains the property or immediately mailed, by first-class mail, to the person from whom the property was taken. For homeless persons, the receipt and instructions shall be given to the person.
3. If the Department has knowledge that the person from whom the property was taken is not the owner, the Department shall make reasonable efforts to identify the owner. If the owner is identified, the Department shall mail, by first-class mail, a receipt and instructions for the retrieval of the property. If the owner is homeless without a mailing address and is able to be located with reasonable efforts, the receipt and instructions shall be given to the owner.
4. The receipt and instructions shall notify the person from whom the property was taken that the property must be claimed within 90 days after the Department obtains possession or the property shall be disposed of in accordance with the disposal provisions of this article. Within 90 days (the 90 days is per Department Policy), the person may do one of the following:
  - (a) Retrieve the property.
  - (b) Authorize in writing another person to retrieve the property.
  - (c) Notify the Department in writing that he or she is unable to retrieve the property, because he or she is in custody, and request the Department to hold the property. If a person notifies the Department that he or she is unable to retrieve the property within 90 days, or have an authorized person retrieve the property, the Department shall hold the property for not longer than 10 additional months.
3. Release of property to owner is governed by California Civil Code 2080.2.
  - (a) If the owner appears within 90 days, after receipt of the property by the Department, proves his/her ownership of the property, and pays all reasonable charges, if any, the Department shall restore the property to him/her.
4. If deputies collect non-evidentiary property, the "Safekeeping" form shall be utilized which can be located on the Document Center of the Intranet. See Field Operations Advisory Issue 56 dated February 9, 2018 and FOM Section 44 Tagging-Booking Evidence for further information. Per department safekeeping policy and the California Civil Code, property shall be retained for a minimum of 90 days.
5. When a homeless person is arrested or otherwise removed from a public place, deputies should make reasonable accommodations to permit the person to lawfully secure his/her personal property, which includes transferring control to a designated responsible person. If the above cannot be accomplished, the property should be collected for safekeeping.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Homeless Outreach and Liaison*

---

- (a) If the arrestee has more personal property than can reasonably be collected and transported by the deputy, a supervisor should be consulted for disposition and possible collection by an allied agency such as city/county public works. The arrestee shall be provided written notice of the location where the arrestee's property may be claimed if the property is collected by an allied agency.
6. Deputies should not conduct or assist in clean-up operations of homeless encampments aside from possible security (AOA) for agencies such as city/county public works. During these types of operations, collection and documentation of property shall be the responsibility of the agency conducting the cleanup.
7. Any agency (i.e. County or City Public Works) conducting clean-up of a potential homeless encampment shall be made aware of the Schuler Settlement. This settlement requires a minimum of 24 hours notice of any intended clean-up or remediation project unless exigent circumstances exist. Although this settlement applies only to sections of the Santa Ana Riverbed, it is the best practice and should be followed by any agency doing clean up in Department jurisdiction. It is County Public Works' practice to give 72 hours notice when feasible.
8. Deputies who encounter encampments or large collections of property in public areas should inform the city Behavioral Health Liaison or county Homeless Outreach Team for guidance in finding a long term disposition.
9. Documentation of property goes beyond written documentation in reports. Best practice includes taking photographs and/or video. Documentation includes the initial state of the property (long, mid, close range photos), and a detailed inventory of property recovered. If a video camera is not available, consider vehicle placement for permanent capture of the incident on Patrol Video System (PVS). Furthermore, consider verbal narration during the incident: describe sights, smells, hazards, items of value, and items which a reasonable person would classify as having no intrinsic value.
10. Property that need not be stored:
  - (a) Property that presents a danger to Department personnel including but not limited to: hazardous, flammable, or biohazard materials, items contaminated with human or animal waste, items that are wet and present a mold hazard, batteries.
  - (b) Property that is obviously abandoned or trash.
  - (c) Property whose owner has identified it as trash or no longer wanted.

#### **408.7 HAZARDS**

1. Dealing with Homeless populations requires an officer safety mindset beyond tactical considerations. Deputies should be aware of health and environmental hazards such as uncapped needles, fecal matter and other bodily fluids, and potential communicable diseases like MRSA transmitted by open wounds and sores.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Homeless Outreach and Liaison*

---

- (a) Wear gloves while searching subjects and property. Remove gloves while using your MDC or before entering your vehicle. Replace your gloves frequently while transitioning between searches and bagging evidence.
- (b) Be aware of open fires, dust, and confined spaces which may present health hazards that require the use of special equipment or training.

#### **408.8 HOMELESS SERVICES SYSTEM (ESRI APPLICATION AND SURVEY123)**

1. Department surveys published through the ESRI Survey 123 application and maintained via the ArcGIS platform shall be the only Database used by members of the Department's HOT and BHLs when documenting encounters and dispositions with homeless subjects. Access to the ESRI suite of applications shall only be done through Department or government issued electronic devices.
2. The ESRI ArcGIS Survey 123, Collector, and Dashboard applications provide a mobile application and software suite used by the Department and their Adult and Family Multidisciplinary Personnel Team (MPT) partners to identify homeless subjects, and assist in linking those homeless subjects to services. This Database shall be used collaboratively by members of the MPT with the primary intent of outreach and engagement. The application will allow participating agencies to share information for the purpose of facilitating expedited identification, assessment, and linkage of homeless individuals or families to housing and supportive services.
3. Any member of the MPT who receives information or records from this application shall agree to keep the information or records confidential, to be used only for purposes set forth in Policy 408.8.2 above.
4. All Department Members who have access to the information shared by the participating agencies shall sign a confidentiality statement that includes at a minimum general use, security safeguards, acceptable use, and enforcement policies.
5. The sharing of information shall be governed by an MOU or protocols developed by the County of Orange.
6. Department IT or OCIT shall employ security controls to ensure data confidentiality, integrity, and prevention of unauthorized or inappropriate access, use, or disclosure.
7. Information entered in the Database shall be retained indefinitely or until a record retention schedule is approved by the Orange County Board of Supervisors, setting a retention period.

#### **408.9 RESOURCES AVAILABLE TO THE FIELD DEPUTY**

1. Homeless Multidisciplinary Personnel Teams (Department Homeless Outreach Teams).
2. City Behavioral Health Liaison.
3. OC Links: 855-OC-LINKS (625-4657) is a referral line for services including children and adult mental health, alcohol and drug inpatient and outpatient, crisis programs, and prevention and early intervention services.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Homeless Outreach and Liaison*

---

4. Homeless Resources Trifold (contains numerous area specific resources for armories, county resources, mental health, hospitals, non-profit and faith based community), and is available in electronic form from the Homeless Outreach Team.
5. SPA (County Service Planning Area) Pocket Guides for North, Central, and South County contain numerous region specific county resources. These guides are available in electronic form from the Homeless Outreach Team.
6. Many of the Department's contract partners have contracted with service agencies such as City Net or Mercy House to provide homeless outreach services in our contract cities. These agencies are valuable resources in the areas they cover and have access to many different shelter options.

### **408.10 HOMELESS OUTREACH TEAM AND BEHAVIORAL HEALTH LIAISON REQUIRED AND RECOMMENDED TRAINING**

1. Required Training:
  - (a) POST Certified HLO Course
  - (b) POST Certified 40 hour Crisis Intervention Training consisting of CIT-I Basic, CIT-II Intermediate, and CIT-III Advanced.
  - (c) Behavioral Health Liaisons and Homeless Outreach Team members shall attend monthly BHL meetings.
2. Recommended Training:
  - (a) Drug Abuse Recognition (DAR) or Drug Recognition Expert (DRE).
  - (b) Search and Seizure (8 hour).

## Mental Illness Commitments

### 409.1 PURPOSE AND SCOPE

This policy provides Deputy Sheriffs of the Orange County Sheriff's Department guidelines for taking a person into custody for psychiatric evaluation and treatment (5150 commitment) (Welfare and Institutions Code § 5150).

### 409.2 POLICY

It is the policy of the Orange County Sheriff's Department to protect the public and individuals through legal and appropriate use of the 72-hour treatment and evaluation commitment (5150 commitment) process.

### 409.3 AUTHORITY

A deputy having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the deputy believes that, as a result of a mental disorder, the person is a danger to him/herself or others, or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

When determining whether to take a person into custody, deputies are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):

- (a) An individual who is providing or has provided mental health treatment or related support services to the person,
- (b) The person subject to the determination or anyone designated by the person,
- (c) A family member.

#### 409.3.1 VOLUNTARY EVALUATION

If a deputy encounters an individual who may qualify for a 5150 commitment, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the person so desires, the deputy should:

- (a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a 5150 commitment.
- (b) If at any point the person changes his/her mind regarding voluntary evaluation, the deputy should proceed with the 5150 commitment, if appropriate.
- (c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

## *Mental Illness Commitments*

---

### **409.4 SECURING OF PROPERTY**

When the person is taken into custody for evaluation or within a reasonable time thereafter, and unless a responsible relative, guardian or conservator is in possession of the person's personal property, the deputy shall take reasonable precautions to safeguard the individual's personal property in his/her possession or on the premises occupied by the person (Welfare and Institutions Code § 5150).

The disposition of the property shall be detailed in a Casualty Report or "Non-criminal" template within the FBR application (if applicable) and a Property Receipt shall be provided to the person if property is taken for safekeeping or when a weapon/s has been seized. Any property seized or taken for safekeeping shall be booked into Sheriff's Evidence in accordance with the policies and procedures of the Department.

### **409.5 DOCUMENTATION**

The deputy shall complete an Application For Assessment, Evaluation, and Crisis Intervention or Placement for Evaluation and Treatment, provide it to the facility staff member assigned to that patient and retain the duplicate for Department records.

The application shall include the circumstances for deputy involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The deputy should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

A Casualty Report or "Non-criminal" template within the FBR application (if applicable) shall also be completed.

### **409.6 ADVISEMENT**

The deputy taking a person into custody for evaluation shall read the "Detainment Advisement" described in Section 29 of the Field Operation Manual in order to meet the requirement of W&I 5150(g)(1).

### **409.7 CRIMINAL OFFENSES**

A deputy investigating an individual who is suspected of committing a minor criminal offense (e.g. CPC 647(f), CPC 602, H&S 11550, etc.) and who is being taken on a 5150 commitment should resolve the criminal matter by issuing a verbal warning, a Notice to Appear or an Initial Crime Report as appropriate. Any questions regarding the seriousness of a crime should be directed to the deputy's supervisor.

When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the deputy should:

- (a) Arrest the individual when there is probable cause to do so.



## *Mental Illness Commitments*

---

- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.
- (c) Facilitate the individual's transfer to jail.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 5150 commitment.

### **409.8 FIREARMS AND OTHER DEADLY WEAPONS**

Whenever a person is taken into custody for a 5150 commitment, the handling deputies should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institutions Code § 8100. Whenever a person, who has been detained or apprehended for examination of his or her mental condition or who is a person described in Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103, is found to own, have in his or her possession or under his or her control, any firearm whatsoever, or any other deadly weapon, the firearm or other deadly weapon shall be confiscated by any law enforcement agency or peace officer, who shall retain custody of the firearm or other deadly weapon (Welfare and Institutions Code § 8102(a)).

Any confiscation of a firearm or other deadly weapon must be in with current search and seizure law. Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A search warrant may also be needed before searching for or seizing weapons. See Penal Code 1524(a)(10).

The deputy shall issue a property receipt describing the deadly weapon or any firearm seized, and list any serial number or other identification that is on the firearm. Deputies shall advise the person of the procedure for the return of any firearm or other weapon that has been confiscated (Welfare and Institutions Code § 8102 (b)) (see Property and Evidence Policy). Deputies shall also notify the intake person of an accepting mental health facility the detainee had a firearm or other deadly weapon confiscated.

#### **409.8.1 PETITION FOR RETURN OF FIREARMS AND OTHER DEADLY WEAPONS**

Whenever a deputy has cause to believe that the future return of any confiscated weapon might endanger the person or others, the deputy shall detail those facts and circumstances in a report. The report shall be forwarded to the Criminal Investigative Bureau, Homicide Unit, which shall be responsible for initiating a petition to the Superior Court for a hearing in accordance with Welfare and Institutions Code § 8102(c), to determine whether the weapon shall be returned.

The petition to the Superior Court shall be initiated within 30 days of the release of the individual from whom such weapon has been confiscated, unless the Department makes an ex parte application to the court to extend the time to file such a petition, up to a maximum of 60 days. At the time any such petition is initiated, the Department shall send written notice, via County Counsel, to the individual informing him/her of the right to a hearing on the issue, that he/she has 30 days

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Mental Illness Commitments*

---

to confirm with the court clerk any desire for a hearing and that the failure to do so shall result in the forfeiture of any confiscated weapon.

### **409.9 TRAINING**

This Department shall endeavor to provide Peace Officer Standards and Training (POST) approved advanced officer training on interaction with persons with mental disabilities, 5150 commitments, and crisis intervention.

## Ride-Along Policy

### 410.1 PURPOSE AND SCOPE

The Orange County Sheriff's Department ride-along program provides an opportunity for professional staff, Sheriff Explorers, and citizens to experience field-level law enforcement first hand. This policy provides the requirements, approval process, and hours of operation for the ride-along program. In addition, this policy shall maintain a consistent means of approving and monitoring the ride-along program.

#### 410.1.1 ELIGIBILITY

The Department's ride-along program is offered primarily to residents and those employed by, or who volunteer for the County to include Professional Staff, County Members, Sheriff Reserve Deputies, and Sheriff Explorers. Every attempt shall be made to accommodate interested persons. However, any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant:

1. Being under the age of fourteen
2. Prior criminal history
3. Pending criminal action
4. Pending claim or lawsuit against the County and/or the Orange County Sheriff's Department
5. Denial by any supervisor

#### 410.1.2 AVAILABILITY

The ride-along program is available on most days of the week depending upon the projected activity and workload of a pending shift. Ride-along times for non-sworn individuals with the exception of Adult Explorers (see Policy 410.2.5.5) shall be 0600 to 2300 hours. There shall be no time restrictions for non-department Peace Officers and/or sworn Members.

Exceptions to the ride-along policy may be made as approved by the Sheriff, Undersheriff, and/or an Assistant Sheriff.

### 410.2 CIVILIAN AND/OR PROFESSIONAL SERVICE RESPONDER PROCEDURE TO REQUEST A RIDE-ALONG

Generally, the ride-along request shall be processed and scheduled by the Command with which the participant desires to ride along. Ride-along applications may also be obtained through Professional Standards.

Participants must read and understand the ride-along policy/waiver. The participant then must complete and sign both the ride-along application and liability waiver forms. Signing and submitting the application/waiver authorizes the Department to conduct a criminal records check for non-Member civilian ride-along applicants. Records/criminal history checks shall be conducted by the Commander or his designee. Information requested shall include a valid government-issued

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Ride-Along Policy*

---

identification, address, telephone number, and emergency contact information. If the participant is under 18 years of age, a parent or guardian must be present to complete the ride-along application, liability waiver, and medical treatment consent form.

If the ride-along request is processed through Professional Standards, the completed application and waiver shall be forwarded to the appropriate Command for approval.

Approval shall be evaluated on a case by case basis pursuant to the needs of the Division, the Command, and the best interests of the Department. Any decision in question shall be reviewed and the Commander or his/her designee shall make the final decision.

If approved, a copy of the application and waiver shall be returned to the Professional Standards Division which will maintain both items for two years pursuant to the Department's records retention policy. An additional copy of the approved application shall be retained at the respective command with which the participant is requesting to ride-along.

Based on availability, the participant shall be scheduled for a ride-along date within approximately 30 days from the date of approval. Once an approved ride-along request is received, the receiving Commander or his/her designee shall make arrangements for the ride-along and notify the applicant of the granted approval and date of the ride-along.

If approved for a ride-along, PSRs shall wear their respective uniforms as authorized by their Command and/or Command Staff.

A ride-along application and Commander's approval shall be required for every new ride-along request, regardless of how many times in the past the individual has participated in the program. Each new ride-along request shall be at the discretion of the Commander.

If the ride-along is denied, a representative of the Sheriff's Department shall contact the applicant by telephone or e-mail and advise him or her of the denial.

### 410.2.1 REQUIRED DOCUMENTS FOR CIVILIANS AND PROFESSIONAL SERVICE RESPONDERS

1. Ride-Along application and medical treatment consent form [signed] by a parent or guardian if participant is a juvenile. The juvenile's parent or guardian while in the presence of a Department ride-along coordinator must sign this form.
2. Ride-Along liability waiver [signed]
3. Ride-Along opinion survey
  - (a) The Sheriff's Member in control of the ride-along shall be responsible for providing a ride-along survey form to his or her ride-along participant. This survey may be completed at the conclusion of the ride-along and/or mailed to the Department at a later date.
4. All forms shall be maintained by the Professional Standards Division pursuant to the Department's records retention policy.
5. Individual Commands shall maintain copies as needed.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Ride-Along Policy*

---

6. Ride-along applications, liability waivers, and medical treatment consent forms may be obtained from the Document Center, located on the Department's Intranet.

### 410.2.2 RIDE-ALONG PROGRAM RULES AND REQUIREMENTS FOR CIVILIANS AND PROFESSIONAL SERVICE RESPONDERS

1. Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks, and shoes. Sandals, T-shirts, tank-tops, shorts, ripped and/or torn clothing is not permitted. Hats and ball-caps shall not be worn in the patrol vehicle. The Department Commander or field supervisor may refuse a ride-along to anyone not properly dressed.
2. All ride-alongs shall be scheduled for a minimum of two hours. Wherever possible, the ride-along should begin at the scheduled briefing of the Sheriff's Member responsible for the ride-along participant.
3. Cameras, video, audio recorders, and/or other recording devices are not allowed during a ride-along. Cellular phones are permitted, but the video/audio recording feature is not to be utilized under any circumstances.
4. Consumption of alcoholic beverages before or during the ride-along is not permitted.
5. Ride-alongs may be scheduled anytime between 0600 and 2300 hours.
6. Spouses, legal dependents, and persons having a dating or close relationship with any deputy shall not be allowed to ride-along with the involved deputy.
7. Participants riding along in an official capacity may wear the approved uniform of their assigned job classification.
8. Unless authorized to do so, participants shall not review any official report or record of the Orange County Sheriff's Department.
9. A ride-along participant may be exposed to privileged and/or confidential information. To participate in the ride-along program the participant must agree to treat all matters they witness as confidential and not divulge any information other than to a properly authorized county, state and/or federal employee.
10. Uniform patrol includes, but may not be limited to the following: Marked vehicle street level patrol and Harbor Patrol.
11. Ride-alongs with Specialty Details (e.g. gang unit) require approval from Executive Command.
12. Ride-alongs with the Air Support Bureau require approval from Executive Command.

**Note:** Exceptions to any of the aforementioned rules and requirements may only be granted by the respective Commander.

### 410.2.3 OCS D PROFESSIONAL STAFF RIDE-ALONG

All professional staff desiring to participate in the ride-along program must obtain approval from their Commander, as well as approval from the appropriate Commander of the Division with which the Member desires to ride along. This shall be accomplished via intradepartmental memorandum

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Ride-Along Policy*

---

(blue slip) on a one-time basis. The professional staff Member's memo should also indicate the staff Member has read and fully understands the ride-along policy.

Professional staff shall route their request through their Chain of Command. Once approved by their Commander, the form shall be forwarded to the appropriate Commander for approval. Professional staff shall be notified by e-mail as to the status of their request. Approval may be suspended if deemed necessary.

A new request must be approved, as described above, for each individual ride-along. Professional staff shall not be required to sign a liability waiver.

#### 410.2.4 ORANGE COUNTY SHERIFF RESERVES RIDE-ALONG

Pursuant to "POST" guidelines, Deputy Sheriff Reserves may ride-along and participate as authorized pursuant to their individual Reserve Status Level (Level-I, II, II).

Reserve Deputies desiring to participate in the ride-along program must have successfully completed the reserve academy and shall obtain the approval of their Commander as well as the approval of the appropriate Commander. This shall be accomplished by utilizing the Department authorized Ride-Along Request form located on the Intranet.

Reserve Deputies shall route their request through their chain of command. Once approved by their Commander, the form shall be forwarded to the appropriate Commander for approval. Upon approval by the Commander of the Division with which the Reserve requests to ride-along, the reserve deputy's name shall be placed on a list of approved ride-alongs and the reserve deputy shall be notified by telephone or e-mail of their approval. Approval may be suspended if deemed necessary. Reserves shall wear their respective uniforms as authorized by their Command and/or Command Staff.

#### 410.2.5 SHERIFF EXPLORER RIDE-ALONG

Pursuant to Sheriff Explorer guidelines, Explorers must have successfully completed an Explorer Academy and be patrol ride-along certified. The Sheriff Explorer will need to secure ride-along approval via their chain of command, sign their respective liability waiver, and then submit a Department ride-along request as described above. If an Explorer is under eighteen years of age, the Explorer's parent must sign the ride-along liability waiver and Medical Treatment Consent form while in the presence of an Explorer Coordinator or Advisor. Explorers shall not be required to fill out a ride-along application.

1. The Explorer's Advisor must approve the ride-along and must be advised of the Deputy with whom the Explorer is scheduled to ride with.
2. Approval from the field supervisor in the area where the ride-along is taking place.
3. Sheriff Explorers shall wear their respective uniforms as authorized by their Command and/or Command Staff.
4. Explorers must have approved body armor to participate in a ride-along.
5. Adult Explorers may only ride from 0530 to 0200 hours. Minor Explorers may ride from 0530 to 2200 hours.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Ride-Along Policy*

---

6. Explorers may only participate in one ride-along every two weeks and may not ride with the same Deputy or Sheriff Member more than once per month.
7. Fraternalization between the Deputy (or any Sheriff's Department Member) and the Explorer, on or off duty, regardless of whether the Explorer is an adult, is prohibited.
8. The Explorer's Advisor must debrief the Explorer after every ride-along, to determine if all policies were followed and the Explorer acted appropriately.
9. If an Explorer acts inappropriately in any manner, the Deputy or Sheriff's Member must notify the Explorer's Advisor immediately.
10. Explorers may participate on a ride-along with a relative from the Department, twice a year. This ride-along must be approved by the Explorer Coordinator and the Department Member's Commander.

#### **410.3 SWORN MEMBERS RIDE-ALONGS**

Sworn Members of the Department shall only participate in a Departmental ride-along while the Member is on-duty and in lieu of their regularly assigned shift. The sworn Member must be free of any temporary work restrictions.

1. To participate in the Patrol Operations Command or Coroner's Division ride-along program, the Member must obtain written approval (intradepartmental memorandum) from their Commander as well as written approval from the appropriate Patrol Operations or Coroner Division Commander.
2. The intradepartmental memo shall not apply to Deputies in the Patrol Operations' Field Training Program (phase five).

#### **410.3.1 NON-DEPARTMENT PEACE OFFICER RIDE-ALONGS**

Peace Officers from outside law-enforcement agencies shall not be permitted to ride-along with on-duty Deputy Sheriff's, Deputy Coroners, or other Department Members (i.e. OCCL) without the expressed consent of the Department Commander. In the event that such ride-along is permitted, the Peace Officer shall wear civilian attire and complete the Department's liability waiver. The non-department Peace Officer riding-along may carry a concealed weapon as allowed by law and permitted pursuant to their agency's rules and regulations. The Peace Officer shall not be considered on-duty and shall not represent themselves as a Peace Officer or participate in any law-enforcement activity except as emergency circumstances may require.

#### **410.4 SHERIFF MEMBER RESPONSIBILITIES**

A Sheriff's Member with a ride-along shall advise dispatch a ride-along is present before going into service. Sheriff's Members should use sound discretion when encountering potentially dangerous situations, and if deemed necessary, the ride-along participant may be left in a safe location prior to responding to the situation or confronting the danger in question. As soon as possible, dispatch should be notified as to the location of the ride-along participant. Dispatch shall, when possible, make arrangements for a non-involved deputy or other Member to respond and pick up the ride-along participant.

## *Ride-Along Policy*

---

### **410.5 CONTROL OF THE RIDE-ALONG PARTICIPANT**

The assigned Sheriff's Member shall maintain control over the ride-along at all times and instructs the participant which conditions may limit their participation. These instructions should include but not be limited to the following:

1. The participant will follow any lawful direction of the assigned Sheriff's Member.
2. The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any Department equipment.
3. The ride-along participant shall not interfere or obstruct a Sheriff's Member in the performance of his or her duties. If deemed necessary, the Sheriff's Member may at any time terminate the ride and return the participant to where the ride originated as soon as practicable.
4. The participant may be allowed to continue riding with a deputy during the transportation and booking process provided this does not jeopardize their safety.
5. The ride-along participants will be allowed to accompany a deputy into the jail and to observe the booking process, with the exception of the medical triage, which the ride-along participant should not be allowed to hear pursuant to (HIPAA) Health Insurance Portability and Accountability Act mandates.
6. A Sheriff's Member should not allow any ride-along participant to be present in any residence or situation that would unduly jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
7. **Under no circumstance shall a civilian ride-along be permitted to accompany a Sheriff's Member when entering a private residence or private property not normally accessible to the public without the expressed consent of the resident or other authorized person.**
8. All ride-along participants shall abide by the ride-along policies and procedures as outlined in this material and the lawful and appropriate directions of the Sheriff's Member in charge of the ride. A ride-along can be terminated at any time with or without cause.

### **410.6 RIDE-ALONG PROCEDURES**

Each person participating in a ride-along shall report to the designated location at the beginning of their ride-along shift. For Patrol or Coroner ride-alongs, each person shall contact the on-duty field supervisor or Supervising Deputy Coroner for the area they are riding in and be paired with a deputy for that area.

On-duty field supervisor shall ensure the ride-along is on the approved ride-along list and has the appropriate equipment. The name of the ride-along shall be added to the Watch List and dispatch shall be notified. A ride-along shall be denied if the person's name is not on the approved list or if prior notification from the Operations Commander is not received.

The deputy in charge of the ride-along shall document the name of the ride-along on their Patrol Daily Activity Log, via the CAD, in the appropriate area. Additionally, the deputy in charge of the



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Ride-Along Policy*

---

ride-along shall ensure all equipment utilized by the ride-along participant is returned at the end of each shift. Only sworn Department Members should handle and or utilize Department equipment.

### **410.7 RECORDS RETENTION**

All applications, liability waivers, and medical treatment consent forms for ride-alongs shall be forwarded to the Professional Standards Division, which shall retain the records in accordance with the Department's records retention schedule.

## School Resource Officer Program

### **415.1 PURPOSE AND SCOPE**

It is the policy of the Orange County Sheriff's Department to establish and maintain a School Resource Officer Program. The success of the program depends upon the respect and confidence deputies earn from the students, parents and staff. The integrity of each deputy, as well as the organization, is necessary for students, parents, teachers and school administrators to give the Department their trust. Without this trust, deputies cannot expect to form partnerships on campus. Fundamental to building trust on campus is the fair and equitable treatment of all individuals. Whether student, parent or staff, all persons must be treated with dignity and respect.

### **415.2 SCHOOL RESOURCE OFFICER'S MISSION STATEMENT**

To enhance a safe atmosphere in our community's schools, foster a positive relationship with our community's youth, and develop strategies to resolve problems affecting our youth.

### **415.3 SCHOOL RESOURCE OFFICER'S VISION STATEMENT**

The Orange County Sheriff's Department School Resource Officer Program will conform to a set of guidelines that describes a level of performance and service by all its members that supports both the school district's vision and the Department's vision in a manner that strives to leave all with the highest sense of satisfaction.

### **415.4 GOALS AND OBJECTIVES**

The Orange County Sheriff's Department School Resource Officer Program provides law enforcement services and law-related education to the schools serviced by the Orange County Sheriff's Department. The team members also act as liaisons between the schools, the community and the Department, as well as various agencies such as Child Protective Services, Social Services-Children and Family Services, Probation Department, Health Care Agency and other intervention and counseling resources. Goals and objectives include:

- To help maintain safe school campuses, so that teachers can teach and students can learn.
- Provide students with a positive role model through the exhibition of Department values.
- Interact with students in a setting that builds self-esteem and trust and reinforces the police as role models.
- Interact with students, faculty, community, parents, and civic leaders to promote positive relations.
- Educate students about the law and importance of individual responsibility as well as team building and cooperation within our community.
- Serve as a resource for the students, teachers, and parents.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *School Resource Officer Program*

---

- Serve as a primary resource to students who are victims and suspects of unlawful or harmful activity in order to protect or deter them from further harm.
- Collaborate with the faculty and administrative team to teach the importance of proper safety practices through various educational programs.
- Provide an active law enforcement figure on campus to address law and safety/public order issues. Take appropriate enforcement action when necessary.

### **415.5 AUTHORITY**

The Orange County Sheriff's Department recognizes and respects the authority of the principal, and their designee, to be the primary leader and manager of the school campus. The SRO, however, has the authority and responsibility to ensure proper decisions are made in reference to crimes, crime scenes, and any incidents that pose a threat to public safety.

- During any law enforcement-related event on a school campus, the SRO will advise the principal or designee of the law enforcement decisions being made to resolve the incident, when feasible. During any law enforcement-related event, it may become necessary for the SRO to temporarily take charge of the incident and/or school campus to protect the integrity of the investigation and/or crime scene, and ensure the safety of the students and staff, until properly relieved.

The School Resource Officer Program will be commanded by the School Resource Officer Program Captain and supervised by the School Resource Officer Program Sergeant.

All Orange County Sheriff's Department SROs will be sworn peace officers. As such, the SROs possess the same authority and powers of arrest as any other state or local law enforcement official regardless of whether they are on or off school property.

- When performing the duties of a SRO in the school environment, the SRO shall have an understanding of the administrative responsibilities the school has in resolving misbehavior.
- The SRO will be familiar with the student handbook of their respective schools.
- They will support the concept that teachers have the right to teach and students have the right to learn in a safe and respectful environment.
- When dealing with misconduct and disruptive behavior, the SRO will be mindful of the fact that respect for others is an extension of one's own self-respect.
- Conduct with students should be of quality that reinforces positive self-image, self-esteem, and professionalism.

### **415.6 CHAIN OF COMMAND**

The chain of command for the School Resource Officer Program will be:

- Field Supervisor (Responsible for day to day operations)
- Contract City or Area Administrative Sergeant
- School Resource Officer Program Sergeant

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *School Resource Officer Program*

---

- Contract City Chief of Police Services or Area Captain
- School Resource Officer Program Captain - Southeast
- Commander - Southeast

### **415.7 THE PROGRAM**

As a role model, the SRO will always present their self in a professional manner. Through their appearance and actions, the SRO leads by example through their day-to-day contact with students, parents and staff members. SROs will treat everyone in a positive manner that is respectful, fair and consistent regardless of race, national origin, citizenship, religion, ethnicity, age, gender, sexual orientation, or socio-economic status. The following outline is meant to be a guide that reflects the "philosophy" of the Orange County Sheriff's Department School Resource Officer Program. The program is based on the premise that the SRO serves the following basic functions:

The Department's SRO Program will adhere to the "Triad Concept" supported by the National Association of School Resource Officers (NASRO). The Triad Concept of SRO responsibility is: educator, informal counselor and law enforcer.

**Law Enforcer:** The SRO's primary role on campus is that of a law enforcement officer. They will enforce all applicable laws in a fair and consistent manner. Generally, SROs will not investigate or enforce school rule violations unless there is a violation of law, as well.

- The SRO will conduct investigations for crimes that occur on their designated school campus.
- The SRO, when available, may offer assistance in conducting investigations for other crimes off campus that may have a direct effect on a student or the school community.
- The SRO, when available, should be the "case deputy" for most crimes committed at their designated school. This means the SRO will then complete the investigation and all the necessary follow-up unless an investigation unit is required. This may include the collection of evidence and interviewing victims, witnesses and suspects.
- When necessary, the SRO may arrest, detain and or hold suspects in-custody as prescribed by law and Department policy.

Some serious crimes require specialized expertise or logistical support to investigate. Under these circumstances, an appropriate investigator will be assigned as the case investigator. The SRO will then assist the investigator, and function as the liaison between the victim, the school staff, and Department.

- The SRO can address parking and traffic concerns that affect the school and surrounding community, and should consult with school officials and city/county traffic engineers as needed.
- The SRO may conduct and/or coordinate traffic enforcement details to encourage compliance with State and local traffic laws.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *School Resource Officer Program*

---

- The SRO will coordinate with school staff to promote crime prevention programs and enhance the police/community relationship with the surrounding neighborhoods. This may be accomplished through foot and vehicle patrol of the school grounds and adjacent areas.
- The SRO will work with the District to address truancy issues.

**Teacher:** As a guest teacher, the SRO can present a diverse curriculum in the area of Law-Related Education (LRE) to the students, parents and the staff. LRE includes classes in the areas of personal safety, wellness, and criminal and traffic law. Presentations developed by SROs will be approved in accordance with department policy and procedure.

**Counselor:** As an informal counselor, the SRO can act as an advisor, mentor and mediator to students, parents and staff. They may use their professional experience to counsel and educate people on law-related issues. When a higher level of expertise is required, the SRO should refer the person seeking aid or guidance to the appropriate agency or resource.

### **415.8 DUTIES AND RESPONSIBILITIES**

- Conduct classroom instruction on prevention and education on appropriate subjects for students, faculty and staff, in accordance with the SRO and Department mission statements, utilizing approved lesson plans.
- Take appropriate action for any on-site situations requiring police attention.
- Act as a liaison and resource between the law enforcement community, other governmental agencies and the school.
- Maintain availability to all students in the schools via office phone, e-mail, or other electronic medium that may be accessed by the SRO Sergeant for quality control purposes. All School District Internet/Computer Policies will be adhered to at all times. In cases of conflict, the SRO will consider the device being used and apply the respective policy of the organization that owns that device. SROs will not directly engage with students via the SRO's personal cell phone, e-mail or social media accounts, and will always adhere to our Code of Professional Conduct and Responsibility for Peace Officers as stipulated in Policy 1001 of this manual.
- Interact with students to promote and reinforce the development of basic life skills and personal control and responsibility for one's actions.
- Conduct or assist the school with investigations involving the school or students. The main function of the SRO is to be on their assigned campus(es) during school hours. Follow-up investigations requiring the deputy to be off campus may be conducted; however, these should generally be conducted after school hours (Overtime requires supervisor approval).
- Only under exigent circumstances should SROs be absent from their designated campuses during school hours on follow-up investigations.
- The SRO may have input into intervention and preventive strategies and community resources available.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *School Resource Officer Program*

---

- The SRO should participate and be the point of contact for any departmental activities related to major school events.
- Inform the school administration of current student criminal involvement and criminal trends that affect the safe environment of the school, as needed and allowed by law. Privacy and case integrity will be paramount.
- Perform preventive patrol around school campus for students traveling to and from school. Attention will be directed to observations pertinent to the safety and wellbeing of children.
- Interact with uniform patrol in order to share information and work together on matters of mutual concern.
- Attend special events, with the permission of the Shift Supervisor, as necessary to interact and prevent problems.
- Participate in various Department-sponsored and endorsed activities that foster a positive relationship between the students and the SRO.
- Maintain contact with the SRO Administrative Sergeant in order to facilitate administrative needs.
- Attend scheduled meetings established by the supervisors for information exchange and resolution of special problems.
- Transport students in patrol cars in accordance with the law and Department Policy.

### **415.9 TRAINING**

School Resource Officers work in an educational environment with school administrators. School Resource Officers must build positive relationships with both students and staff to ensure a safe learning environment. It is recommended SROs complete the following training prior to being assigned as an SRO when feasible but no later than one year of assignment.

- Basic SRO
- Patrol Rifle/MACTAC
- Annual SRO Summer Summit (OCSD)
- Threat Assessment training
- Advanced officer training
- Annual completion of re-certification of Patrol Rifle and MACTAC Active Shooter training
- Attend annual professional development conferences

### **415.10 SCHOOL ENFORCEMENT**

**Truancy** - In most instances, truancy will be handled at the school administrative level. The SRO may participate in student interventions, especially when potential delinquency is a factor.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *School Resource Officer Program*

---

**Searches** - The SRO must follow Departmental Policy, applicable law and respect the school's policy in conducting searches. The rules of criminal evidence apply in school the same as they apply under normal circumstances. The school administration cannot be used as an agent of law enforcement to search a student's locker or person. The school administrator has the authority to search prior to the SRO knowing a crime has been committed.

**Interviews and interrogations** - SROs will adhere to Department Policy and applicable law on juvenile investigations when conducting interviews and interrogations.

**Emergency/Non-Emergency Calls** - The criteria set forth is designed as a guide. In most cases, the SRO will handle a call for service on their designated campus. However, when an arrest is necessary or imminent, a patrol deputy may be dispatched to the campus to handle the arrest and transportation of the juvenile to Juvenile Hall.

**Immediate Police Response:** Schools should call 9-1-1 and then call the SRO. Examples include:

- Immediate life-threatening emergency
- Large or serious fight in progress
- Unruly crowd
- Disruptive parent who will not leave or calm down
- Bomb threats
- Child abuse
- Crime in progress where the protection of evidence is essential, or the apprehension of the violator is possible
- Safety hazards (i.e. chlorine, natural gas leaks)

**Police Services Not Immediately Required:** Schools should call the SRO assigned to the school. If the SRO is not able to respond, the school should call dispatch for an on-duty patrol deputy. Examples include:

- Burglary (where the school is the victim and evidence may be present)
- Vehicle burglaries with the victim standing by
- Assaults (which are over and under control with little or no injury, or where students are not on campus, no suspects, no witnesses)

Where police services are required, but where time is not of the essence, the school should call the SRO assigned to the school and advise them of the situation. Examples include:

- Theft (no suspects, no witnesses)
- Threats or intimidation (no suspects, no witnesses)
- Criminal damage (no suspects, no witnesses)
- Any other incident of minor nature, status offense, City Code violation, etc.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *School Resource Officer Program*

---

### **415.11 SRO WORK HOURS**

SRO work hours may be varied according to individual school needs. SROs will work four days a week, ten hours per day, 0600 hours to 1630 hours, unless prior approval has been obtained from the Shift Supervisor or as directed by the city/area Captain.

Work schedules should remain flexible based upon the needs of the school on any given day/event.

SROs are required to obtain prior approval from a Supervisor for any overtime. This can be accomplished by calling the SRO Administrative Sergeant.

Although not mandatory, SROs are encouraged to take vacation when school is not in session.

When sick leave/family sick leave is necessary, the SRO must also notify the Shift Supervisor per department policy. The SRO should also inform the Principal or the Principal's designee by telephone of their absence prior to the start of school. The SRO and Shift Supervisor will ensure notification is made to the school.

### **415.12 GUIDELINES AND PROCEDURES**

**Uniform Procedures and Dress Code** - The SRO standard dress and appearance is set by Department Policy. Each deputy is responsible for the professional image of the Department by assuring their appearance is in accordance with these guidelines.

**Radio Procedures** - SROs shall check in and out of service on their police radio. SROs shall be required to check out with a location by police radio during school visits or other police business.

**Cellular Phone Use** - All SROs will be assigned and issued a Departmental cellular telephone.

- The Principal should be informed that the cell number is confidential and not to be released to any office staff, teachers, or parents without the SRO's permission.
- Each call received by the SRO should be answered as soon as possible during school/work hours.
- The SRO's cellular telephone will only be used for work related purposes.

**E-Mail** - Each SRO will check their e-mail accounts daily per Department Policy.

**Monthly Activity Log** - Activity Logs will be due to the SRO Administrative Sergeant on the Monday following the last day of the month.



## Portable Audio/Video Recorders

### 424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices to include the surreptitious use of audio/video recorders/monitors by Members of this Department while in the performance of their duties. Portable audio/video recording devices include equipment issued by the Orange County Sheriff's Department or contract partner such as digital recorders, cameras, body wires, key fob recorders, and cellular phones and applications with similar recording functions.

This policy does not apply to mobile audio/video recordings (see Policy 446 Patrol Video System (PVS)) or body worn cameras (see Policy 447 Body Worn Camera).

### 424.2 POLICY

The Department or contract partner may provide Members with portable recorders, either audio or video or both, for use in the performance of their duties. Members working investigative details may be provided recorders/monitors for surreptitious use. All devices and/or applications shall require approval from the Sheriff or appropriate designee.

The use of recorders and/or monitors is intended to:

1. Accurately capture statements and interactions between Members of the Department and the public, including interviews with suspects, victims, and witnesses
2. Provide evidence for criminal prosecution and improve subsequent courtroom testimony
3. Assess allegations of Departmental wrongdoing
4. Provide evidence during civil litigation
5. Enhance officer safety and the safety of informants
6. Increase report writing proficiency

Use of personally owned portable audio/video recording devices, absent critical evidentiary issues, is prohibited. In a critical situation with an urgency to collect/document evidence which may dissipate or otherwise be destroyed, a Member may use a device other than what is Department-issued. The supervisor should be advised as soon as possible and the necessity thoroughly documented in a report.

### 424.3 MEMBER PRIVACY EXPECTATION

All recordings made by Members acting in their official capacity as Members of this Department are the property of the Department and should not be considered private, regardless of whether

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Portable Audio/Video Recorders*

---

those recording were made with Department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

Any device, regardless of whether it is Department-issued or personally owned, used for recording in an official capacity may be subject to a discovery request, subpoena, or Public Records Act request.

### **424.4 MEMBER RESPONSIBILITIES**

Members using a portable recording device should make sure it is in good working order. Any portable recording device should also produce universally accepted audio/video files and not be proprietary to the device.

When using a recorder, the Member should, when possible, verbally record his/her name, Member number, case number if applicable, and the current date and time at the beginning or the end of the period of use (i.e. interview, activity, etc.). This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording. Recordings are to be booked in accordance with Policy 802. Under extenuating circumstances a supervisor may authorize a Member to maintain their recordings until such time when the file(s) can be converted to disc format for evidence/booking purposes.

Members shall document the existence of a recording (audio or visual) in any report, daily log, or other official record of the contact, including any instance where the recorder malfunctioned or the Member deactivated the recording. Members should include the reason for deactivation.

### **424.5 ACTIVATION OF THE PORTABLE RECORDER**

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the Member believes it would be appropriate or valuable to record an incident.

The following situations are examples of activities where a portable recording may be useful:

1. All enforcement and investigative contacts including stops and field interview (FI) situations
2. Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
3. Self-initiated activity in which a Member would normally notify dispatch
4. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

The following situations are examples of activities where the surreptitious use of a recording/monitoring device may be useful:

1. Criminal investigations utilizing undercover investigators and/or testifying informants

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Portable Audio/Video Recorders

---

2. VICE operations such as illicit massage parlor investigations, prostitution stings and "John" Operations
3. Murder for hire investigations
4. Any other investigation where covert recording/monitoring would increase officer safety or assist in successful prosecution

At no time is a Member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as it is safe to do so.

#### 424.5.1 SURREPTITIOUS USE OF THE PORTABLE RECORDER

1. Penal Code 632 prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief that the conversation was private or confidential. Penal Code 633 provides a law enforcement exception to the normal prohibition against surreptitious recording of certain conversations. This includes the Sheriff, Undersheriff, Deputy Sheriffs, or any other person acting pursuant to the direction of one of these law enforcement officers. However, this exception does not ordinarily cover non-sworn personnel, unless the Member is acting at the direction of a Deputy Sheriff during the course of a criminal investigation, with supervisor approval. Accordingly:
  - (a) **Non-sworn personnel** wearing a conspicuously mounted recording device, or using a recording device that is reasonably recognizable as a recording device, may record any member of the public without notice in a public setting where there is no objectively reasonable expectation of privacy, such as in the public area of a business or outside of a residence front door (i.e. while taking a traffic collision report).
  - (b) If **non-sworn personnel** have a citizen contact in a private area of a business or residence, the Member **shall** notify the other party that the conversation is about to be recorded, unless the Member is acting at the direction of a Deputy Sheriff to surreptitiously record the conversation, with supervisor approval. If the Member was acting at the direction of a Deputy Sheriff, this shall be documented in a Department Report (DR) or daily log.
2. **Non-sworn personnel** shall not record a person in a private or confidential setting if the person objects after notification and the objection shall be documented in their DR or daily log.
3. No Member of the Department may surreptitiously record/monitor a conversation of any other Member of this Department without the expressed knowledge and consent of all other parties. This prohibition does not apply to any criminal investigation involving said Departmental Member.

#### 424.5.2 CESSATION OF RECORDING

Once activated, the portable recorder/monitor should remain on continuously until the Member's direct participation in the incident is complete or the situation no longer fits the criteria for activation.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Portable Audio/Video Recorders*

---

Members shall document any instance where the recorder malfunctioned or the Member deactivated the recording. Members should include the reason for the deactivation.

#### 424.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

#### **424.6 PROHIBITED USE OF PORTABLE RECORDERS**

Members are prohibited from using Department-issued or personally owned portable recorders and recording media for personal use. Any Member who uses a Department-issued or personally owned recorder for Department-related activities shall comply with the provisions of this policy, including retention and release requirements. Any Member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

#### **424.7 RETENTION OF RECORDINGS**

Any time a Department Member submits any portion of a contact that he/she reasonably believes constitutes evidence in a criminal case, the Member shall document the date and time, location and associated case number (if known).

The entire recording of the contact shall be converted to disc format, submitted into evidence in accordance with Policy 802 and the existence of the disc shall be documented in the related case report number. If the recordings are completed within one shift in their entirety, this procedure shall be done at the end of each shift. In investigations where the conversation and recordings have a potential to span over multiple days, this procedure shall be done at the conclusion of the conversation in its entirety for continuity purposes with supervisor approval.

Once the evidentiary material has been transferred from the device used by the Member and the evidence has been booked into the Sheriff's Property/Evidence Bureau, the device's memory shall be cleared of the evidentiary material.

Any time a Member reasonably believes a recorded contact may be beneficial in a non-criminal matter (i.e. a hostile contact), the Member should request a DR number for an information report, convert the file to disc format, and submit it into evidence under the associated case report.

##### 424.7.1 RETENTION REQUIREMENTS

All recordings submitted into evidence shall be retained for a minimum of two years (per approved Board of Supervisors Retention and Disposition Schedule) unless the recordings are evidence in any claim, civil litigation, or criminal case.

If a notice of a "litigation hold" is issued by Risk Management, County Counsel, or otherwise, any recording related to a claim or lawsuit and/or subject to litigation hold shall be retained and/or copy provided at the direction of Risk Management.

## *Portable Audio/Video Recorders*

---

### **424.8 REVIEW OF RECORDINGS**

When preparing written reports, Members may review their recordings as a resource. However, members should not use the fact that a recording was made as a reason to write a less detailed report use the recording as a substitute for their own perceptions and observations. When writing a report, Members shall indicate, in their report, that a recording of the incident exists and that the recording was reviewed prior to the report being written.

Review of recordings by a supervisor without a specific reason to do so is prohibited. Specific reasons to review recordings may include but are not limited to commendations, training, the investigation of complaints, reasonable concern for unprofessional conduct, quality assurance, and the review of critical incidents.

Recorded files may also be reviewed:

1. Upon approval by a supervisor, by any Member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
2. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
3. By media personnel with permission of the Sheriff or the Sheriff's authorized designee.
4. In compliance with a public records act request, if permitted, and in accordance with the Records Maintenance and Release Policy.

### **424.9 RELEASE OF RECORDINGS**

Recordings made using portable recording devices pursuant to this policy are Department records and may only be released as provided by the California Public Records Act or pursuant to a court order, District Attorney's discovery request or proper subpoena, or for other authorized legitimate Department business purposes.

## Patrol Video System (PVS)

### 446.1 POLICY STATEMENT

The use of a Patrol Video System (PVS) can provide powerful evidence in support of public safety. Therefore, to assist with keeping the public trust and maximizing the effectiveness of this valuable tool, procedures for use of the PVS system are set forth below.

It is the policy of the Orange County Sheriff's Department for Sergeants, Deputy Sheriffs, Sheriff's Special Officers (SSO) and Community Service Officers (CSO) (hereinafter, collectively referred to as Members) to deploy the PVS every shift worked in a Department vehicle equipped with the PVS system.

### 446.2 PURPOSE

The primary purpose of the PVS system is documentation and preservation of video evidence. In addition, the recording of our Department's interactions with the citizens the Department serves, provides transparency and accountability for the citizens of Orange County. The PVS is designed to assist and compliment Members in the performance of their duties. Through proper utilization, the PVS can aid in the prosecution of criminal offenders, refute allegations of Departmental wrongdoing, assist and provide evidence during civil litigation, and provide video documentation for future training needs.

The PVS system is intended to support Members' actions during various citizen encounters by providing a visual and audio record of contacts. Video provides an one-dimensional, unbiased account of the incident being recorded and, as such, supplement the Member's report.

The Department permits and encourages Members to review available audio/video recordings as a means of reinsuring factual accuracy and enhancing recollection when documenting an event. For additional information, refer to sections 300.6 Post Use of Force Procedures and 424.8 Review of Recordings.

Additionally, PVS footage has been valuable in refuting false allegations against Department Members or assisting the Department to complete Internal Affairs investigations.

#### 446.2.1 EXPLORATORY SEARCHES OF PVS FOOTAGE

Review of PVS footage by a supervisor without a specific reason is prohibited. Authorized reasons to review PVS footage may include but are not limited to commendations, training, the investigation of complaints, use of force reviews, an unambiguous and reasonable concern of unprofessional conduct, quality assurance and review of critical incidents.

### 446.3 TRAINING

It is the policy of the Department for all Members assigned to Patrol Operations to be properly trained in the use and operation of the PVS system. In those unique situations where a Member has not received PVS training, he/she shall secure supervisor approval prior to operating a PVS equipped vehicle. Please note when the vehicle is started, the PVS switches to an active record

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Video System (PVS)*

---

mode whenever the forward red light is turned on, all emergency lights are turned on, VLP microphone is activated, the operator manually depresses the red record button, when a vehicle reaches a predetermined speed, or the vehicle is involved in a collision, which activates the crash box sensors. Members not trained in the use of PVS system, should contact the PVS custodian or a field supervisor for guidance prior to operating a PVS equipped vehicle and/or when the PVS records information of evidentiary value or of interest to the Department.

In-service training shall be provided for Members newly assigned to PatrolOperations Command who are using the digital PVS for the first time. This training shall be provided by the Sheriff's Technology Division, or personnel trained in the use of PVS. The in-service training will consist of the following:

1. Instruction in the function and use of the PVS.
2. Use of the "DEP/L3/Flashback" software.
3. How to make a "case."
4. How to preserve a "case" as evidence.
5. How to report a PVS that is in need of repair.
6. When and when not to utilize the Nightwatch function.
  - (a) Note: To prevent overexposure of the video images, the Nightwatch function should only be used in very low light condition; i.e. a dark alley which has little to no ambient lighting.

Members assigned to the PatrolOperations Command shall be provided additional instruction on the PVS by their Field Training Officer during training. The additional instruction shall consist of the following:

7. Review of the function and use of the PVS.
8. Instruction in the proper times to activate or deactivate the PVS.
9. Review how to make a "case".
10. Review how to preserve a "case" as evidence.
11. How to request a digital copy of a recording for Court.
12. Review how to report a PVS that is in need of repair.
13. Review of when and when not to utilize the Nightwatch function.

The individual conducting the additional instruction shall ensure the Member receiving the instruction fully understands the PVS system and its proper operation.

Additional instruction shall be consistent with other patrol training a deputy receives during Field training and shall be recorded in the deputy's ADORE training file by the Field Training Officer. For

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Patrol Video System (PVS)*

---

Members, other than deputies, the additional training will be documented in the Members training file by the Field Training Officer and retained by the respective Training Sergeant.

#### 446.3.1 PVS USAGE

At the start of a shift, the Member shall check to ensure the video files from the previous shift were successfully downloaded. Downloading is indicated at the top of the PVS screen as the available free memory on the system's memory card. A completely downloaded memory card is indicated as "29.7 GB". (Note: If a completely downloaded card reads "15.4 GB", notify your supervisor or PVS custodian so a 32 GB card can be installed. 16 GB cards are being taken out of service). When the PVS screen reads "29.7 GB", there are no video files left on the PVS and downloading is complete. Any malfunction or failures during the download must be immediately reported to the shift supervisor and a PVS Trouble Report shall be filled out and submitted to the PVS custodian by the reporting Member.

1. Any digital recordings on the PVS shall automatically begin to download wirelessly whenever the patrol car comes within a few hundred yards of designated stations if the unit is not in active record mode.
2. Any digital recordings from a prior shift which were not downloaded prior to returning the unit to service should be reported to a field supervisor.
3. Vehicles returning to service that have not fully downloaded previous recordings, may have their respective memory card changed by a field supervisor. Members should not utilize a memory card that does not have a minimum of approximately fifteen gigabytes (15 GB) of remaining memory. Available memory is indicated on the top of the PVS video screen as a numeric value; e.g.29.47 GB.
4. Field supervisors shall have extra memory cards for the PVS system for those times where a shift may run longer than normal or an extended shift is scheduled or anticipated and the vehicle cannot go to one of the download locations.
5. Field supervisors, who have changed out a memory card, as described above, shall turn the full or partially used memory card in to the appropriate PVS custodian, maintaining the chain of custody of evidence.
6. The PVS system records onto a memory card that has an approximate 24 - hour recording capacity. To ensure a memory card will last an entire tour of duty and to maximize system storage capacity, deputies should only record active "events" as described in paragraph "8" of this policy.
7. Once the power to the vehicle has been turned off, the system will shut-down approximately sixty minutes thereafter. The PVS will not record video footage during shut-down mode; however, it will continue to download video files to the server. If the vehicle is restarted while the PVS is in shutdown mode the PVS will take approximately one minute to reboot.
8. Each Member shall record, both visually and audibly, the following:
  - (a) All calls for service.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Video System (PVS)*

---

1. This shall include all Member who arrive to a call for service whether or not he/she was assigned to the call.
  2. PVS shall be activated prior to arriving to the call and remain on until the call is completed.
- (b) Pursuits.
1. Audio and Video recording shall begin automatically with the activation of the overhead lights.
  2. Video recording shall continue until the unit is manually deactivated.
- (c) Car stops.
- (d) Arrests.
- (e) DUI observations and field balance and coordination tests.
- (f) Traffic enforcement and pedestrian stops.
- (g) Contacts with the public whenever possible.
9. Each unit is equipped with a rear seat camera and microphone, except for K-9 patrol cars.

The above list is not all-inclusive and each Member is encouraged to use his or her judgment regarding PVS usage. If a Member fails to record an incident, he/she must provide justification for the lack of a recording. The Member will document the justification in the incident report. If no report was taken, the Member will document the justification in the CAD Call Narrative. The Member shall notify their supervisor who shall also document the justification in the Supervisor's log. For example: A crime in progress happening unexpectedly without sufficient time to activate the PVS. During incidents as described, a deputy should activate their PVS as soon as practical and safe to do so. Then follow the documentation procedure outlined above.

Exemptions to the above PVS Usage Policy:

1. When a confidential informant's identity must be protected, or for other reasons authorized by California Evidence Code 1040, 1041, and 1042. Deputies shall be required to provide justification for not recording a particular incident or contact as described above. This justification should be documented in the incident report and should read similar to, "Unit XXXX's PVS recording was stopped at XXXX hours on XX/XX/XXXX (date) in accordance with Policy 446."
2. After a critical incident, the Incident Commander and Department Commander shall determine an appropriate time to deactivate or reactivate the PVS systems. This determination will be communicated on the primary channel.
3. When the PVS has been activated to document an event, it shall not be deactivated until the event had been concluded, except during an extended incident, e.g., traffic control or accident scene, the Member may deactivate the system to conserve recording time. In such cases, the Member shall document the reason for stopping the recording by verbally noting, on the recording, the intent to stop capturing a specific

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Video System (PVS)*

---

event or incident prior to stoppage as well as articulate the reason for making that decision.

When the PVS system is activated, the system will retain 60 seconds of recording prior to activation. This will allow traffic violations, erratic driving, suspicious activity and other unusual happenings to be captured.

Members should be aware of the additional applications or limitations of the PVS system, including the use of the audio recording capability when incidents occur outside the view of the camera. Such applications or limitations, may include but are not limited to, recording conversations during domestic disputes occurring inside a residence or recording statements made during a "keep the peace" call occurring behind an apartment complex. By being aware of the PVS capability and limitations, such as the distance from the vehicle and potential geographic obstacles, Members can determine its recording effectiveness.

### 446.3.2 MEMBERS' RESPONSIBILITIES

Prior to the beginning of each shift, each Member utilizing a PVS system shall verify the memory card has at least 15 GB of available memory. If the available memory is less than 15 GB, the Member shall notify their field supervisor, so the memory card may be replaced. The Member shall also log onto their respective PVS with their assigned USB key. If the PVS is utilized without a USB key, the Member shall notify the PVS custodian, so the PVS recording may be properly marked with the appropriate Member's information. After log-on is complete, Members shall perform the below pre-operational and operational inspection to ensure the PVS is functioning correctly.

Perform a Pre-operational Inspection Test:

1. VoiceLink Plus® (**VLP**), digital wireless microphone:
  - (a) Adequate power source (batteries).
  - (b) Connected to the recording equipment (remote links with onboard vehicle system).
  - (c) Remote activation of system via transmitter (microphone).
2. Camera Lens:
  - (a) Windshield and camera lens are free of debris.
  - (b) Camera facing intended direction.
3. PVS Recording mechanism:
  - (a) Powers up when car is turned on.

Perform an Operational Inspection Test:

- (a) Remove the microphone from the charger and place it in an accessible location on your belt, shirt pocket, etc. At the end of a patrol shift, microphones should be powered and kept in the vehicle charger or returned to the equipment room.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Video System (PVS)*

---

- (b) Start recording for a short period, it is recommended that the recording be initiated by turning the microphone on, then walk in front of the vehicle (camera), state your name, date and unit number, then play it back to confirm the audio and video were recorded properly.
- (c) Unless authorized by a supervisor, vehicles shall not be utilized for patrol without a properly functioning PVS system, which includes video and audio capabilities. Sheriff's K-9 patrol vehicles shall be equipped with a power control switch to turn off the PVS. K-9 deputies shall only turn the power off to their PVS at the end of watch (EOW) and/or prior to driving their patrol car home. This provision is in place for officer safety reasons.
- (d) Any malfunctions of the PVS equipment shall be documented on a "PVS Trouble Report" which shall be given to the PVS custodian for processing. Additionally, the Member's immediate supervisor shall be informed verbally of the PVS malfunction prior to the unit being placed in service.
  - (a) When the PVS is not operating properly, the appropriate supervisor shall make the determination of whether or not the patrol vehicle shall be utilized. If the vehicle is placed in service without an operating PVS, a notation shall be entered into the Supervisor's log.
  - (b) Damage or theft of a PVS shall be documented on the appropriate Department form and reported to the Member's immediate supervisor. Lost or damaged PVS USB keys may be replaced by the PVS custodian.

### **446.4 VIDEO STORAGE**

PVS video files shall not be duplicated and/or a copy of a video file released except by court order, District Attorney Discovery request, Risk Management Bureau request, Public Records Act request, or upon written authorization of a sergeant.

Each Division/Bureau that houses a download server shall designate a custodian of records to coordinate the production of copies to be released to authorized persons as described above.

Each Division/Bureau shall also house back-up storage devices for the PVS stored files. The back-up storage devices shall be removed by a communications technician who shall in turn release them to the respective authorized PVS custodian after the custodian completes a receipt for the device.

Each Division/Bureau shall also be responsible for the secure storage of the back-up storage devices. The storage devices shall be kept for a minimum of 2 years (per approved Board of Supervisors Retention Schedule) from the date of the last recording on the device. In the event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

### **446.5 PVS MALFUNCTIONS**

For in-car PVS equipment repairs, the PVS Custodian who received a "PVS Trouble Report" shall notify their local fleet manager or call Sheriff's Technology Division at [REDACTED].

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Video System (PVS)*

---

Field supervisors shall report a complete system failure or malfunction to Sheriff's Technology Division at [REDACTED]. After normal support hours (M-F 07:00 - 16:30 PST), a supervisor should call Control One at [REDACTED]. Control One shall contact the Sheriff's Technology Division.

The Sheriff's Technology Division shall notify Sheriff Dispatch if they become aware of system failure or malfunction. Dispatch shall in turn notify the affected supervisors. In addition, Communications shall notify the Sheriff Dispatch when the system is repaired and fully functional.

### **446.6 EVIDENCE PRESERVATION**

A PVS recording of evidentiary value shall be saved by creating a "case" for the digital recording and by checking the "do not dispose" box prior to the end of shift.

Evidentiary value means PVS recordings obtained in the course of an incident that can later serve a purpose in civil, criminal, or administrative proceedings.

Once a case has been created it shall be "named" or labeled by its assigned DR number, call number or citation number.

Cases saved by checking the "Do Not Dispose" box shall not be purged from the system until the case in question has been adjudicated. Once the case has been adjudicated, the Sheriff's Technology Division, will be responsible for purging the recording.

A case saved in the above manner shall be considered saved as evidence.

Any report related to a digital recording, which has been saved as described above, should indicate in the evidence section of the report that a digital recording of the incident was preserved and saved as evidence.

Only those digital files which have been saved as a "case" can be burned to a DVD, as authorized by Policy 446 Section 446.4.

Should questions arise, further guidance is available from Sheriff's Technology Division at [REDACTED].

### **446.7 MOTOR-DEPUTIES' AUDIO RECORDINGS**

In lieu of a PVS, deputies who are assigned to motorcycle duty shall carry and utilize a digital audio recording device. The recording device shall be used in the same manner as the PVS system.

1. All digital recordings/audio files made during the course of a motor-deputy's duties should be downloaded to the Puma software application, which is a read-only system. No changes may be made to the audio file once the file has been downloaded.
2. Digital recordings/audio files should be downloaded daily, if possible, and no later than the first day the motor-deputy returns to work after any recording is made.
3. All digital/audio files recordings shall be retained pursuant to the Board of Supervisors Retention Schedule for a period of 2 years, unless the recordings are evidence in any claim or pending litigation.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Patrol Video System (PVS)*

---

4. In addition to downloading digital recording/audio files to the Puma software application, digital recording/audio files of evidentiary value (civil, criminal, or administrative) should be burned to a digital media source, i.e., C.D./DVD/memory card, etc. and booked into evidence per policy 802.
5. Once downloaded to the Puma software application, recordings shall not be duplicated and/or a copy of a recording be released except by court order, District Attorney's discovery request, or upon written authorization of the motor supervisor, or his designee.
6. A digital recording/audio file needed for an official purpose, after having already been downloaded to the Puma software application, may be secured by submitting a request to the motor supervisor, or his designee.

## Body Worn Camera & In-Car Video Systems

### 447.1 PURPOSE AND SCOPE

The Orange County Sheriff's Department recognizes that audio and video recording of contacts between Department Members and the public can provide an objective record of these events and a record of enforcement and investigative contacts. Also, a recording of an event or contact improves the Department's ability to evaluate and improve Department practices, tactics, strategy, officer training, safety practices, and community policing objectives.

The Department provides Body Worn Cameras (BWC) to its Members and outfits patrol vehicles with an integrated In-Car Video (ICV) system. The primary purpose and objective of the BWC and ICV Program is to collect evidence for use in criminal investigations, identify and apprehend offenders, and obtain, collect, and preserve evidence for use in criminal prosecutions.

In all circumstances where a Member is issued a BWC and assigned an ICV, the systems shall be paired and used together. This policy applies to Body Worn Cameras and In-Car Video as applicable.

In addition, to the primary above mentioned purpose the use of the BWC/ICV is intended to:

1. Accurately capture statements and interactions between Department Members and the public, including interviews with suspects, victims, and witnesses.
2. Promote accountability and enhance public trust.
3. Assist in the resolution of public complaints and administrative investigations.
4. Enhance officer safety by providing a record for possible future training needs and continuous improvement.
5. Enhance the Member's recollection for the accuracy of reports and court testimony.
6. Deter criminal activity and uncooperative behavior during police-public interactions.

BWC/ICV systems provide a limited view of an incident which may, in its totality, not give a complete view into an incident. While recordings obtained by the BWC/ICV system provide an objective record of events, it is understood those recordings do not necessarily reflect the view, experience or state of mind of the Member in a given incident. Recordings have limitations and may depict events differently than the event is perceived or recalled by the involved Member. Also, the BWC/ICV system may capture information that may not have been heard and/or observed by the Member.

BWC/ICV recordings shall be considered alongside all other available evidence, e.g. witness statements, personnel interviews, forensic analysis, and documentary evidence, when evaluating the appropriateness of a Member's actions. Unless, the BWC/ICV recordings is the only evidence, it shall not be used as the sole source when vetting an incident for training, corrective measures, or policy violations.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Body Worn Camera & In-Car Video Systems*

---

The Department shall not install, activate, or use any biometric surveillance system in connection with the use of or data collected by BWC/ICV (CPC 832.19(b)). Biometric surveillance systems include any computer software or application that performs facial recognition or other biometric surveillance.

### **447.2 GENERAL GUIDELINES**

#### **447.2.1 NO MEMBER EXPECTATION OF PRIVACY**

All BWC/ICV recordings are the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

#### **447.2.2 CONFIDENTIAL NATURE OF BWC/ICV RECORDINGS**

BWC/ICV use is limited to enforcement and investigative activities involving members of the public. The BWC/ICV recordings will capture video and audio evidence for use in criminal investigations, administrative reviews, and other proceedings protected by confidentiality and Department Policy 215 (Confidential Information). Members shall comply with all applicable laws and policies regarding confidential information. Unauthorized release of BWC/ICV recordings may compromise ongoing criminal and administrative investigations or violate privacy rights of those recorded.

#### **447.2.3 VIEWING OF BWC/ICV RECORDINGS**

It is the policy of the Department to extend to its Members the ability to review all available Department media when writing reports, preparing for courtroom testimony and prior to making voluntary statements, for further refer to policy 303-Department Media. The viewing of BWC/ICV recordings shall be done only by means of a Department owned and/or issued device. The viewing of BWC/ICV recordings by means of personally owned PCDs (Personal Communication Devices), to include all mobile phones, Personal Digital Assistants, and other such wireless two-way communication and/or portable internet access devices, is prohibited.

The reviewing of BWC/ICV by Executive Command, Managers, and Supervisors for a specific business purpose such as commendations, training, an official investigation (such as a personnel complaint, administrative investigation or criminal investigation), a clear and reasonable concern of unprofessional conduct, and the review of critical incidents, is permitted. The exploratory searches or viewing without a specific reason of BWC/ICV recordings, is prohibited. For further, refer to policy 303-Department Media.

#### **447.2.4 PROHIBITED USE OF BWC/ICV RECORDINGS**

Members shall not use BWC/ICV for personal use. Members shall not duplicate, copy, edit, alter, erase, or otherwise modify in any manner BWC/ICV recordings except as authorized by law and Department policy, for further refer to policy 802-Property and Evidence. The use of personally owned BWC/ICV recording devices, absent critical evidentiary issues, is prohibited.

## *Body Worn Camera & In-Car Video Systems*

---

### 447.2.5 SURREPTITIOUS USE OF THE BWC/ICV

Penal Code section 632 prohibits any individual from surreptitiously recording any conversation in which any party to the conversation has a reasonable belief the conversation was private or confidential. Penal Code section 633 provides law enforcement an exception to the normal prohibition against surreptitious recording of certain conversations. This includes the Sheriff, Undersheriff, Deputy Sheriffs, or any other person acting pursuant to the direction of one of these law enforcement officers.

No Department Member may surreptitiously record a conversation of any other Department Member without the expressed knowledge and consent of all parties. This prohibition does not apply to any criminal investigation involving a Department Member.

### **447.3 MEMBER RESPONSIBILITIES**

#### 447.3.1 TRAINING

All Members who are authorized to use BWC/ICV equipment must complete mandatory training provided by the Department to familiarize themselves with the system before the Member deploys with the equipment.

#### 447.3.2 BWC PLACEMENT

BWC equipment generally consists of a body-mounted camera with a built-in microphone and separate viewing device. The BWC camera is to be worn by uniformed personnel, utilizing an approved mount, in a forward facing position; and above the midline torso to maximize the recording field of view. Other acceptable mounting positions include forward facing on a helmet if equipped with the proper BWC and mount. Non-uniformed personnel issued a BWC, may wear the camera on the belt or above, in a forward facing position as an alternative to an audio-recording device for interviews or for use during deployment in the field. When recording interviews, Members may place the BWC in a position that would better capture the interview, e.g. a table top.

#### 447.3.3 INSPECTION AND TESTING OF EQUIPMENT

Prior to going in service, each Member shall be responsible for ensuring they are equipped with a Department issued BWC and their vehicle (if applicable) is equipped with an ICV system. The Member shall test the operability of both the BWC and the ICV by visually inspecting its condition, powering it on, and ensuring all prior recordings are downloaded. In the event, a BWC has not fully downloaded the prior recordings, the Member will request a different BWC for the shift.

#### 447.3.4 DAMAGED, MALFUNCTIONING, OR INOPERABLE EQUIPMENT

If the BWC or ICV equipment is damaged, malfunctioning, or is inoperable prior to going into service, the Member shall verbally notify their supervisor and the BWC Coordinator via email and obtain a properly functioning replacement BWC/ICV.

If the BWC/ICV equipment becomes damaged, malfunctions, or inoperable while deployed in the field, the Member shall notify their immediate supervisor as soon as practicable. The supervisor



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Body Worn Camera & In-Car Video Systems*

---

shall determine whether or not to continue utilizing the Member in the field or temporarily remove them so the Member can resolve the issue. The Member shall document this action in the Patrol Daily Activity Report and appropriate Incident or Crime Report (if applicable).

#### **447.4 PROCEDURES FOR THE USE OF THE BWC/ICV AND ITS RECORDINGS**

##### **447.4.1 PRE-EVENT BUFFER RECORDING**

When the BWC/ICV is activated, the system will automatically retain 60 seconds of video recording prior to activation. This will allow traffic violations, suspicious activity and other unusual happenings to be captured. The BWC/ICV does not record any audio during this 60 second period.

##### **447.4.2 REQUIRED ACTIVATION OF THE BWC/ICV**

This policy is not intended to include every possible situation where the BWC/ICV may be used, as there are many situations where its use is appropriate. A Member may activate the system any time the Member believes it would be appropriate and valuable to document an investigation, incident, or contact.

In general, BWC/ICV activation shall begin prior to arriving at a call or initiating enforcement action and shall terminate once the Member has cleared their self from the call or the contact and/or the incident has concluded.

Consistent with this policy, Members may lawfully record in any location where the Member has the legal right to be present. Members will not turn off the BWC/ICV if a citizen requests it, unless there is an exception (see section 447.4.3 for exceptions). However, when practical to do so, Members may inform individuals they are recording, particularly when the advisement may gain compliance, cooperation, or assist in an investigation.

**EXAMPLES OF WHEN MEMBERS ISSUED BWC/ICV ARE REQUIRED TO ACTIVATE BWC/ICV:**

1. All calls for service. This shall include all Members who arrive to a call for service whether or not they were assigned to the call.
2. Detentions and arrests, i.e. vehicle stops, bicycle stops, pedestrian stops, etc.
3. DUI observations and field balance and coordination tests.
4. Officer-initiated consensual encounters.
5. Searches, subject to the exemptions in Section 447.4.8.
6. Witness and victim interviews (except as described in Section 447.3.2).
7. Arrestee/Prisoner transportation.
8. Crowd management and control, for further refer to Section 447.4.7.
9. Any contact with members of the public that may become adversarial or confrontational.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Body Worn Camera & In-Car Video Systems*

---

### 447.4.3 EXCEPTIONS TO REQUIRED ACTIVATION OF THE BWC/ICV

Circumstances when a BWC/ICV may not be used include, but are not limited to:

1. If a Member is unable to activate the BWC/ICV prior to initiating enforcement or investigative activities due to officer safety, public safety, or any other critical circumstance.
2. In the Member's judgment, a recording would interfere with their ability to conduct an investigation or may be inappropriate, due to the victim or witness's sensitive circumstances e.g., nudity, a victim of sexual assault. Members must also consider Policy 317 (Victim Confidentiality) with the use of a BWC/ICV.
3. In the Member's judgment, recording would risk the safety of a confidential informant, citizen informant, undercover officer, or investigative technique (as authorized by California Evidence Code sections 1040, 1041, and 1042).
4. For officer safety, when Members are handling, reviewing, or discussing an operational plan, conducting undercover surveillance, discussing, developing, planning or engaging in police/investigative tactics or strategies during a pending investigation, or pre and post incident de-briefs.
5. While the Member is on break or otherwise engaged in personal activities or in a location where there is a reasonable expectation of privacy, e.g., restrooms, locker rooms, or during briefings, meetings, or roll calls.
6. In patient-care areas of a medical facility, hospital, sexual assault treatment center, or other healthcare facility where persons are receiving treatment, except when escorting an arrestee, anticipating an enforcement action related to a crime in progress, a criminal investigation, or an encounter with an uncooperative person in these areas.
7. Inside public restrooms, dressing rooms, or locker rooms, unless responding to an emergency, crime in progress, or other circumstance which takes precedence over elevated privacy concerns.
8. When a Member reasonably believes there is no legitimate law enforcement purpose.

Members should always remain mindful to protect personal, confidential, or sensitive information from being recorded during BWC usage.

### 447.4.4 CESSATION OF RECORDING

Once the BWC/ICV is activated, it shall remain on and shall not be turned off until the Member has cleared their self from the call or the contact or incident has concluded. In any instance in which cessation of the recording prior to the conclusion of the contact or incident occurs, the reason for the termination of the recording shall be documented. Prior to any deactivation of the BWC/ICV, Members shall verbally note the date, time, and reason for the deactivation on the recording itself.

In the event of an extended incident, such as traffic control or an accident scene, Members may deactivate the BWC/ICV to conserve recording time. In such cases, the Member shall orally document the reason on the BWC/ICV prior to deactivation.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Body Worn Camera & In-Car Video Systems*

---

After a critical incident, the Incident Commander shall determine when the incident has concluded. After conferring with the Department Commander, the Incident Commander shall ensure BWC/ICV of involved personnel are deactivated.

Members shall cease recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor, or licensed physician, unless there is explicit consent from all parties (Penal Code sections 636 and 851.5(b)(1)).

#### 447.4.5 SLEEP MODE FUNCTION

Members may use the "Sleep Mode" function to temporarily disable recording and buffering. Use of this function shall be limited to the exceptions listed in 2 through 7 of 447.4.3 Exceptions to Required Activation of the BWC/ICV.

#### 447.4.6 INABILITY TO ACTIVATE THE BWC/ICV PRIOR TO INITIATING ENFORCEMENT OR INVESTIGATIVE ACTIVITY

If a Member is unable to activate the BWC/ICV prior to initiating enforcement or investigative activities due to officer safety, public safety, or any other critical circumstance, the Member shall activate the device as soon as it is safe and practicable to do so.

Members shall also document in a written report or Daily Activity Report reasons why the Member failed to or was unable to activate the BWC/ICV, if a malfunction occurred, if the recording was terminated, or interrupted for any reason. Those reasons should be thoroughly narrated in the details of the documentation.

A Member who believed they activated the BWC/ICV, when in fact the BWC/ICV was not activated, shall not be subject to discipline if the belief was objectively reasonable.

If a written report results from an incident, the Member shall document in the report the existence of their BWC recording using the "Body Worn Camera Used" drop-down box specified in the FBR report template. Members shall also document in their report whether or not they reviewed their BWC/ICV video prior to writing their report. This shall be documented in the Member's Daily Activity Report if an Incident or Crime Report was not taken.

BWC/ICV recordings are not a replacement for written reports, Daily Activity Reports, or CAD updates.

#### 447.4.7 CROWD CONTROL SCENARIOS

When there is a reason to believe a planned event has the potential for unlawful activity, Incident Commanders should make the determination whether visual recording with BWCs is appropriate and should indicate it in the Event Action Plan.

During demonstrations, Members should operate cameras in buffering/stand-by mode. If Members witness crimes occurring among the demonstrators, and/or believe an arrest is likely, they should begin recording in Event mode or if they have been directed to do so by a supervisor or the Incident Commander.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Body Worn Camera & In-Car Video Systems*

---

### 447.4.8 EXPLOSIVE DEVICES

Many portable recorders, including BWC/ICV and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

### 447.4.9 NON-UNIFORMED PERSONNEL BWC

Members working non-uniformed or plain-clothes assignments may carry and utilize a Department issued BWC when they believe such a device may be beneficial and in accordance with this policy. All non-uniformed personnel who are engaging in pre-planned enforcement activities such as serving a search or arrest warrant, or conducting/participating in parole/probation searches, shall utilize a BWC, unless the use of the BWC unreasonably compromises the identity of undercover Members, jeopardizes tactics, or the Member is assigned to an outside Multi-Agency Task Force. Members not wearing a BWC during a search/arrest warrants and parole/probation searches must have prior approval from a manager at the rank of Lieutenant or higher.

### 447.4.10 ACCIDENTAL ACTIVATION OF THE BWC/ICV

An immediate supervisor should be notified as soon as possible following incidents of erroneous, accidental or inadvertent recordings of personal events and/or conversations with no evidentiary/business purpose. These events shall be tagged as accidental by the Member. If the Member requests the accidental recording be redacted or deleted, the Assistant Sheriff of the Professional Services Command shall review the recording and make a determination as to whether the recording was accidental. Possible outcomes of that request include:

1. If the Assistant Sheriff determines the recording was accidental, with no evidentiary/business purpose, the recording shall be redacted within 30 business days from the date of the Assistant Sheriff's determination. The redacted recording will be saved as a copy; the original recording will be unaltered and retained. After a minimum of 60 days, both the original recording and the redacted copy may be deleted (CPC 832.18) unless deletion of the recording would violate the law. If deletion would not violate the law, both the redacted and original recording shall be deleted by the department within 90 days. The Member shall be notified of the Assistant Sheriff's determination. A recording determined to be accidental by the Assistant Sheriff, with no evidentiary/business purpose, shall not be shared with anyone absent a court order.
2. If the Assistant Sheriff determines the recording was accidental, but a portion is of evidentiary/business purpose, the portion of the recording containing the personal event or conversation shall be redacted within 30 days from the date of the Assistant Sheriff's determination, unless redaction of the recording would violate the law. The redacted recording will be saved as a copy; the original recording will be unaltered and retained in accord with record retention requirements. The Member shall be notified of the Assistant Sheriff's determination. The portion of the recording determined to be accidental by the Assistant Sheriff, with no evidentiary/business purpose, shall not be shared with anyone absent a court order.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Body Worn Camera & In-Car Video Systems*

---

If the Assistant Sheriff determines the recording was not accidental, and/or shall not be deleted or redacted, the Member may appeal that determination to the Undersheriff.

#### **447.5 DOCUMENTATION AND STORAGE**

##### **447.5.1 LABELING RECORDED VIDEOS**

Following a recorded event (see section 447.4.2), Members shall assign the event the appropriate I.D., category, and title. All videos, including accidental videos and videos with no identifying number e.g. DR, incident, or cite, require minimally to be categorized. In cases where the CAD is inoperable or a Member needs to categorize their own recordings, Members shall minimally include the following basic information:

1. I.D. Section: The CAD incident number should be entered in this section.
2. Category and Title Sections: The appropriate category and title should be entered from the drop-down menus.

##### **447.5.2 UPLOADING OF RECORDINGS**

At the end of each shift, the Member shall dock their BWC device at an approved location to upload the audio/video files, unless otherwise approved by a supervisor. The Member should park their patrol vehicle in an area that enables the wireless downloading of ICV audio/video files whenever feasible.

##### **447.5.3 EVIDENCE PRESERVATION**

Members are required to ensure that BWC/ICV recordings of evidentiary value are properly categorized in order to ensure the recording is retained for the necessary retention period.

Any Sheriff's report related to a recording saved as evidence, in the manner described above, should indicate in the evidence section of the report that a digital recording of the incident was preserved and saved as evidence.

##### **447.5.4 BWC STORAGE MEDIA AS EVIDENCE**

In exceptional circumstances, the BWC itself may be booked into evidence prior to any uploading of media storage. Exceptional circumstances may include a major or significant incident at the direction of a Sergeant or above; or in the event the data cannot be uploaded due to a mechanical or technological malfunction. If the BWC is booked into evidence, established booking procedures shall be followed and referenced in the report.

#### **447.6 ADMINISTRATION AND RECORD KEEPING**

##### **447.6.1 BWC CUSTODIAN OF RECORDS**

The Director of the Records Division or their designee shall be the Custodian of Records.

##### **447.6.2 RECORD KEEPING REQUIRMENTS**

See Department Policy 303.5 for Department Media record keeping requirements.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Body Worn Camera & In-Car Video Systems*

---

### 447.6.3 BWC/ICV PROGRAM COORDINATOR - MEDIA ANALYSIS BUREAU

The Department shall designate Body Worn Camera and In-car Video Program Coordinators in the Media Analysis Bureau to have program oversight including, but not limited to:

1. Documenting system malfunctions and equipment failures related to BWC and ICV.
2. Providing training to administrative and investigative staff regarding BWC/ICV use, media file retention, and confidentiality of video records.
3. Maintaining digital video files and equipment in a secure and confidential environment.
4. Ensuring media files are only released in accordance with Department Policy and applicable laws.
5. Coordinating issuance of BWC devices.
6. Providing training and instruction to BWC/ICV users on device usage and operation.
7. Responding to critical incidents that may require additional resources including issuing additional BWCs for crowd control scenarios, and assisting with priority uploads.
8. Providing Department management recommendations on policy development and equipment integrity.
9. Conducting periodic audits of BWC/ICV user procedure compliance, i.e., proper camera activation, deactivation, video tagging and categorization.

## Foot Pursuit Policy

### 458.1 PURPOSE AND SCOPE

Foot pursuits are inherently dangerous and require heightened officer safety awareness, keen perception, common sense and sound tactics. It is the Department's position that although surveillance and containment are safer tactics for apprehending fleeing persons, it is understood a foot pursuit may sometimes be necessary. The purpose of this policy is to establish Department-wide guidelines, which can be applied to most foot pursuits, in an effort to standardize tactics and procedures that have been proven to be effective.

#### 458.1.1 POLICY

It is the policy of the Orange County Sheriff's Department to assertively apprehend fleeing suspects in a manner maximizing both public and deputy safety, while acting in accordance with established policy and procedures.

The safety of Department Members and the public is paramount and should be the overriding consideration in determining whether or not a foot pursuit shall be initiated and/or continued. Any doubt by participating deputies or their supervisors regarding the overall safety of any foot pursuit should be decided in favor of communication, coordination, surveillance, and containment.

### 458.2 FOOT PURSUIT DEFINED

A foot pursuit is an incident where a deputy chases (on foot) a person who is evading detention or arrest.

### 458.3 MULTIPLE DEPUTY FOOT PURSUIT

When conducted by multiple (two or more) deputies, foot pursuits can be an appropriate and effective tactic. Should partner splitting occur for any reason, deputies should follow the guidelines of "One-Person Foot Pursuits."

Partner splitting occurs when loss of visual contact, distance, or obstacles separate partners to a degree they cannot immediately assist each other should a confrontation take place.

### 458.4 ONE-PERSON FOOT PURSUIT

[REDACTED]

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Foot Pursuit Policy

---

1. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
2. If the immediate apprehension of a fleeing suspect fails or is not possible, the deputy should broadcast identifying information about the suspect and location in order to initiate a containment perimeter by assisting deputies (Refer to Initiating Deputy Responsibility below).
3. If you can no longer see or hear the suspect, the deputy should consider setting up a containment perimeter in the area of the last known location.
4. Should containment be established and the suspect is believed to be within the containment, a coordinated search for the suspect begins. However, if the suspect is seen fleeing outside or beyond the containment perimeter, then a foot pursuit can be initiated again.
5. Should communication with dispatch be lost and cannot be re-established (e.g. Damaged pac-set or out of range), the pursuing deputy should consider terminating the pursuit.
6. If the suspect surrenders during the foot pursuit, the deputy should follow the Arrest Techniques in Section 5 of the Patrol Operations Procedures Manual:
  - (a) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
7. A deputy initiating a foot pursuit should broadcast, as soon as practical, the following information to dispatch:
  - (a) Unit identifier and location
  - (b) Number and location/direction of suspect(s)
  - (c) Suspect(s) description
  - (d) Reason for the foot pursuit
  - (e) Whether or not the suspect is armed, if known

#### 458.4.1 ASSISTING DEPUTY RESPONSIBILITIES

Whenever any deputy announces that he/she is engaged in a foot pursuit, all other deputies should minimize non-essential radio traffic to permit the involved deputies maximum access to the radio.



*Foot Pursuit Policy*

---

Any deputy who is in a position to intercept a fleeing suspect or who can assist the primary deputy with the apprehension of the suspect shall act reasonably and in accordance with Department policy, based upon available information and his/her own observations.

458.4.2 TACTICAL CONSIDERATIONS

[REDACTED]

Based on these factors, if the deputy determines not to pursue, a containment perimeter should be coordinated immediately.

This policy does not restrict Deputy Sheriffs in their mission of apprehending violators of the law nor does it restrict situations involving "Exigent Circumstances."

- (a) "Exigent Circumstances"- means an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect or the destruction of evidence or property.

458.4.3 FIREARMS

[REDACTED]

458.4.4 CONTAINMENT PERIMETERS

A perimeter is used to contain a suspect in a specific area, thus making apprehension more likely and when combined with discontinuing the foot pursuit, it removes the inherent risks associated with pursuing. When a suspect flees on foot, using a perimeter rather than chasing a suspect greatly decreases the likelihood of an ambush.

For further guidelines/tactical considerations for perimeters and requesting for other resources, see Field Operations Manual (FOM) Sections 46-Unusual Occurrences/Hot Calls and 51-Critical Incident Management.

## *Foot Pursuit Policy*

---

### **458.5 FIELD SUPERVISOR RESPONSIBILITIES**

As with any tactical field incident, the field supervisor should; but does not have to be physically present to assert control over the situation and may order the termination of the pursuit based upon information received. It shall be the field supervisor's responsibility to monitor the event and to assist in requesting additional resources as needed (e.g. Air Support, K-9, and additional deputies).

The field supervisor shall respond to the termination point of the foot pursuit and assert control as needed. The field supervisor shall ensure compliance with all Department policies; specifically those relating to the use of force.

\*The Department Commander (DC) can also terminate the foot pursuit at any time.

# Automated License Plate Readers (ALPRs) Usage and Privacy Policy

## 463.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Orange County Sheriff-Coroner Department to link data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security advisories and bulletins, electronic surveillance, suspect interdiction, and stolen property recovery. It is the intent of the Department to ensure that the access and use of ALPR data is consistent with respect for individuals' privacy and civil liberties.

## 463.2 ADMINISTRATION

All installation and maintenance of department owned/leased ALPR equipment shall be managed by the Technology Division. Data collected by Department owned/leased ALPR equipment, unless copied and booked as evidence, shall be managed by the ALPR provider. The Patrol Operations Command shall oversee this policy in compliance with the requirements of Civil Code Section 1798.90.5 et seq.

## 463.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined in this policy. Sworn Department Members are authorized to operate ALPR equipment and access ALPR data, provided they have first received Department approved training. Department Members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

1. An ALPR shall only be used for official law enforcement business.
2. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
3. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
4. No Member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Automated License Plate Readers (ALPRs) Usage and Privacy Policy*

---

5. No ALPR operator may access Department, state, or federal data unless otherwise authorized to do so.
6. The user shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
7. Department members shall access ALPR only from an approved Department workstation, MDC, or Department-issued mobile device.

### **463.4 DATA COLLECTION AND RETENTION**

All ALPR data is hosted or otherwise provided using an outside company's system (such as those contracts originated by the Department, LE contract partners, businesses, etc.). All ALPR data is the sole responsibility of that company (service provider).

All ALPR data related to a criminal action shall be copied to disc format, submitted into evidence and the existence of the disc shall be documented in the related case report number. Any time a Member reasonably believes ALPR data may be beneficial in a non-criminal matter (i.e. a civil action involving the Department), the Member should request a DR number for an information report, copy the ALPR data to disc format and submit it into evidence under the associated report number.

For any ALPR data copied to disc format and booked as evidence, all Department evidence booking, handling, storage and retention requirements shall be followed.

### **463.5 ACCOUNTABILITY**

All data shall be closely safeguarded and protected by both procedural and technological means. Each Member is responsible for safeguarding their personal login and password. The Orange County Sheriff-Coroner Department shall observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

1. All ALPR data shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, time, and purpose (Case #) (Civil Code § 1798.90.52).
2. Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department-related civil or administrative action. Users shall verify ALPR responses through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
3. ALPR system audits shall be conducted on a regular basis to ensure the security of the information accessed or used is in compliance with all applicable privacy laws. Audits shall be conducted by the Patrol Operations Command.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Automated License Plate Readers (ALPRs) Usage and Privacy Policy*

---

### **463.6 RELEASING ALPR DATA**

The release of ALPR data which has not been copied to disc format and booked into evidence will be governed by the agreement with the service provider. Any release of ALPR data must be authorized by the terms of the agreement. If release is authorized by the agreement, Members may share ALPR data only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

1. The agency makes a written request for the ALPR data that includes:
  - (a) The name of the agency.
  - (b) The name of the person requesting the information.
  - (c) The intended purpose of obtaining the information.
2. The request is reviewed by the authorized designee within the Records & Property Division and approved before the request is fulfilled.
3. The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial public agencies shall be processed at the direction of the Records & Property Division.

The release of ALPR data which has been copied to disc format and booked into evidence will be in accordance with Policy 802.

### **463.7 TRAINING**

The training sergeant or manager shall ensure that Members receive Department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

## Naloxone Policy

### 490.1 PURPOSE AND SCOPE

Department Members are occasionally the first responders to a person who is experiencing or suspected of experiencing an opioid-related overdose. The purpose of this policy is to establish procedures to govern an "Overdose Prevention Program" through the deployment of Naloxone by Orange County Sheriff's Department Members. The objective is to reduce injuries and fatalities resulting from opioid overdoses, in the instances where emergency medical personnel have not yet arrived.

### 490.2 POLICY

It is the policy of the Orange County Sheriff's Department that Deputies shall be trained to administer Naloxone in accordance with mandated training guidelines as determined and established by the Orange County Health Care Agency/Emergency Medical Services (HCA/EMS) pursuant to Health & Safety Code 1797.197 and California Civil Code 1714.22.

1. Deputies who are trained in accordance with mandated training guidelines shall deploy with Naloxone kits in the field. However, the Deputy shall retain the discretion to administer or not administer Naloxone to persons experiencing or suspected of experiencing opioid-related overdoses. There is no legal obligation to administer Naloxone.
2. Deputies who administer Naloxone, are protected from civil and criminal liability if they "act with reasonable care" and "in good faith". This is accomplished by administering Naloxone according to established training protocol.
3. If a Deputy has a valid reason for not participating in the program, such as religious objections, the Deputy shall be excused with the approval of his/her Commander.

### 490.3 PROGRAM COORDINATOR

The Southwest Operations Captain shall serve as the Department's Program Coordinator and shall work in collaboration with the HCA/EMS. The Program Coordinator shall designate Program Managers at each participating patrol location to provide support to the Program Coordinator. The Program Managers shall be responsible for tracking, storage, maintenance, replacement of Naloxone kits, and reporting to the Program Coordinator.

### 490.4 TRAINING

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Naloxone Policy*

---

#### 490.4.1 INITIAL TRAINING

Deputies may not administer Naloxone without the completion of mandated training by HCA/EMS. All Deputies at participating patrol locations shall receive initial training that shall include, at a minimum, an overview of California Civil Code 1714.22, patient assessment (signs/symptomology of overdose), universal precautions, rescue breathing, seeking medical attention, and the use of intra-nasal Naloxone. Upon completion of training, Deputies shall have their training recorded with the Program Coordinator.

#### 490.4.2 CONTINUING TRAINING

Deputies shall receive refresher training as deemed appropriate by HCA/EMS.

#### **490.5 NALOXONE DEPLOYMENT**

The Department shall deploy Naloxone kits in patrol locations and other areas as deemed appropriate by the Sheriff or the Sheriff's designee.

#### **490.6 NALOXONE KITS**

Naloxone kits shall include at a minimum: gloves, mask, eye protection, atomizer, and Naloxone. Deputies at participating patrol locations shall check out a Naloxone kit and deploy with the kit during their tour of duty. If no kits are available, the Deputy must notify his/her supervisor.

#### 490.6.1 NALOXONE STORAGE

Naloxone kits must be returned to the local equipment cage or administrator at the end of shift and shall not be kept in patrol vehicles for extended periods of time.

#### **490.7 NALOXONE USE**

Deputies who have completed mandated Naloxone training by HCA/EMS are authorized to administer Naloxone when they reasonably believe someone is experiencing an opioid-related overdose. Members shall treat the incident as a medical emergency and shall follow these steps when performing this intervention:

1. Confirm emergency personnel are responding;
2. Maintain universal precautions;
3. Perform patient assessment;
4. Determine unresponsiveness;
5. Update dispatch of potential overdose state;
6. Follow Naloxone use protocol;
7. Immediately notify responding emergency medical personnel that Naloxone has been administered; and
8. Notify the field supervisor.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Naloxone Policy*

---

### **490.8 DOCUMENTATION/NALOXONE REPORTS**

Upon completion of the incident, Deputies shall submit a Casualty Report detailing the nature of the incident, the care the patient received, and the fact Naloxone was deployed.

#### **490.8.1 REPORTING RESPONSIBILITY**

The field supervisor shall be responsible to ensure the Casualty Report is completed and submitted to the local Program Manager in a timely manner. The local Program Manager shall ensure the Casualty Report is forwarded to the Program Coordinator.

### **490.9 MAINTENANCE AND REPLACEMENT**

The daily inspection of Naloxone kits shall be the responsibility of Deputies who are assigned the kit for field deployment. The maintenance and replacement of Naloxone kits shall be the responsibility of the Program Manager (or their designee) assigned to each patrol location where the kits are used. Used, lost, or damaged Naloxone kits shall be reported to the immediate supervisor and returned to the local Program Manager for replacement.



## Traffic Collision Review Board (TCRB)

### 501.1 PURPOSE AND SCOPE

1. The TCRB will review all incidents involving an unintended event that produces damage, injury or death involving a Department Member and a Department assigned motor vehicle or watercraft; regardless of whether the vehicle is owned by the county, a city, or leased.
2. The TCRB does not review incidents involving damage to Department assigned motor vehicles or watercraft caused by acts of nature, legal intervention, or criminal actions (i.e. arrestee kicks out window to patrol vehicle).
  - (a) Legal intervention is defined as injury or damage caused by enforcement intervention (e.g., Pursuit Intervention Technique).
  - (b) If during the course of legal intervention injury or damage occurs outside of the original intent this would then be considered accidental and meet the criteria for a motor vehicle collision (see policy 502 – Traffic Collision Reporting).
3. In all situations involving damage to county property, a D.R. shall be requested and a County of Orange Vehicle Collision/Incident Report shall be completed. Supplemental reports may include a traffic collision report, initial crime report, or follow up report.

### 501.2 NOTIFICATIONS

1. If a Member is involved in a collision, the Member shall immediately notify his/her supervisor. The local law enforcement agency should be notified of the collision and asked to respond to the scene. A traffic collision investigation should be conducted and the appropriate reports should be completed by the investigating agency. In addition, the Member shall request a D.R. from ECB.
2. All supervisors investigating a Department related collision shall notify the on-duty Department Commander (DC) and ensure that the following information is given for the Department Commander's log:
  - (a) D.R. Number
  - (b) Outside Agency D. R. / Officer ID (if applicable)
  - (c) Type of Collision (e.g. Fatal, Injury, and Property Damage)
  - (d) Date & Time of Incident
  - (e) Parties Involved / Department Operator
  - (f) Unit Number
  - (g) Damage Description (e.g. Minor, Moderate, Major)
  - (h) Disposition of Vehicle
  - (i) Responding Supervisor
  - (j) Summary of Incident

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Traffic Collision Review Board (TCRB)*

---

- (k) Handling Deputy / CSO / Agency
3. In addition to notifying the Department Commander, the supervisor shall document the incident in the automated Supervisors Log under the classification of (Traffic Collision Emp. Involved). The following information should be entered as a minimum:
  - (a) D.R. Number
  - (b) Outside Agency D. R. / Officer ID (if applicable)
  - (c) Type of Collision (e.g. Fatal, Injury, Property Damage)
  - (d) Date & Time of Incident
  - (e) Parties Involved / Department Operator
  - (f) Unit Number
  - (g) Damage Description (e.g. Minor, Moderate, Major)
  - (h) Disposition of Vehicle
  - (i) Responding Supervisor
  - (j) Summary of Incident
  - (k) Handling Deputy / CSO / Agency
  - (l) OC Crime Lab notified / responded
4. Finally, the supervisor shall complete a Supervisor Synopsis for Member Involved Collision report (this report can be found in the Department intra-net document center). This report shall include the supervisor's opinion as to whether the collision was preventable or non-preventable. The Supervisor Synopsis report, County of Orange Vehicle Collision/Incident Report, and the traffic collision report shall be forwarded through the supervisor's chain of command for approval. Once approved, the originals of these reports shall be forwarded to the S.A.F.E. Division so that they may be evaluated and prepared prior to being submitted to the TCRB for review.

### **501.3 TRAFFIC COLLISION REVIEW BOARD COMPOSITION**

1. Chair of the Board - Assistant Sheriff of Professional Services Command
2. Member - S.A.F.E. Division Commander
3. Member - Risk Management Bureau Commander
4. Member - North Operations Captain
5. Member - Southeast Chief of Police Services
6. Member - Southwest Chief of Police Services
7. Member – Investigations Captain
8. Member - Training Sergeant
9. Member - Regional Traffic Bureau Sergeant
10. Member - S.A.F.E. Division Administrative Manager

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Traffic Collision Review Board (TCRB)*

---

11. Member - S.A.F.E. Division Professional Staff Member
12. Member - R&D Fleet Management Manager
13. Associate – Transportation Sergeant (Optional)
14. Associate - Department Safety / Training Officer (Optional)
15. Associate - Harbor Patrol Bureau Captain (Optional)

To ensure the Board has access to all pertinent information, subject matter experts may be invited or required to attend Board meetings. Members may designate an alternate in their place.

### **501.4 DUTIES AND RESPONSIBILITIES**

1. The S.A.F.E. Division shall compile, track, and log all incidents to be reviewed by the Board. This shall be accomplished through reviewing the DC log and CAD system. The S.A.F.E. Division will ensure that all necessary traffic collision information is forwarded to the CEO/Risk Management office.
2. The S.A.F.E. Division will schedule quarterly Board meetings regardless of the number of cases to be reviewed. Additionally, the S.A.F.E. Division will notify Board members of unscheduled meetings at the direction of the Chair of Board (Assistant Sheriff of Professional Services Command). Incidents that may require unscheduled Board meetings may involve, but are not limited to, serious injury or death to a Member or citizen, or substantial county or city liability.
3. During the meeting the Board will render the following decisions:
  - (a) Non-preventable
  - (b) Preventable
  - (c) Follow-up required
  - (d) Damage only\*
  - (e) Unknown
  - (f) Legal intervention
  - (g) Other
4. If the collision is determined to be non-preventable, no further action will be taken. If the collision is determined to be preventable, the Board will determine the appropriate preventable cause factors related to the incident.

\* Damage only indicates that the vehicle/vessel was unoccupied when the damage occurred.

### **501.5 PREVENTABLE CAUSE FACTORS**

1. Unsafe Speed for Prevailing Conditions
2. Failure to Signal

## *Traffic Collision Review Board (TCRB)*

---

3. Failure to Stop
4. Failure to Yield Right of Way
5. Following too Closely
6. Failure to Set Parking Brake
7. Improper Lane Change
8. Unsafe Starting Maneuver
9. Unsafe Turning Movement
10. Unsafe Passing
11. Unsafe Parking Maneuver
12. Driving Under the Influence (alcohol/drugs/prescription medication)
13. Mechanical Defect Unreported
14. Failure to Secure (load, doors, tailgates, trailer hitch)
15. Distracted Driver
16. Improper Loading
17. Driver fatigue
18. Unsafe backing
19. Other

### **501.6 PREVENTABLE COLLISION CORRECTIVE MEASURES**

1. The TCRB Chair Person shall assign each preventable collision a corrective measure. Corrective measures include, but are not limited to, the following:
  - (a) Review tactical driving for law enforcement DVD
  - (b) Complete driving simulator course (sworn)
  - (c) Complete an approved defensive driving course (professional staff)
  - (d) Driving in reverse course at Training Division
  - (e) Refer to Commander for review
  - (f) Refer to immediate supervisor for additional specialty training
  - (g) Other

Corrective measures shall be assigned based on the circumstances surrounding each specific collision. This is meant to ensure the Member involved receives the most appropriate training to assist in preventing future traffic collisions.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Traffic Collision Review Board (TCRB)*

---

Furthermore, the TCRB Chair Person may refer **any** preventable collision(s) to the Member's Commander based on the totality of the circumstances surrounding the collision (e.g., policy violations, multiple preventable collisions within a 12 month period, etc.).

A Member shall complete their assigned corrective measure within 60 days of receiving notification unless an extension is authorized by their Commander.

A Member shall be granted an extension to complete their assigned corrective measure if they file a written appeal to the S.A.F.E. Division as outlined in section 501.7 of this policy.

### **501.7 APPEAL PROCESS OF PREVENTABLE COLLISIONS**

#### **501.7.1 RIGHT TO APPEAL**

All Department Members shall have the opportunity to appeal the decision of a preventable traffic collision.

#### **501.7.2 TIME FRAME TO APPEAL**

In order to process all appeals in a timely manner, all requests must be made in writing to the TCRB / S.A.F.E. Division no later than 30 days after receipt of the TCRB finding.

#### **501.7.3 COMPOSITION OF APPEALS BOARD / APPEAL HEARING**

The composition of the Board shall consist of the regular traffic collision review board members. The appeal shall be heard at the next scheduled TCRB meeting. In the event the appeal cannot be heard, it shall be scheduled for the following quarterly meeting.

#### **501.7.4 PRESENTATION OF ADDITIONAL EVIDENCE**

During the appeal, the appellant may present additional evidence (written and/or oral) to the Board that they feel is relevant to support their appeal. The appeal meeting itself is relatively informal in nature and is intended to provide a relatively relaxed environment for the appellant to present their perspective on the contested vehicle collision.

#### **501.7.5 BOARD DECISION**

The TCRB shall take into consideration the following when making its decision:

1. The original vehicle collision report and other supporting information that formed the basis of the initial findings of a preventable vehicle collision.
2. Mitigating information the Member may have presented at the appeal meeting.

The appellant and their supervisor shall be notified in writing of the Board's decision within 30 days of the appeal meeting.

### **501.8 ADDITIONAL BOARD FINDINGS**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Traffic Collision Review Board (TCRB)*

---

### 501.8.1 BOARD FINDINGS UNRELATED TO TRAFFIC COLLISIONS

Any policy violations or other Departmental issues identified during the course of the TCRB process unrelated to the traffic collision shall be referred to the involved Members command by the TCRB Chair Person at the conclusion of the TCRB.

---

## Traffic Collision Reporting

### 502.1 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and makes traffic collision reports available in accordance with Vehicle Code § 20012.

### 502.2 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by Members of this Department shall be forwarded to the Regional Traffic Bureau for approval. Upon approval, all reports are submitted to the Records Bureau for data entry into the Records Management System.

Reports involving Sheriff's Department Members or Department assigned vehicles (County owned or leased) shall be submitted to the S.A.F.E. Division for data entry into the TCRB database. The S.A.F.E. Division shall be responsible for quarterly reports on traffic collision statistics to be forwarded to Executive Command.

### 502.3 REPORTING SITUATIONS

#### 502.3.1 TRAFFIC COLLISIONS INVOLVING DEPARTMENT VEHICLES

Traffic collision investigation reports shall be taken when a Department assigned vehicle (CHP 555) or watercraft (DBW VAR-1) is involved in a traffic collision upon a roadway, highway or waterway wherein any damage or injury results.

An information report may be taken in lieu of a traffic collision report (CHP 555) at the direction of a supervisor when:

1. The collision occurs on private property or
2. Does not involve another vehicle or
3. Results in no vehicular or property damage

Whenever there is damage to a Department assigned vehicle, a Vehicle Collision/Incident Report (aka: damage to county property) shall be completed by the Member and submitted to his/her immediate supervisor.

#### **Driver Responsibility:**

1. Report the collision immediately to his/her direct supervisor or Department Commander.
2. Report the collision to the law enforcement agency having traffic investigation and enforcement responsibilities.
  - (a) If the collision occurs within a jurisdiction where the Sheriff's Department has complete traffic responsibility and the collision results in injury to any party involved, the California Highway Patrol shall investigate the collision.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Traffic Collision Reporting*

---

- (b) A Sheriff's sergeant and an appropriate area unit shall be sent to assist in the investigation in cases not requiring CHP assistance at the direction of the Department Commander. The involved Member shall not write the traffic collision report (CHP 555).
  - (c) Any collision that occurs on private property will be reported to the responsible law enforcement agency.
3. Deputies shall make no comments or statements to anyone except the investigating officer and the Sheriff's sergeant.
4. Submit a County Vehicle Collision/Incident Report. Include DR# on upper right-hand corner.

### **Supervisor Responsibility:**

1. A Sergeant or Supervisor shall respond to all traffic collisions involving Sheriff's Department vehicles. It is the responsibility of that supervisor to ensure that a complete investigation at the scene is conducted. These responsibilities are:
  - (a) That the deputy/Sheriff's Member makes no comment or statements except to the investigating officer.
  - (b) That all names of involved parties, witnesses, injured persons, and investigating officers are obtained.
  - (c) That physical evidence is collected; length of skid marks are measured, damage is noted, photographs taken, etc.
  - (d) Determine, if possible, who was at fault and what violations occurred (Vehicle Code, Department Rules and Regulation, and/or Department Policy, etc.).
  - (e) That the Department's case number is obtained from the investigating agency and our Department's case number is furnished to the investigating officer.
  - (f) Completion of an intra-Department memo giving basic pertinent information and details as to what occurred, what was done at the scene, and the final disposition to be submitted to the appropriate Commander with copies of the report by the deputy/Sheriff's Member.
  - (g) Determine the appropriate action to be taken as to:
    1. Disposition of the involved Sheriff's vehicle
    2. Completion of the Worker's Compensation forms as required.
    3. Completion of the report by the deputy/Sheriff's Member, including the County Vehicle Collision Incident Report. This report is to be completed by the driver of the involved vehicle.
    4. Department Commander is notified of the situation and of the action taken.
2. The supervisor shall complete a Supervisor Synopsis for Member Involved Collision report (this report can be found in the Department intranet document center). This report shall include the supervisor's opinion as to whether the collision was preventable or non-preventable. The Supervisor Synopsis report, County of Orange Vehicle



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Traffic Collision Reporting*

---

Collision/Incident Report, and the traffic collision report (CHP 555) shall be forwarded through the supervisor's chain of command for approval.

#### 502.3.2 TRAFFIC COLLISIONS WITH SHERIFF DEPARTMENT MEMBERS

When a Member of this Department, on-duty or off-duty, is involved in a traffic collision within Sheriff's Department jurisdiction resulting in a serious injury or fatality, or the collision is suspected to be the result of impairment, the Department Commander shall notify the California Highway Patrol for assistance.

The term serious injury is defined as any injury that may result in a fatality.

#### 502.3.3 TRAFFIC COLLISIONS WITH OTHER COUNTY OR CITY MEMBERS OR OFFICIALS

The Department Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any county official, contract-city official or Member where a serious injury or fatality has occurred.

#### 502.3.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

A traffic collision report shall not be taken for traffic collisions involving the public that occur on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An Information Report may be taken at the discretion of any supervisor.

#### 502.3.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway where the Sheriff's Department has complete traffic responsibility under any of the following circumstances:

1. When there is a death or injury to any persons involved in the collision.
2. When there is an identifiable violation of the Vehicle Code.
3. When a report is requested by any involved driver.

#### 502.3.6 TRAFFIC COLLISIONS AND PURSUIT INTERVENTION TECHNIQUE

If the suspect is successfully "pitted" and crashes as a result of the maneuver, an accident report is not necessary. This aspect of the policy is because the PIT maneuver is an intentional act and therefore does not qualify as a reportable traffic accident.

If the suspect crashes into a third party, a patrol unit, or other property and causes damage, then a traffic collision report (CHP 555) is required.

#### 502.3.7 PURSUIT RELATED TRAFFIC COLLISIONS

1. If **any** injury or non-injury collision occurs during the course of a pursuit initiated or commanded by Department personnel where a Department vehicle or pursued vehicle is involved in a collision, the collision shall be investigated by the local agency having jurisdiction where the collision occurred. If the collision occurs in the unincorporated areas of Orange County or in areas where OCSO has jurisdiction for traffic accident investigation (Contract Cities), the collision will be investigated by the CHP.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Traffic Collision Reporting*

---

- (a) If the collision only involves the suspect vehicle and/or a Department vehicle and no occupied third party vehicles are involved, and the collision is minor in nature with property damage only, the Department Commander shall make a determination of whether or not to have the collision investigated by the CHP or OCSD personnel if the collision occurs in an area where OCSD has jurisdiction for traffic accident investigation.
2. In the event a death or injury occurs as a result of the collision to individuals in the suspect vehicle, the deputy in the Department vehicle, or any other person, the collision shall be investigated by the local agency having jurisdiction where the collision occurred. If the collision occurs in the unincorporated areas of Orange County or in areas where OCSD has jurisdiction for traffic accident investigation (Contract Cities), the collision shall be investigated by the CHP.
  - (a) If a fatal collision does not require a response from the CHP Multi-Disciplinary Accident Investigation Team (M.A.I.T.) or the local agencies equivalent, then the assistance of the Orange County Sheriff's Department Major Accident Reconstruction Team (M.A.R.T.) may be requested via the Department Commander. The M.A.R.T. response shall be a minimum of two (2) Members who will assist with mapping only. All identification and documentation of evidence will be conducted by the CHP or local agency.

#### **502.4 REPORTING SITUATIONS**

In the event of serious injury or death related traffic collision, the Department Commander shall notify the Traffic Bureau Supervisor to relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau or M.A.R.T. Team.

## Impaired Driving and Evidence Collection

### 514.1 PURPOSE AND SCOPE

This policy explains the procedures to be followed while collecting evidence to establish the blood alcohol and/or drug content level of drivers arrested for driving while intoxicated and unconscious drivers who are suspected of driving while intoxicated.

### 514.2 POLICY

When a person is arrested for driving under the influence of an alcoholic beverage, the arresting deputy shall advise the person that he/she has a choice of whether the chemical test shall be of the breath or blood (Vehicle Code § 23612 (a)(2)(A)). When a person is arrested for driving under the influence of any drug or the combined influence of an alcoholic beverage and any drug, the arresting deputy shall advise the person that he/she has a choice of whether the test shall be of the blood or breath (Vehicle Code § 23612 (a)(2)(B)).

If the person chooses to submit to a breath test, the deputy should also require the person to submit to a blood test if the deputy has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. The deputy shall state in his or her report the facts upon which that clear indication is based. The deputy shall advise the person that he or she is required to submit to an additional test. The person shall submit to and complete a blood test. If the person arrested is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

If a blood or breath test are unavailable, the person shall submit to a urine test (Vehicle Code § 23612(d)(2)).

The deputy shall also advise the person that he or she does not have the right to have an attorney present before stating whether he or she will submit to a test, before deciding which test to take, or during administration of the test, and that, in the event of refusal to submit to a test, the refusal may be used against him or her in a court of law (Vehicle Code § 23612(a) (4)).

Any person who is unable to submit to a chemical test due to any of the following conditions shall not be considered as refusing to comply with the provisions of Vehicle Code § 23612:

1. The Department is unable to furnish a selected test.
2. There are verifiable medical reasons for noncompliance.
3. An attending physician refuses to allow it.

#### 514.2.1 COLLECTING BLOOD EVIDENCE

Only a certified phlebotomy technician, licensed physician, nurse or other individual authorized by Vehicle Code § 23158(a) may withdraw a blood sample. Whether such evidence is collected at the Department or other location, the withdrawal of the blood sample shall be witnessed by the assigned deputy.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Impaired Driving and Evidence Collection*

---

A person who is a hemophiliac or is using an anticoagulant under the direction of a physician for a heart condition, shall not be required to take a blood test, but shall submit to and complete a urine test (Vehicle Code § 23612(b) and (c)).

All blood samples shall be booked into evidence for later transfer to the crime laboratory for analysis.

#### 514.2.2 COLLECTING BREATH AS EVIDENCE

If the arrested person chooses a breath test, the arrested person shall be given a breath test in the field utilizing the Intoximeter AlcoSensor IV-XL Point of Arrest System (Yellow Box). This test shall be administered by a deputy who has been trained in the use of the device and is a qualified operator.

When the arrested person chooses a breath test the handling deputy shall advise the person that the breath-testing equipment does not retain a sample and that no breath sample will be available after the test which could be analyzed later by that person or any other person, and the person may, if desired, provide a blood or urine sample which shall be retained at no cost to the person to facilitate subsequent verification testing (Vehicle Code § 23614(a) and (b)). The person shall also be advised that the blood or urine sample may be tested by either party in any criminal prosecution (Vehicle Code § 23614(c)).

#### 514.2.3 COLLECTING URINE AS EVIDENCE

If the arrested person chooses a urine test, as permitted by law, he/she shall be promptly transported to the jail. Urine evidence collection kits are maintained in the jail. The deputy shall follow the directions listed on the instruction sheet accompanying the urine evidence collection kit. If the arrested person's urine is necessarily collected elsewhere, the procedure will remain the same.

Urine samples shall be collected and/or witnessed by a deputy of the same gender as the person giving the sample. The person tested shall be given such privacy in the taking of the urine specimen as will ensure the accuracy of the specimen and, at the same time, maintain the dignity of the individual involved (Vehicle Code § 23158(i)).

The urine evidence collection kit shall be marked with the arrestee's name, offense, department, case number and the name of the witnessing deputy. The urine evidence collection kit shall then be placed in the evidence refrigerator to await transportation to the crime laboratory.

#### 514.2.4 TESTING OF CONSCIOUS PERSON AT A HOSPITAL

If because of the need for medical treatment, the arrested person is first transported to a medical facility where it is not feasible to administer a particular test of, or to obtain a particular sample of, the person's blood, breath or urine, the person has the choice of those tests that are available at the facility to which that person has been transported. In that case, the deputy shall advise the person of those tests that are available at the medical facility and that the person's choice is limited to those tests that are available (Vehicle Code § 23612(a) (3)).

## *Impaired Driving and Evidence Collection*

---

### 514.2.5 TESTING OF UNCONSCIOUS PERSON AT A HOSPITAL

When a person is suspected of driving under the influence of alcohol and/or drugs and the person is unconscious or in a condition rendering him or her incapable of consent, the deputy shall advise the attending physician of the intention to collect a sample of the person's blood as evidence. If the physician does not object based on medical reasons, the deputy shall contact the Department Commander to obtain a search warrant for the blood to be drawn. If the deputy believes there are exigent circumstances to justify not obtaining a warrant, the deputy shall contact the Department Commander, who will review the circumstances and determine whether a search warrant will be requested. **The fact of the dissipation of alcohol in the arrestee's bloodstream alone does not constitute an exigency.**

If the person is dead, the handling deputy should coordinate with the Coroner's Office to ensure that a viable test shall be obtained (Vehicle Code § 23612(a)(5)).

### 514.3 REFUSAL OR FAILURE TO TEST

If a person who has been arrested for a violation of Vehicle Code § 23140; Vehicle Code § 23152; or Vehicle Code § 23153, after having been advised of his/her rights per Vehicle Code § 23612, refuses or fails through statements or actions to complete a chemical test, the handling officer shall serve the notice of order of suspension on behalf of the Department of Motor Vehicles and confiscate all California driver's licenses in the person's possession (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

Blood may only be taken by force in any impaired driver investigation when the person refuses to submit to a chemical test and when **all** the following circumstances have been met:

1. The person must be in custody for DUI and a search warrant has been obtained to draw the person's blood by force or there are exigent circumstances which justify not obtaining a search warrant. The deputy shall contact the Department Commander to request that a search warrant be obtained for the blood to be drawn by force. If the deputy believes there are exigent circumstances to justify not obtaining a search warrant, the deputy shall contact the Department Commander, who shall review the circumstances and determine whether a search warrant will be requested. **The fact of the dissipation of alcohol in the arrestee's bloodstream alone does not constitute an exigency.**
2. The person's alternative choice, if selected, is either unavailable or not a viable test for the nature of the suspected intoxication (e.g., breath is not a viable test for suspected drug influence).
3. The blood is taken in a medically approved manner.
4. All forced blood extractions are to be conducted in a secure location out of the view of the public.
5. If a forced blood extraction must occur at an Orange County Jail Facility, deputies shall comply with CCOM Policy 2116.
6. Only reasonable force may be used to restrain the arrestee.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Impaired Driving and Evidence Collection*

---

After a search warrant has been obtained or after the Department Commander has determined that exigent circumstances exist which justify not obtaining a search warrant, and with a supervisor present, blood may be forcibly extracted from a person arrested for DUI who is physically uncooperative and has refused a chemical test. The amount of force used to accomplish the collection of this evidence shall be controlled by that supervisor, keeping in mind the seriousness of the suspected offense and the factors used to determine the reasonableness of force in accordance with the Use of Force Policy.

The circumstances surrounding any blood draw by force shall be thoroughly documented in all arrest reports including whether or not a search warrant was obtained and, if not, the circumstances (beyond the mere dissipation of evidence) which precluded obtaining a search warrant. The amount of force and methods used to accomplish the blood sample draw shall also be detailed in the report.

## Disabled Vehicles

### 520.1 PURPOSE AND SCOPE

Vehicle Code § 20018 provides that all law enforcement agencies having responsibility for traffic enforcement may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

### 520.2 DEPUTY RESPONSIBILITY

When an on-duty deputy observes a disabled vehicle on the roadway, the deputy should make a reasonable effort to provide assistance. If that deputy is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available deputy to respond for assistance as soon as practical.

### 520.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by Department Members shall be contingent on the time of day, the location, the availability of Departmental resources, and the vulnerability of the disabled motorist.

#### 520.3.1 MECHANICAL REPAIRS

Department Members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles to a position of safety is not considered a mechanical repair.

#### 520.3.2 PUSH BARS

Push bars are to be used in situations where property damage and/or injury would be likely to occur if immediate clearing of the road hazard did not take place. Use whatever means available to clear the traffic lanes, including the use of push bars. Except in the most serious cases, restoration of the traffic flow shall take precedence to allow minimum discomfort and time loss to the motoring public.

In a more serious scenario, when a full investigation is warranted, remember to leave the vehicles at their original points of rest until measurements and photographs can be taken. Although contract tow vehicles should be used to clear the traffic lanes, do not leave a lane blocked merely because the summoned tow has not yet arrived.

#### **Some examples of proper use of push bars would be:**

1. Pushing a stalled vehicle creating a traffic hazard blocking the roadway or intersection to a point of safety.
2. Moving a vehicle from a point of danger after being involved in a traffic collision and use of the roadway is required.

The above situations are examples only and would be the most common times push bars would be used.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Disabled Vehicles*

---

### **Push bars should not be used for:**

1. Push-starting another vehicle.
2. Pushing another vehicle when immediate clearing of the roadway is not necessary or when alternative traffic control techniques could be used.

Any intentional misuse of County equipment is a violation of the Sheriff's Department Rules and Regulations and is subject to review and/or discipline.



## Extraditions

### 605.1 PURPOSE AND SCOPE

The criminal courts process requires appearances in the courtroom by a fugitive(s) involved with the case who may be in custody in jurisdictions outside of the State of California. This policy defines the process and procedure for the transport of a fugitive(s) by Orange County Sheriff's Department deputy sheriffs to and from other states for the purpose of appearing in court in California. This policy establishes procedures for the safe and secure transport of the fugitive(s) in custody, as well as for the safety of the deputies escorting the fugitive.

#### 605.1.1 DEFINITIONS

**Extradition:** The surrender, by one nation or state to another, of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which being competent to try and punish the individual, demands the surrender.

**Fugitive:** An individual who is accused or convicted of a crime in one state and is later found in another state, regardless of the manner of or reason for the individual's departure from the first state. (*New Mexico, ex rel. Ortiz v. Reed*, 524 U.S. 151 (1998); *Appleyard v. Massachusetts*, 203 U.S. 222, 227 (1906).

### 605.2 POLICY

The Department shall provide safe, secure, and efficient extradition of fugitives to and from custody facilities outside of California. The Fugitive Warrants/Extraditions Unit shall oversee the processes that shall include travel planning and the National Law Enforcement Telecommunications System (NLETS) authorization process.

### 605.3 RULES AND PROCEDURES

#### 605.3.1 FUGITIVE TRANSPORT

1. Fugitives shall not be permitted to influence, determine or know the travel itinerary.
2. Deputies shall be on alert for conversation between fugitives regarding escapes or other investigative leads concerning ongoing criminal investigations.
3. Fugitives are not allowed to possess or spend any money, checks, etc., while in transit. All prisoner funds and valuables shall be kept/stored away from the prisoner.
4. Fugitives shall not be allowed to smoke.
5. Fugitives shall not be allowed to speak to anyone except deputies, correctional officers, or other fugitives while in transit.
6. No medication shall be administered unless prescribed by a physician or as indicated by an institution.
7. Fugitives shall not be allowed to place telephone calls while in custody of deputies until they have reached the Orange County Jail.



*Extraditions*

---

- [REDACTED]
- [REDACTED]
- [REDACTED]

**605.3.3 FUGITIVE CARE**

- [REDACTED]
- [REDACTED]
- [REDACTED]

**605.3.4 AUTHORIZED RESTRAINTS**

[REDACTED]

**605.4 CLOTHING ATTIRE**

Deputies traveling out-of-state on extraditions shall wear appropriate attire as not to attract undue attention when accompanying fugitives. [REDACTED]

**605.5 SCHEDULES AND WORK HOURS**

[REDACTED]

**605.6 DEPARTMENT PERSONNEL CONDUCT**

Deputies shall conduct themselves in a professional manner when on or off-duty during an extradition in accordance with the Policies and Procedures of the Orange County Sheriff's Department.

---

## Confidential Informants

### 608.1 PURPOSE AND SCOPE

In many instances, a successful investigation cannot be conducted without the use of informants. To protect the integrity of the Orange County Sheriff's Department and personnel using informants, it shall be the policy of this Department to take appropriate precautions by developing sound informant handling policies.

Confidential Informants do not belong to an individual deputy or investigator, but they are agents of the Department and act on its behalf. As with any case management, it is important to maintain proper informant management to ensure officer safety, proper legal and ethical standards, and to limit civil liability to the Department and the informant handler.

### 608.2 INFORMANT FILE SYSTEM

The North Narcotics Unit Supervisor shall be responsible for maintaining informant files generated by personnel assigned to the Transit Operations Division, Special Operations Division, North Operations Division, Criminal Investigations Bureau and the Professional Services Command.

The South Narcotics Unit Supervisor shall be responsible for maintaining informant files generated by personnel assigned to the Southeast Operations Division and Southwest Operations Division.

The Custody Intelligence Unit Supervisor shall be responsible for maintaining informant files generated by personnel assigned to the Custody & Inmate Services Command and the Corrections & Court Operations Command.

Personnel assigned to the Special Investigations Bureau shall adhere to the informant handling policies and procedures as outlined in the Investigations Division, Special Investigations Bureau, Policy and Procedures Manual. Personnel assigned to the Custody Intelligence Unit shall adhere to the informant handling policies and procedures as outlined in the Custody and Court Operations Manual.

A separate file shall be maintained on each informant. Blank informant file packets can be obtained from the Narcotics Unit Supervisors.

#### 608.2.1 FILE SYSTEM PROCEDURE

Each informant file shall be coded with an assigned Informant Control Number (ICN). The Special Investigations Bureau Captain or the Custody Intelligence Unit Captain shall assign the ICN from the Master Control Log. An informant history shall be prepared to correspond to each informant file. The informant file shall contain the following:

1. Completed Informant Packet
  - (a) Informant Cover Sheet
  - (b) Informant Checklist
  - (c) Signed Approval to Operate Informant

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Confidential Informants*

---

- (d) Informant Personal History
- (e) Signed Informant Admonishment or Mercenary Informant Admonishment
- (f) Signed Informant Agreement
- (g) Informant Compensation Record
- (h) Informant Receipt of Payment
- (i) Informant Update/ Division Commander Yearly Audit
- (j) Informant Performance Record
- (k) Copy of informant's criminal history (CII / FBI / CCHRS / LARS / warrant checks);
- (l) DMV printouts to include driver's license, driver history, and vehicle registration;
- (m) Informant's photograph and fingerprints (If applicable);
- (n) Copy of informant's arrest report (If applicable);
- (o) Copy of the Orange County Cooperating Individual Index Card (DA-OCCII). The original OCCII card shall be forwarded to Orange County District Attorney's Narcotics Enforcement Team's Cooperating Individual Index Coordinator.
- (p) Informant Activity Log
- (q) Reports resulting from the Informant's work (if applicable)
- (r) Consideration Letter (if applicable)

The completed informant files shall be maintained and locked in a secure area. The Informant Files generated by personnel within the Special Investigations Bureau (North/ South Narcotics, North/ South GET and Special Operations), shall be maintained by the unit supervisor of the specific unit that generated the informant file.

The Informant Files generated outside the Special Investigations Bureau shall be maintained within the Custody Intelligence Unit or the appropriate North or South Narcotics Unit. These files shall be used to provide a source of background information about the informant, enable review and evaluation of information given by the informant, and minimize incidents that could be used to question the integrity of deputies/investigators or the reliability of the informant.

Access to the informant files shall be restricted to the Sheriff, the Undersheriff, the Investigations & Special Operations Command Assistant Sheriff, the Custody & Inmate Services Command Assistant Sheriff, the Corrections & Court Operations Command Assistant Sheriff, the Investigations Division Captain, the Special Investigations Bureau Captain, the Special Investigations Unit Supervisors, the Custody Intelligence Unit Supervisors, and the Informant Handler or their designees.

### **608.3 USE OF INFORMANTS**

In addition, before using an individual as an informant, the informant packet must be completed and approved by the Informant Handler's unit supervisor, the proper Narcotics or Special Investigations Unit Supervisor and the Special Investigations Bureau Captain or the Custody

## *Confidential Informants*

---

Intelligence Supervisor and the Custody Intelligence Unit Captain. In the event a new, unsigned informant can provide information crucial to a major and quickly developing investigation, the informant packet shall be completed as soon as practical. However, unit supervisor approval is required.

### 608.3.1 CONFIDENTIAL INFORMANT DEFINITIONS

1. Anytime a person is directed by a deputy/investigator for any reason, whether on one occasion or on a continuous basis, to secure information on criminal activity;
2. Anytime a person is offered, promised or received compensation, either in the form of financial compensation or any other benefit, for information for any task performed;
3. Anytime a person is offered, promised or received a Letter of Consideration on a pending criminal case.

### 608.3.2 TYPES OF INFORMANTS

**Confidential Informant:** A Confidential Informant is an informant who requests to remain confidential, has yet to be tested and has usually not previously worked for law enforcement. This type of informant usually provides information for compensation.

**Confidential Reliable Informant:** A Confidential Reliable Informant is an informant whose reliability and credibility have already been established. The information given in the past was proven truthful and reliable, either on one occasion or on numerous occasions. Information received from a Confidential Reliable Informant of another law enforcement agency, through that agency, is deemed reliable.

**Criminal Informant:** A Criminal Informant is a person who has a criminal history and is usually motivated for personal reasons. The informant may be acting out of revenge or for monetary compensation.

**Defendant Informant:** A Defendant Informant is an informant who has a pending criminal matter, including probation and/or parole violations. A Defendant Informant also includes an individual who has been prosecuted, convicted and is awaiting sentencing. A Defendant Informant provides information for a benefit or consideration, such as a Letter of Consideration, in their pending criminal matter.

**Confidential Jail Informant:** A Confidential Jail Informant is an inmate who acts under the specific direction of a deputy/investigator to secure information related to inmate/ criminal activity or was offered, promised or received a benefit or any type of consideration for the information he/ she provides.

**Citizen Informant:** A Citizen Informant is a person who regularly or frequently provides information, outside the scope of their employment, to law enforcement. The Citizen Informant is motivated by a sense of good citizenship, not by benefit or consideration, and may act under the direction of a deputy or investigator. A Citizen Informant's information is automatically considered reliable without additional corroboration. A Citizen Informant may or may not choose to be confidential.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Confidential Informants*

---

Citizens calling in or appearing in-person to provide information concerning criminal activity are not considered informants, as they are not acting at the direction of a law enforcement officer.

**Anonymous Informant:** Anonymous Informants are those individuals who refuse to identify themselves to law enforcement and their identity is not known. An Anonymous Informant is not a Citizen Informant and the information given may or may not be reliable. An Anonymous Informant does not fall under the requirements of this policy.

### **608.4 INFORMANTS REQUIRING SPECIAL REVIEW**

Some persons being considered for use as informants may require special review for approval before being activated. These include juveniles, persons on probation or parole, or those who hold privileged positions, e.g., attorneys, doctors, clergy, reporters, persons in the Witness Protection Program and former law enforcement officers.

Persons on probation or parole present specific concerns. The Department cannot place a probationer or parolee in a position that violates the terms or conditions of their probation or parole. The Department has no authority to usurp the conditions set forth by a court or the authority of the controlling agency.

Guidance from County Counsel and the Orange County District Attorney's Narcotics Enforcement Team should be sought when persons of privileged status are being considered for use as informants.

#### **608.4.1 INFORMANTS ON COUNTY PROBATION**

The handling deputy/investigator shall determine if the person is on Summary (Informal) Probation or Formal Probation. If the person is on Formal Probation the handling deputy/investigator shall do the following:

1. Contact the court or probation officer to determine if the informants use will not violate the conditions of their probation;
2. Document the concerns if notification will jeopardize a major case investigation.

If the use of the informant is in conflict with the terms of their probation, the handling deputy/investigator can attempt to amend the terms of probation through the court. If the court requests written documentation, the handling deputy/investigator shall submit the request on Department letterhead with the proper Departmental approvals. A request should be made with the court to refrain from placing a copy of the letter in the probationer's file to preserve the confidentiality of the informant.

#### **608.4.2 INFORMANTS ON FEDERAL PROBATION**

The handling deputy/investigator shall contact the person's probation officer. Federal probationers can only be used as informants when the court of jurisdiction has been formally contacted and approved for use. A formal request to use a federal probationer as an informant shall be made on Department Letterhead with the proper Departmental approvals. If the request is approved, the

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Confidential Informants*

---

probation officer shall complete and submit the necessary paperwork to the concerned federal court for approval.

#### **608.4.3 INFORMANTS ON STATE PAROLE**

The handling deputy/investigator shall contact the appropriate state agent to request to use the parolee as an informant. The name of the agent contacted shall be documented on the CI History form. If a written request is made by the agent, the handling deputy/investigator shall submit the request on Department letterhead with the proper Departmental approvals, describing in general details the activity in which the parolee will be used, the duration of use and any anticipated travel.

#### **608.4.4 INFORMANTS ON FEDERAL PAROLE**

Currently, the United States Parole Commission discourages the use of federal parolees as informants. If the use of a federal parolee is essential in a major case, the Assistant Sheriff commanding the Investigations & Special Operations Command shall submit a written request to the Chairperson of the United States Parole Commission for the use of that informant. If the Commission approves the request, the informant may be used for only 90 days. Extensions may only be requested by the Assistant Sheriff through the Commission.

#### **608.4.5 JUVENILE INFORMANTS**

The use of juvenile informants under the age of 13-years is prohibited. Except as provided for in the enforcement of the Tobacco Enforcement Act, Business & Professions Code Section 22950, et seq., the use of any juvenile informant between the ages of 13 and 18 years is only authorized by court order obtained pursuant to Penal Code Section 701.5.

For purposes of this policy, a "juvenile informant" means any juvenile who participates, on behalf of this Department, in a prearranged transaction or series of prearranged transactions with direct face-to-face contact with any party, when the juvenile's participation in the transaction is for the purpose of obtaining or attempting to obtain evidence of illegal activity by a third party and where the juvenile is participating in the transaction for the purpose of reducing or dismissing a pending juvenile petition against the juvenile.

### **608.5 GUIDELINES FOR HANDLING INFORMANTS**

All informants are required to sign and abide by the provisions of the Department Informant Admonition form. The deputy/investigator using the informant shall discuss each of the provisions of the agreement with the informant. Details of the agreement are to be approved in writing by the unit supervisor before being finalized with the informant.

Members of the Department shall not make any promises or representations, express or implied, to any informant regarding his or her pending criminal matters, or those of any other person(s), without the concurrence of the OCII Coordinator.

#### **608.5.1 RELATIONSHIPS WITH INFORMANTS**

No Member of the Orange County Sheriff's Department shall knowingly maintain a social relationship with an informant while off duty, or otherwise become intimately involved with an



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Confidential Informants*

---

informant. Members of the Orange County Sheriff's Department shall neither solicit nor accept gratuities nor engage in any private business transaction with an informant.

To maintain officer/informant integrity, the following must be adhered to:

1. Deputies/investigators shall not withhold the identity of an informant from their superiors;
2. Identities of informants shall otherwise be kept confidential;
3. Criminal activity by informants shall not be condoned;
4. Informants shall be told they are not acting as police officers, employees or agents of the Orange County Sheriff's Department and that they shall not represent themselves as such;
5. The relationship between deputies/investigators and informants shall always be ethical and professional;
6. Social contact shall be avoided unless necessary to conduct an official investigation, and only with prior approval of the appropriate Special Investigations or Custody Intelligence Unit supervisor;
7. Deputies/investigators shall not meet with informants of the opposite sex in a private place unless accompanied by at least one additional deputy/investigator or with prior approval of the appropriate Special Investigations or Custody Intelligence Unit Supervisor. When contacting informants of either sex for the purpose of making payments officers shall arrange for the presence of another deputy/investigator;
8. In all instances when Department funds are paid to informants, a voucher shall be completed in advance itemizing the expenses.

### **608.6 INFORMANT CONSIDERATION AND BENEFITS**

A benefit includes any consideration or advantage an informant was offered, promised or received in exchange for information or testimony provided. It includes a benefit for the informant or a benefit for another person at the informant's request. Any and all benefits and consideration given to an informant will be recorded and documented in the informant's file.

Consideration and benefits include, but are not limited to, the following:

1. Financial – Monetary payments of any kind including, but not limited to, room and board, payment of debts, cash, meals, use of vehicles, cell phone bills or other informant expenses.
2. Release from custody – Leniency in an arrest or booking, assistance with an own-recognizance (OR) release or request for a lowering of bail.
3. Charging leniency – Leniency shown in the filing of charges and enhancements, including the non-filing of charges.
4. Delay – Continuances in arraignment, pre-trial motions and sentencing.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Confidential Informants

---

5. Disposition – Dismissal or reduction in charges, custody time, probation terms or favorable input by a deputy district attorney or investigation deputy/investigator made directly to the court.
6. Favorable intervention – Favorable action taken on behalf of the informant with other governmental agencies, such as the Department of Motor Vehicles, the Department of Homeland Security, or employers.
7. In custody – A change in housing location, non-collect phone calls, extended visits, extra jail issue, extra food or placing money in an informant's jail account.
8. Immunity

### 608.6.1 INFORMANT PAYMENT PROCEDURES

The potential payment of large sums of money to any informant must be done in a manner respecting public opinion and scrutiny. Additionally, to maintain a good accounting of such funds requires a strict procedure for disbursements.

### 608.6.2 PAYMENT FORMULA

The amount of funds to be paid to any informant shall be evaluated against the following criteria:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Informant Handler shall discuss the above factors with the appropriate Special Investigations or Custody Intelligence Unit Supervisor and arrive at a recommended payment. The fee paid to an informant shall be based on the type of information given and to what extent the information given assists in an investigation.

### 608.6.3 CASH DISBURSEMENT POLICY

The following establishes a cash disbursement policy for informants. No informant shall be told in advance or given an exact amount or percentage for services rendered.

[REDACTED]

## *Confidential Informants*

---

### 608.6.4 PAYMENT PROCESS

Fees paid to informants and expenditures incurred during investigations shall comply with the following limitations and authorizations.

Informant fee limits:

\$1 - \$500: Special Investigations or Custody Intelligence Unit Supervisor approval

\$501 - \$1,500: Special Investigations Bureau Captain approval

\$1,501 - \$3,500: Investigations Division Captain approval

\$3,501+: Investigations & Special Operations Command Assistant Sheriff approval

Upon payment to the informant, the appropriate Special Investigations or Custody Intelligence Unit Supervisor shall complete an expense voucher. The Unit Supervisor shall give the payment amount to the Informant Handler. The deputy/investigator shall write the voucher number on the Informant Payment Receipt form. The voucher copies shall be disbursed in the proper manner and the Informant Payment Receipt form shall be placed in the informant file.

To complete the transaction, the Informant Handler and witness shall pay the informant. The informant shall sign the Receipt of Payment form indicating the amount received, the date received and the names of the deputies/investigators he/she received the funds from. The Informant Handler and witnessing deputy/investigator shall sign the Receipt of Payment form. The signed form shall be placed in the informant's file.

If the payment amount exceeds \$499.00, a statement of the informant's involvement in the case shall be memorialized on an Internal Memorandum, addressed to the Special Investigations Bureau Captain, and placed in the informant's file.

Each informant receiving a cash payment shall be informed of his or her responsibility to report the cash to the Internal Revenue Service (IRS) as income.

### **608.7 INACTIVATING INFORMANTS**

Informants may be inactivated at any time. There are several reasons detailed in the Informant Update form. When the handling deputy/investigator determines the informant should be inactivated, he/she shall submit an Informant Update form stating the reason and submit it to the appropriate Special Investigations or Custody Intelligence Unit Supervisor for his/her approval. If approved, the unit supervisor shall place the informant packet into the "inactive" file. Inactive files shall be kept for three (3) years and then destroyed.

When an investigator suspects that an informant is undesirable or unreliable, the handling deputy/investigator shall complete the Informant Update form checking the unreliable box stating the reason, then submit it to the appropriate Special Investigations or Custody Intelligence Unit

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Confidential Informants*

---

Supervisor for approval. If approved, the form shall be placed in the beginning of the informant packet and the packet shall be placed into the Undesirable/Unreliable file.

The investigator shall then notify the informant as to their change in status and make it clear to the informant he/she shall no longer be providing services to the Department. The Special Investigations Bureau Captain or Custody Intelligence Unit Captain shall be advised and the proper notation shall be made in the respective Master Informant Control Log.

In all cases, the OCCII Coordinator at the District Attorney's Office shall be notified whenever a Confidential Informant is classified as undesirable and/ or unreliable. Additionally, if a Confidential Informant was used in a criminal case that was filed by the District Attorney's Office and it was later determined the CI was untruthful and/ or unreliable, the handling Deputy District Attorney on the criminal case shall be notified.

### **608.8 NOTIFICATION TO DISTRICT ATTORNEY**

It is essential that deputies and investigators inform the District Attorney's Office when a case involves an informant in any capacity. This is vital in order to ensure the proper evaluation of discovery and any Brady (**Brady v. Maryland** (1963) 373 US 83, at p. 87) issues at the earliest possible time, and to determine the best effective filing strategy. For example, if the information is known by the filing District Attorney, a case may be filed differently to better protect and ensure the confidentiality of the informant.

### **608.9 IN-CUSTODY CONFIDENTIAL INFORMANTS**

Confidential Informants and operations involving informants within the Custody & Inmate Services Command or the Corrections & Court Operations Command shall adhere to the additional informant policies and procedures as outlined in the Custody and Court Operations Manual (C.C.O.M) section 2800.

### **608.10 INFORMANT AUDITS**

Informant file audits shall be performed on a yearly basis by the Special Investigations Bureau Captain and the Custody Intelligence Unit Captain. The unit Supervisors shall obtain all updated material and information from the deputies and investigators who manage the informants. The unit Supervisor shall review the material for completeness and thoroughness prior to the audit and sign the Informant Update Sheet. The approved form and material shall be forwarded to the Special Investigations Bureau Captain or the Custody Intelligence Unit Captain for approval. The appropriate Bureau Captain shall place the update form and material into the informant packet file.

The Bureau Captain shall ensure all informant files in the "active file" are up to date. The Bureau Captain shall also review those informant packets in the "inactive file." Those that have not been active for three (3) years shall be destroyed.

Information/action to be included in the yearly audit shall include:

1. Informant Update Form;

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Confidential Informants*

---

2. Updated copy of criminal history (CII/FBI/CCHRS/LARS/warrant checks);
3. Updated copy of DMV inquiries to include driver's license, driving history and vehicle registration;
4. Informant Performance Record;
5. Informant Compensation Record and Receipt of Payment Form;
6. Copy of Letter(s) of Consideration, if appropriate;
7. New informant photograph if older than two (2) years.
8. Supervisor's Annual Audit. This audit shall be conducted of Active CI's who have been active for twelve (12) months or more. The audit includes questions that shall be asked of each active informant. Responses should be documented on the Audit form and maintained inside the CI folder.

## U Visa and T Visa Certification Policy

### 609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures for U Visa certification (Form I-918, Supplement B) and T Visa certification (Form I-914, Supplement B).

### 609.2 INTRODUCTION

Under certain circumstances federal law allows temporary immigration benefits to victims and certain family members of victims of certain qualifying crimes (8 U.S.C. §1101 (a)(15)(U)). The purpose of the U Visa is to give victims of certain crimes temporary legal status and work eligibility in the United States for up to 4 years. To begin the process of applying for this benefit, a petition for a U Visa from the U.S. Citizenship and Immigration Services must be completed on DHS Form I-918 and be certified by the designated certifying officer.

Similar immigration protection, known as a T Visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). The purpose of the T Visa is give victims of certain crimes temporary legal status and work eligibility in the United States for up to 4 years. To begin the process of applying for this benefit, a petition for a T Visa from the U.S. Citizenship and Immigration Services must be completed on DHS Form I-914 and be certified by the designated certifying officer.

### 609.3 DEFINITIONS

**Human Trafficking:** “Severe forms of trafficking in persons” pursuant to Section 7102 of Title 22 of the United States Code and includes either of the following:

- (a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.
- (b) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- (c) Criminal offenses for which the nature and elements of the offenses are substantially similar to the criminal activity described above, and the attempt, conspiracy, or solicitation to commit any of those offenses.

**Representative Fully Accredited by the United States Department of Justice:** A person who is approved by the United States Department of Justice to represent individuals before the Board of Immigration Appeals, the immigration courts, or the Department of Homeland Security. The representative shall be a person who works for a specific nonprofit, religious, charitable, social service, or similar organization that has been recognized by the United States Department of Justice to represent those individuals and whose accreditation is in good standing.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *U Visa and T Visa Certification Policy*

---

### **609.4 ELIGIBILITY**

Only eligible applicants may request and receive certification from the Department. An applicant may be a Direct Victim. A current investigation, the filing of charges and a prosecution or conviction are not required for the victim to request and obtain the Form I-918 Supplement B certification or the Form I-914 Supplement B certification from a certifying official.

#### **609.4.1 QUALIFYING FOR A U VISA**

To be eligible for a U Visa, victims must have suffered substantial physical or mental abuse due to a qualifying criminal activity, possess information concerning the qualifying criminal activity and be able to demonstrate they have been helpful, are being helpful or are likely to be helpful to law enforcement, prosecutors or other authorities in the investigation and that the crime occurred in the United States or violated the laws of the United States.

#### **609.4.2 QUALIFYING FOR A T VISA**

To be eligible for a T Visa, victims must be present in the United States as a result of being recruited, forced, abducted or deceived by the perpetrator of human trafficking and would not have been present in the United States if not for the action of the human trafficker and be able to demonstrate they have been helpful, are being helpful or are likely to be helpful to law enforcement, prosecutors or other authorities in the investigation, would suffer extreme hardship involving unusual and severe harm if removed from the United States. Minor children or persons unable to cooperate due to physical or psychological trauma may be exempt from cooperation.

#### **609.4.3 DIRECT VICTIM**

To be eligible as a Direct Victim, an applicant must meet the following criteria:

1. The applicant must be a victim of a qualifying criminal activity; and
2. The applicant must have been helpful, is being helpful, or is likely to be helpful to the detection, investigation or prosecution of that qualifying criminal activity. For purposes of determining helpfulness, there is a rebuttable presumption that a victim is helpful, has been helpful, or is likely to be helpful to the detection, investigation or prosecution of that qualifying criminal activity, if the victim has not refused or failed to provide information and assistance reasonably requested by the Department.

Qualifying criminal activities include rape; torture; human trafficking; incest; domestic violence; sexual assault; abusive sexual assault; prostitution; sexual exploitation; female genital mutilation; being held hostage; peonage; involuntary servitude; slavery; kidnapping; abduction; unlawful criminal restraint; false imprisonment; blackmail; extortion; manslaughter; murder; felonious assault; witness tampering; obstruction of justice; perjury; fraud in foreign labor contracting; stalking; or attempt, conspiracy, or solicitation to commit any of the above mentioned crimes.

A qualifying crime includes criminal offenses for which the nature and elements of the offenses are substantially similar to the criminal activity listed above. For example, although not directly listed by title, crimes such as assault with a deadly weapon, assault causing great bodily injury, mayhem, and assault with caustic chemicals would be eligible as a "qualifying crime" for the purposes of this section since they are each types of felonious assaults.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *U Visa and T Visa Certification Policy*

---

An applicant may be considered a victim of witness tampering, obstruction of justice, or perjury, including any attempt, conspiracy, or solicitation to commit one or more of those offenses if:

1. The victim has been directly and proximately harmed by the perpetrator of the witness tampering, obstruction of justice, or perjury; and
2. There are reasonable grounds to conclude that the perpetrator committed the witness tampering, obstruction of justice, or perjury offense, at least in principal part, as a means:
  - (a) To avoid or frustrate efforts to investigate, arrest, prosecute, or otherwise bring to justice the perpetrator for other criminal activity; or
  - (b) To further the perpetrator's abuse or exploitation of or undue control over the petitioner through manipulation of the legal system.

The qualifying criminal activity(ies) must have violated the laws of the United States or occurred within the continental United States, Alaska or Hawaii, Puerto Rico, Guam and the U.S. Virgin Islands (including Indian country and military installations) or the territories and possessions of the United States (America Samoa, Bajo Nuevo, Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Atoll, Navassa Island, Northern Mariana Islands, Palmyra Atoll, Serranilla Bank, and Wake Atoll).

Military installation means any facility, base, camp, post, encampment, station, yard, center, port, aircraft, vehicle, or vessel under the jurisdiction of the Department of Defense, including any leased facility, or any other location under military control.

### 609.4.4 CERTIFYING AGENCY

The Orange County Sheriff's Department qualifies as a certifying agency.

### 609.4.5 CERTIFYING DEPUTY

The Commander of the Investigations Division is designated by the Sheriff as the certifying deputy of the Orange County Sheriff's Department.

### 609.4.6 RECEIPT OF APPLICATIONS

1. Upon the request of the victim, victim's family member, licensed attorney representing the victim (proof of representation should be requested), or representative fully accredited by the United States Department of Justice authorized to represent the victim in immigration proceedings (proof of accreditation should be requested), Commander of the Investigations Division or their authorized designee shall certify victim helpfulness on:
  - (a) Form I-918 Supplement B certification when the victim was a victim of qualifying criminal activity or
  - (b) Form I-914 Supplemental B declaration when the victim was a victim of human trafficking.
2. Any application for U Visa or T Visa status should be forwarded in a timely manner to the Commander of the Investigations Division or their authorized designee to



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *U Visa and T Visa Certification Policy*

---

receive, complete, and process the U Visa or T Visa applications for the Department. Upon receipt of the application, the Commander of the Investigations Division or their authorized designee should:

- (a) Consult with the assigned investigator to determine the current status of any related case.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and confirm victim cooperation. The application for a U Visa or T Visa is discoverable under Cal. Penal Code § 1054.1 et. seq.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
  1. A request for a Form I-918 Supplement B Certification or Form I-914 Supplement B declaration shall be processed within 30 days of request, unless the non-citizen is in removal proceedings, in which case the request shall be processed within 7 days of the first business day following the day the request was received.
  2. A completed request must document victim helpfulness and include specific details about the nature of the crime investigated or prosecuted and a detailed description of the victim's helpfulness or likely helpfulness to the detection or investigation or prosecution of the criminal activity.
  3. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
  4. Form I-918 Supplement B certification shall be completed if the victim qualifies under Penal Code § 679.10 (multiple serious offenses). Form I-914 Supplement B certification shall be completed if the victim qualifies under Penal Code § 236.5 or Penal Code § 679.11 (human trafficking).
  5. Form I-918 and I-914 require an original signature, an electronic signature is not sufficient.
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.
- (e) Inform the victim liaison of any requests and their status.

### **609.5 REPORTING TO THE LEGISLATURE**

The Commander of the Investigations Division or their authorized designee shall report annually to the Legislature, the number of victims who requested Form I-914 Supplement B declarations, and/or Form I-918 Supplement B certification from the Department, the number of declaration/certification forms that were signed, and the number that were denied. Such reports shall comply with Section 9795 of the Government Code.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *U Visa and T Visa Certification Policy*

---

### **609.6 RECEIPT OF REQUEST FOR A PATROL REPORT**

Upon the request of a victim, victim's family member, a licensed attorney representing the victim (proof of representation should be requested), or a representative fully accredited by the United States Department of Justice authorized to represent the victim in immigration proceedings (proof of accreditation should be requested), the Commander of the Investigations Division or their designee shall provide a copy of the police report involving the victim within 7 days of the request.

### **609.7 PROHIBITED DISCLOSURE**

The Department is prohibited from disclosing the immigration status of a victim or person requesting the Form I-914 Supplement B declaration or Form I-918 Supplement B certification, except to comply with federal law or legal process, or if authorized by the victim or person requesting the Form I-914 Supplement B declaration.

### **609.8 WITHDRAWAL OF PREVIOUSLY APPROVED CERTIFICATION/DECLARATION**

If, in the course of the investigation/prosecution a victim becomes uncooperative by refusing to provide information and assistance that has been reasonably requested, the Department may withdraw its previously submitted certification/declaration (See Form I-918 Supplement B Instructions, dated 4/24/19, at page 5 of 6; Form I-914 Supplemental B Instructions, dated 4/15/19 at page 3 of 4.).

# Disclosing Potential Brady Information to the Prosecution

## 613.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory, favorable or impeachment information to a prosecuting attorney.

### 613.1.1 DEFINITIONS

Definitions related to this policy:

**Brady information:** Information known or possessed by the Orange County Sheriff-Coroner Department that is both favorable and material to the current prosecution or defense of a criminal defendant. In a landmark decision, *Brady v. Maryland*, 373 U.S. 83 (1963), the United States Supreme Court held that the prosecution has an affirmative duty to disclose to the defendant evidence which is both favorable and material to the guilt and/or punishment of the defendant. Such evidence may either directly impact the issue of guilt or innocence or impeach, i.e., undermine the credibility of a prosecution witness.

**Moral turpitude:** Acts of dishonesty and untrustworthiness.

**Material:** Evidence is "material" if there is a reasonable probability that the result of the trial would have been different had the evidence be disclosed.

**Sustained Finding:** A final determination "by an investigating agency, commission, board, hearing officer or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Sections 3304 and 3304.5 of the Government Code, that the actions of the peace officer were found to violate law or department policy." Penal Code § 832.8(b).

## 613.2 POLICY

The Orange County Sheriff-Coroner Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Orange County Sheriff-Coroner Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory, or impeachment information, as provided in this policy. The determination of what constitutes *Brady* material that must be disclosed to the defendant is a legal determination that must ultimately be made by the prosecutor or the court handling the case.

## 613.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Personnel must include in their reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a member of this Department learns of potentially incriminating or exculpatory information any time after submission of a case, the member must prepare and

## *Disclosing Potential Brady Information to the Prosecution*

---

submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be protected personnel information, the member shall discuss the matter with a supervisor to determine the appropriate manner in which to proceed.

If a member is unsure whether evidence or facts are material, the member shall address the issue with a supervisor without undue delay. Determining whether evidence or facts are material often requires legal or even judicial review.

Supervisors who are uncertain about whether evidence or facts may be material should address the issue in a written memo to an appropriate prosecutor. Employee personnel information shall not be included in the memo. A copy of the memo should be retained in the Department case file.

### **613.4 REVIEWING POTENTIAL BRADY ISSUES**

(a) Sustained Finding: If, following a personnel investigation, an employee has a sustained finding of untruthfulness, bias, excessive force, or it has been determined the employee engaged in an act of moral turpitude, the Internal Affairs Lieutenant will send the information in a written memorandum to the Constitutional Policing Advisor. The Constitutional Policing Advisor will then convene the three member review panel, which will consist of a representative from Executive Command, the Constitutional Policing Advisor, and a representative from County Counsel.

The written memorandum shall include the name of the employee, the date the information was received, and the nature of the information. The memorandum shall include any relevant source documents that are available that bear on the decision.

(b) Not-Sustained Finding: If, following a personnel investigation, a charge of untruthfulness, bias, excessive force or an act of moral turpitude against the employee was "not sustained", meaning the investigation failed to discover sufficient evidence to clearly prove or disprove misconduct on the part of the employee, the Internal Affairs Captain will send the information in a written memorandum described in subsection (a) to the Constitutional Policing Advisor.

(c) The Internal Affairs Captain will notify the employee at the conclusion of a personnel investigation if there will be notification to the Constitutional Policing Advisor. The employee may elect to have their representative provide relevant case law or legal analysis to the Constitutional Policing Advisor within 20 calendar days.

(d) If a charge of untruthfulness, bias, excessive force, or an act of moral turpitude is pending against the employee and the employee resigns or retires before the personnel investigation is completed or the employee is still active and likely will be called as a witness in a criminal case before the personnel investigation can be completed, the Internal Affairs Captain will send the information in a written memorandum described in subsection (a) to the Constitutional Policing Advisor. If a charge of untruthfulness, bias, excessive force, or an act of moral turpitude pertains to an employee's involvement in a pending criminal case, the Internal Affairs Captain will instead send the information, as soon as the Captain becomes aware of the charge, to

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Disclosing Potential Brady Information to the Prosecution*

---

the Commander of the SAFE Division. The Commander of the SAFE Division shall notify the employee and the Assistant District Attorney in charge of Special Prosecutions at the Orange County District Attorney's Office (hereinafter "Assistant District Attorney") or prosecuting attorney from an agency other than the Orange County District Attorney's Office as provided in section 613.5, subdivision (b).

(e) The three member review panel, defined in 613.4(a), will examine and discuss the information provided by the Internal Affairs Captain. The Constitutional Policing Advisor will provide the panel with case law or legal analysis timely provided by the employee's representative. The panel will determine if there is potential *Brady* information by evaluating facts that objective data supports, and will not consider rumor, speculation, or opinion. If the panel determines there is potential *Brady* information, the Commander of the SAFE Division will notify the employee and the Assistant District Attorney in a confidential letter, that there is potential *Brady* information in the employee's personnel records (personnel records are defined in Cal. Penal Code § 832.8). If the panel determines there is no potential *Brady* information, no further action will be taken.

#### **613.5 NOTIFICATION OF POTENTIAL BRADY INFORMATION**

(a) If the three member review panel determines there is potential Brady information relating to an employee of the Orange County Sheriff's-Coroner Department, the Commander of the SAFE Division will simultaneously send a written letter to the employee and a confidential letter to the Assistant District Attorney by certified mail. The letter to the Assistant District Attorney will identify the name of the employee, job position/title, and the date of the earliest such conduct that is potential Brady information. The conduct itself is not to be described in the letter.

(b) If a charge of untruthfulness, bias, excessive force, or act of moral turpitude pertains to an employee's involvement in a pending criminal case, the Commander of the SAFE Division shall simultaneously notify the employee, and the Assistant District Attorney or prosecuting attorney from an agency other than the Orange County District Attorney's Office, by certified mail. The letter will identify the name of the employee, job position/title, and the date of the earliest such conduct that is potential Brady information. The conduct itself is not to be described in the letter.

(c) Subpoenas received from prosecuting agencies other than the Orange County District Attorney's Office will be individually evaluated by the Internal Affairs Captain, or designee. If potential Brady information exists, the Commander of the SAFE Division will send a confidential letter by certified mail to the prosecuting attorney who initiated the subpoena. The letter to the prosecuting attorney will identify the name of the employee, job position/title, and the date of the earliest such conduct that is potential Brady information. The conduct itself is not to be described in the letter.

(d) Copies of the letters to the employee, the Assistant District Attorney, and the prosecuting attorney from an agency other than the Orange County District Attorney's Office (if any), will be

## Disclosing Potential Brady Information to the Prosecution

---

placed in the personnel investigation file. The employee may choose to add information or any objections to their personnel investigation file after receiving notification from the Department.

(e) If the employee later successfully challenges any departmental decision regarding the misconduct, the Department shall notify the Assistant District Attorney, and the prosecuting attorney from an agency other than the Orange County District Attorney's Office (if any).

### **613.6 DISCLOSURE OF PERSONNEL INFORMATION**

Whenever it is determined that potential *Brady* information is located in the personnel records of a department member who is a material witness in a criminal case, the Assistant District Attorney and the prosecuting attorney from an agency other than the Orange County District Attorney's Office (if any) are to be notified as indicated above. Subsequently, the following procedure shall apply:

#### **Potential *Brady* Information in Sworn members' Personnel Records:**

- (a) A *Pitchess* motion is required in order to initiate an in camera review by the court.
- (b) Any member who is the subject of such a motion shall be notified in writing that a motion has been filed.
- (c) The Custodian of Records shall review the motion and determine which portions of the department member's personnel records are relevant to the motion before the Court, and may consult with County Counsel as needed.
- (d) The Custodian of Records shall accompany all relevant records during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the records is both material and favorable to the criminal defendant.
- (e) If the court determines that there is relevant *Brady* information contained in the records, only that information ordered released will be copied and released to the party(s) that filed the motion.
  - 1. Prior to the release of any information pursuant to this process, the Custodian of Records shall request a protective order from the court limiting the use of such information to the involved case.

#### **Potential *Brady* information in Professional Staff members' Personnel Records (*Pitchess* Motion Inapplicable):**

- (a) A subpoena is required for the personnel information.
- (b) Once the subpoena is received from the prosecutor, County Counsel should be consulted to request that the court conduct an in camera review of the records to determine whether *Brady* material exists and, if so, to request that the court issue a protective order limiting the use of such information to the involved case.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Disclosing Potential Brady Information to the Prosecution*

---

### **613.7 CONFIDENTIALITY AND MAINTENANCE OF FILES**

All department documents relating to an employee's potential *Brady* information shall be treated as confidential and protected as a confidential personnel record. The potential *Brady* information is to be maintained until the employee has separated from employment and there is no longer a reasonable probability that the employee will be called as a witness in a criminal case.

### **613.8 DISTRICT ATTORNEY'S AUTHORITY UNDER PENAL CODE SECTION 832.7(A)**

Nothing in this policy shall apply to or in any way limit the District Attorney's authority pursuant to the exception set forth in Penal Code section 832.7(a). The District Attorney has a right to review peace officer personnel records when the District Attorney is investigating the peace officer for criminal conduct.

### **613.9 NO PUNITIVE ACTION**

No punitive action, or denial of promotion on grounds other than merit, shall not be undertaken by any public agency against any public safety officer solely because that officer's name has been placed on a *Brady* list, or that the officer's name may otherwise be subject to disclosure pursuant to *Brady v. Maryland*, 373 U.S. 83 (1963). See Cal. Government Code § 3305.5.

### **613.10 DISCLOSURE OF RECORDS PURSUANT TO PENAL CODE SECTION 832.7(B)(SB 1421)**

Notwithstanding any other section of Policy 613, records subject to disclosure under Penal Code section 832.7(b) will be released, upon request, in accord with Policy 805.

## Departmental Purchase of Firearms

### 700.1 PURPOSE AND SCOPE

This policy establishes procedures for the acquisition of departmentally owned firearms, purchased by the Department, for departmental use. For private purchase of firearms by members of this Department, refer to Policy Section 380.

All departmental firearm purchases, including, but not limited to, Less Lethal Shotguns and 40mm less lethal launchers, shall be conducted by the Training Division Armory. The purchase and distribution of ECDs will be conducted via the Quartermaster Unit.

### 700.2 DIVISIONS, BUREAUS, UNITS AND TEAMS REQUESTING THE PURCHASE OF FIREARMS FOR DEPARTMENTAL USE

Divisions, bureaus, units and teams requesting to purchase firearms for Departmental use shall contact Armory personnel and indicate:

1. Who is requesting the firearm purchase.
2. What firearm system they intend to purchase.
3. Any associated firearm accessories.
4. The number of firearms requested.

### 700.3 ARMORY PERSONNEL RESPONSIBILITIES

1. Maintain standard configurations of all weapons to be purchased, including all accessories.
2. Coordinate fiscal requirements with the purchase of the firearms.
3. Take receipt of the firearms.
4. Assemble associated accessories.
5. Contact Teletype and provide the make, model and serial numbers of all new firearms. This information will be entered into the California Department of Justice Automated Firearms System (AFS) as an Institutional Firearm.
6. Enter the new firearms into the Department Inventory system.
7. Issue completed firearms to the appropriate division/bureau/unit.



---

## Personal Communication Devices

### 702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of Department-issued mobile phones and personal communication devices, and the on-duty use of such devices personally-owned by personnel.

Because of technical advances and varying manufacturer nomenclature, this policy shall generically refer to all Personal Communication Devices (PCD) as such, but is intended to include all mobile phones, Personal Digital Assistants (PDA), and other such wireless two-way communication and/or portable Internet access devices.

#### 702.1.1 PRIVACY POLICY

Any Member utilizing any computer, internet service, phone service or other wireless service provided by or funded by the Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the Member, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Department also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored using such service.

### 702.2 DEPARTMENTALLY ISSUED PCD

Depending on a Member's assignment and needs of the position, the Department may, at its discretion, issue a PCD. Such devices shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without reason.

#### 702.2.1 INDIVIDUALLY OWNED PCD

Members may carry their own PCD while on duty subject to the following conditions:

1. Carrying an individually-owned personal communication device is optional.
2. The device shall be purchased, used and maintained at the Member's expense.

#### 702.2.2 USE OF PERSONAL COMMUNICATION DEVICES

PCDs, whether provided by the Department or personally-owned, should only be used by on-duty Members for legitimate Department business except as provided for below. Members may use a PCD to communicate with other personnel in those situations where the use of the radio is either impractical or not feasible. PCDs however, should not be used to replace regular radio communications.

1. PCDs shall not be carried in a manner that allows them to be generally visible while in uniform.
2. PCD's may not be used to conduct personal business while on duty except when brief personal communications may be warranted by the circumstances (e.g., inform family

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Personal Communication Devices*

---

of extended hours). While Member's may use personally owned PCDs for personal business during authorized breaks, such usage should be limited as much as practical to areas where the communication will not be seen or heard by members of the public.

3. Extended or frequent use of Department-issued PCDs or personally owned PCDs while on duty for personal use is prohibited and may be subject to discipline. Members may be responsible for reimbursing the Department for any charges incurred as a result of personal use.

#### 702.2.3 USE WHILE DRIVING

The use of a PCD while driving can cause unnecessary distractions and presents a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices while driving to matters of an urgent nature and should, where practical, stop the vehicle at an appropriate location to complete their call.

Except in the case of an emergency, Members who are operating non-emergency vehicles shall not use cellular phones or other personal communication devices while driving unless the telephone is specifically designed and configured to allow hands-free listening and talking (Vehicle Code 23123 (a)). Such use should be restricted to business related calls or calls of an urgent nature.

#### 702.2.4 OFFICIAL USE

The use of personal communication devices may be appropriate in the following situations:

1. Barricaded suspects.
2. Hostage situations
3. Mobile Command Post.
4. Catastrophic disasters, such as plane crashes, earthquakes, floods, etc.
5. Major political/community events.
6. Investigative stakeouts where regular phone usage is not practical.
7. Emergency contact with outside agency or outside agency field unit equipped with PCDs.
8. When immediate communication is needed and the use of the radio is not appropriate and other means are not readily available.

# Executive Order 13688 - Federally Controlled Equipment

## 703.1 POLICY

The Department shall provide training, oversight, and documentation for the use of federally controlled equipment.

## 703.2 PURPOSE

The purpose of this policy is to identify the strategies and oversight required for the appropriate use of federally controlled equipment. To ensure that federally controlled equipment acquired from the 1033 program (a Federal program that allows the acquisition of Military surplus equipment through Defense Logistics Agency/Law Enforcement Support Office (DLA/LESO) of the Department of Defense (DOD)) is used appropriately and complies with Executive Order 13688, the Department shall embrace a system that supports transparency, supervision, evaluation, and accountability.

## 703.3 DEFINITIONS OF FEDERALLY CONTROLLED EQUIPMENT

Federally controlled equipment is defined as any equipment received or requested from the Defense Logistics Agency/Law Enforcement Support Office (DLA/LESO) under the 1033 program or purchased with federal funds. This includes the following:

1. **Manned Aircraft (Fixed wing):** Powered aircraft with a crew aboard, such as airplanes that use a fixed wing for lift.
2. **Manned Aircraft (Rotary wing):** Powered aircraft with a crew aboard, such as helicopters that use a rotary wing for lift.
3. **Unmanned Aerial Vehicles:** A remotely piloted, powered aircraft without a crew aboard.
4. **Wheeled Armored Vehicles:** Any wheeled vehicle with purpose-built or modified to provide ballistic protection to its occupants, such as Mine Resistant Ambush Protected (MRAP) vehicle or an armored personnel carrier also referred to as armored rescue vehicles (ARV'S).
5. **Wheeled Tactical Vehicle:** A vehicle purposely built to operate on and off road in support of military operations, such as HMMWV (Humvee), 2.5 ton truck, 5 ton truck, or a vehicle with a breaching or entry apparatus attached.
6. **Command and Control Vehicles:** Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident.
7. **Explosives and Pyrotechnics:** Includes explosive breaching tools often used by special operation units.
8. **Breaching Apparatus:** Tools designed to provide law enforcement rapid entry into a building or through a secured doorway. These tools may be mechanical in nature, such as a battering ram, ballistics, or explosive.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Executive Order 13688 - Federally Controlled Equipment*

---

9. **Riot Batons:** Non-expandable baton of greater length (generally in excess of 24 inches) than service issued types and are intended to protect its wielder during melees by providing distance from assailants. These batons offer a greater level of safety for deputies by extending the distance between them and a violent or non-compliant subject.
10. **Riot Helmets:** Helmets designed to protect the wearer's face and head from injury during demonstrations or civil order events from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face.
11. **Riot Shields:** Shields intended to protect wielders from their head to their knees in demonstrations or civil disorder events. Most are designed for the protection of the user from projectiles including rocks, bricks, and liquids. Some afford limited ballistics protection as well.

### **703.4 PROCEDURES**

If any of the following items of federally controlled equipment are acquired by the Department, the equipment may be used in the following manner:

1. Manned Aircraft (Fixed or rotary wing) - Routine patrol, situational awareness, and victim location/rescue missions.
2. Manned Aircraft (Rotary wing)/Unmanned Aerial Vehicles - Aerial operations requiring low altitude or stationary flight operations, HAZ-MAT, accident reconstruction, situational awareness, or operations posing a risk to human life.
3. Wheeled Armored Vehicles - During operations where there is concern for deputies or civilian safety, such as fugitive apprehensions, search warrant service, hostage rescue, and barricaded subject operations. These vehicles provide ballistic protection and subsequently a higher level of safety for both deputies and civilians/victims.
4. Wheeled Tactical Vehicles - Rough terrain or inclement weather for search and rescue operations, victim evacuations, disaster supply deliveries, and emergency personnel transportation.
5. Command and Control Vehicles - Serve as a centralized location for command decision making, enhanced communication and other situational awareness capabilities.
6. Explosives and Pyrotechnics - Create a breach point opening in a structure during a hostage rescue operation or other high risk entry. It may also include devices used to distract or temporarily disorient a suspect prior to law enforcement entry into the structure.
7. Breaching Apparatus - To gain rapid entry into a structure that may be fortified or where a suspect refuses entry.
8. Riot Batons - Deployed during demonstrations or civil disorder events.
9. Riot Helmets - Worn by deputies during demonstrations or civil disorder events where the threat or presence of dangerous projectiles is likely.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Executive Order 13688 - Federally Controlled Equipment*

---

10. Riot Shields - Utilized in conjunction with riot helmets to protect deputies from projectiles and other hazards while trying to contain, move or disperse people during demonstrations or civil disorder events where the threat or presence of dangerous projectiles is likely.

### **703.5 AUDITING AND ACCOUNTABILITY**

The Department shall maintain all internal auditing procedures and applicable records to ensure that federally controlled equipment is being maintained and utilized as intended. These procedures will include provisions for accountability at the Deputy or Sheriff's Special Officer level to mitigate any misuse or unauthorized use. The Department shall also comply with any reporting requirements mandated by the agency or program which provided the equipment.

### **703.6 TRAINING AND TRAINING RECORDS**

The Department shall train Members prior to the use or deployment of federally controlled equipment. The training shall address the appropriate and safe use of such equipment. Only Members who have been trained may use the equipment. After the initial training, the Department shall conduct annual training for any Members who use federally controlled equipment. The Department shall maintain these training records in accordance with the requirements of the agency or program which provided the equipment.

### **703.7 AUTHORIZATION OF DEPLOYMENT AND USE**

Absent exigent circumstances, federally controlled equipment should only be utilized for previously approved purposes and with the appropriate level of supervision. It shall be the policy of this Department that any deployment or use of federally controlled equipment shall be authorized by a supervisor/incident commander. Authorization for use of the equipment in another jurisdiction must be approved in advance by the Sheriff or the Sheriff's designee.

### **703.8 AFTER ACTION REVIEW**

The Department shall review and document all significant incidents that involve the use of federally controlled equipment. Significant incidents are defined as an incident where there is:

1. A violent encounter among civilians, or between civilians and police.
2. A use of force which results in death or serious bodily injury.
3. A demonstration or other public exercise of First Amendment Rights.
4. An event that draws, or could be reasonably expected to draw, a large number of attendees or participants, such as those where advanced planning is needed.

The Department shall document the following:

1. Identification of the federally controlled equipment used (e.g., categories and number of units of federally controlled equipment used, make/model/serial number).
2. Description of the law enforcement operation involving the federally controlled equipment.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Executive Order 13688 - Federally Controlled Equipment*

---

3. Identification of Members who used the equipment and, if possible, civilians involved in the incident.
4. The result of the federally controlled equipment use (e.g., arrests, use of force, victim extraction, injuries).

---

## Vehicle Use Policy

### 706.1 POLICY STATEMENT

Department vehicles are assigned for business-related purposes. Members will use and may be assigned Department vehicles in the course and scope of their duties to further the Department's mission, operational goals, and objectives.

Sheriff's Department Executive Management staff is offered a monthly vehicle allowance or assigned a County car as a part of the County benefit package.

With the exception of those Members assigned vehicles as part of a compensation package, Department vehicles may only be used for commuting (when approved for specific job assignments and following Home Garaged approval guidelines) or minimal personal use on the way between work and home.

### 706.2 VEHICLES DEFINED

For the purposes of this section, the term vehicle shall apply to any car, truck, van, motorcycle, or motorized vehicle owned, leased, rented or otherwise assigned to the Department.

### 706.3 ASSIGNMENT OF VEHICLES

Vehicles shall be assigned for use under the following two categories:

1. **Specific Use:** Commanders may assign a vehicle to an individual to fulfill a specific business need or purpose.
2. **Divisional Pool:** Commanders may assign vehicles to a pool to be used for business purposes. A vehicle use log must be maintained for all pool vehicles used for and by each Command.

Executive staff who choose a monthly vehicle allowance will not be assigned a County vehicle nor will they have a pool vehicle assigned to them.

Vehicles are assigned to specific Divisions/Bureaus and in some cases assigned to specific Member in a Division/Bureau. In order to properly manage vehicle assignment records for the entire Department, all assignments, reassignments, and transfers must be reviewed and recorded by R&D Fleet Management. No vehicles may be reassigned or transferred until they are reviewed and recorded by R&D Fleet Management. Please refer to [Vehicle Assignment Policy](#).

Department owned/leased vehicles may be home garaged or dispersal parked if authorized to do so as indicated in the below described definitions and/or contract requirements. "Home Garaged and Dispersal Parked Vehicles" requirements apply to Commanders, Captains, Lieutenants, Supervisors, Investigators, Deputies and Professional Staff as established in the following criterion.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Vehicle Use Policy*

---

#### **706.4 DEPARTMENT VEHICLE COORDINATOR**

The Department Vehicle Coordinator is established and shall be assigned to the Director, Research and Development Division. The Department Vehicle Coordinator shall maintain a file of all Department vehicle Unit Numbers including Home Garage and Dispersal Parked vehicles. The Department Vehicle Coordinator shall be responsible for approving and ensuring compliance with all requests to Home Garage or Dispersal Park Department Vehicles.

#### **706.5 AUDITS**

The Department Vehicle Coordinator shall facilitate bi-annual inspections to ensure compliance with the Department Home Garage and Dispersal Parked Vehicle policy requirements.

#### **706.6 HOME GARAGE VEHICLE**

Home Garaged Vehicles are those vehicles assigned to Members who regularly respond, or may be required to respond, to major investigations, critical incidents, natural disasters, and/or emergencies. Time is a critical factor, and direct response serves the public interest by facilitating the deployment of certain Members based on their individual expertise, use of specialized equipment or assignment. Eligibility for Home Garaged Vehicles shall be approved by all Commanders and the Department Senior Director.

Home garage vehicles require the following conditions in accordance with this policy:

1. The vehicle must be parked off-street.
2. Vehicle parking shall be available at the Member's residence.
3. Vehicles shall be locked when not attended.
4. When a Member is on vacation, leave, or out of the area in excess of one week, the vehicle shall be stored in a secure garage at the Member's residence or at a Sheriff's facility.

#### **706.7 EMERGENCY CALL-OUTS**

Members who may be required to respond to duty related call-outs on an ongoing basis are eligible to have a Home Garaged Vehicle assigned to them to facilitate these call outs as approved by Eligibility for Home Garaged Vehicles shall be approved by all Commanders and the Department Senior Director.

#### **706.8 SPECIALIZED EQUIPMENT OR ASSIGNMENT**

Specialized equipment or assignment includes, but is not limited to those Members assigned canines, hazardous devices, special weapons and tactics, two-wheeled motorcycle units, and other specialty assignments where the vehicle contains equipment essential for public safety.

#### **706.9 DISPERSAL PARKED VEHICLES**

Dispersal parking is the authorized off-duty parking of a Department vehicle at an Orange County facility other than the Member's regularly assigned duty station. Dispersal parking refers



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Vehicle Use Policy*

---

exclusively to a named Member authorized to park at a specifically designated location (other than his/her duty station). Each person who is assigned a County vehicle requiring dispersal parking is responsible for identifying a viable City or County dispersal park location as approved by their Commander.

### **706.10 APPROVAL**

A Department Member may Home Garage or Dispersal Park a Department vehicle only after obtaining prior written approval from their Assistant Sheriff via their chain of command to Home Garage or Dispersal Park a County owned/leased vehicle using the Garaged-Dispersal Parked Approval Form.

### **706.11 CONTRACT AGREEMENTS**

Contract agreements that require specific Department positions to home garage vehicles due to "emergency response" and/or "operational necessity" shall continue to meet those contract requirements. Home Garaging a vehicle funded by an outside agency (contract partner) shall be approved, in writing, by an authorized member of that agency. This written authorization shall be submitted in writing to the Department Vehicle Coordinator, Director, Research and Development Division.

### **706.12 LEGAL REQUIREMENTS**

Vehicles shall be operated in a safe manner and in compliance with the law, with the exception of the provisions provided under the policies relating to Emergency Vehicle Operations and Vehicle Pursuit. The Department's Rules and Regulations specify:

#### 1018.6 Obedience to Laws and Regulations

1. Members shall observe and obey all laws and ordinances, all rules/regulations, procedures and policies of the Department and all orders of the Department or commands thereof. In the event of improper action or breach of discipline, it shall be presumed that the Member was familiar with the law, rule/regulation, procedure or policy in question.

Furthermore, an Assigned Vehicle Acknowledgment form must be signed and on record for all assigned vehicles as an acknowledgment of Department Rules and Regulations that apply to the Vehicle Use Policy.

#### 706.12.1 ALCOHOL AND MEDICATION

Members shall not operate a Department vehicle (defined in section 706.2) if they have taken any medication or consumed an alcoholic beverage, or combination thereof, that would tend to adversely affect their mental or physical abilities.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Vehicle Use Policy*

---

### **706.13 OUT OF COUNTY TRAVEL/COMMUTING**

Out of County travel within the surrounding counties is authorized for business purposes. Extended or overnight travel in an assigned Department vehicle shall be approved by the Member's Commander.

Members shall obtain the approval of their Assistant Sheriff before driving a Department vehicle out of the County to their home to support an unusual travel or commuting circumstance.

### **706.14 AUTHORIZED PASSENGERS**

Members operating Department owned vehicles shall not permit persons other than County Members or persons required to be conveyed in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle. Vehicles assigned to executive staff Members or the Sheriff as part of a County approved compensation package do not apply. The drivers and all passengers of all County vehicles are required to be in compliance with the Department's seat belt policy.

### **706.15 VEHICLES SUBJECT TO INSPECTION**

All County owned vehicles are subject to inspection and/or search at any time by a supervisor and no Member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

### **706.16 IRS REPORTING REQUIREMENTS**

The Internal Revenue Service (IRS) regulations (26 C.F.R. 1.61-21) require the County to report commuter use of Department vehicles as additional taxable income under the following criteria:

1. The vehicle is taken home.
2. Sworn Members are exempt if their vehicle is clearly marked as a law enforcement vehicle or has emergency equipment installed (radio, lights, siren, etc.).

Professional staff Members (non-sworn), who are authorized to take their vehicles home, shall log their daily commuter use and submit quarterly reports for IRS wage calculation to the Auditor Controller's office.

### **706.17 VEHICULAR ACCIDENTS**

Members operating a Department vehicle involved in a traffic accident shall notify their direct supervisor or Department Commander immediately and request a field supervisor. The collision shall be reported to the law enforcement agency having traffic investigation and enforcement responsibilities (Traffic Collision Policy 502.3.1). Members involved shall promptly prepare the necessary written report.

Members operating a County vehicle involved in a traffic accident "Out of County" shall notify and report to the Department in whose jurisdiction the accident occurred. Additionally, ECB shall be notified as soon as practical informing them of the incident. Members involved shall promptly prepare the necessary written report.

## *Vehicle Use Policy*

---

### **706.18 TRANSPORTATION CORRIDOR AGENCIES (TCA) TRANSPONDERS**

The Orange County Sheriff-Coroner's Department, in cooperation with the Transportation Corridor Agencies, shall provide toll road transponders for all Department vehicles for those instances when used for emergency response purposes. Such purposes are responses to emergency situations and incidents requiring the presence of law enforcement.

1. Department Members shall only use the toll-way when conducting official Department business and may not be used for commuting purposes.
2. Department Members shall not tamper with, or remove a transponder from any Department vehicle without approval of their Commander.

TCA transponders and the aforementioned cooperative agreement only pertain to TCA toll roads (241, 261, 73, 133) and do not include the 91 Fwy FasTrak. Any and all charges incurred that apply to the 91 Fwy FasTrak are the responsibility of the Command or the individual assigned to the vehicle.

### **706.19 FUEL CARDS**

Fuel or Voyager cards may be assigned to personnel and/or vehicles to provide access to refueling stations for Department vehicles. Should such cards become lost or stolen, the assigned Member shall notify R&D Fleet Management as soon as possible.

Whenever viable, County fueling stations, or fueling locations identified by R&D Fleet Management, should be used to fuel Department vehicles.

When it is necessary to use the Voyager Card for the purpose of fueling a county vehicle that requires unleaded gasoline, 87 octane gasoline shall be used unless the county vehicle specifically requires a higher octane level gasoline.

### **706.20 MILEAGE REPORTING REQUIREMENTS**

All Department County owned/leased vehicles require mileage reporting. Mileage reporting must be recorded and turned in each month to R&D Fleet Management. Each Command shall assign an individual within their Command to collect and report prior month mileage data to R&D Fleet management within the first 10 days of each month.

### **706.21 VEHICLE MAINTENANCE REQUIREMENTS**

All Department vehicles must be maintained to ensure useful life, safe operation, and performance. Maintenance schedules are according to each vehicle type. Each Command/user is responsible to ensure that vehicles are made available for service within a reasonable mileage tolerance of (0 + 500 miles).

In addition to maintenance schedules, vehicle inspections should be completed routinely to ensure vehicle safety and reliability. This includes checking oil and fluid levels, tire inspection/pressure, and vehicle cleanliness.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Vehicle Use Policy*

---

### **706.22 ACCESSORIES AND/OR MODIFICATIONS**

No modifications, additions, or deletions of any equipment or accessories shall be made to a county vehicle without written permission from Fleet Management.

***This revised policy supersedes all previous orders addressing home garaged and/or dispersal parked County owned/leased vehicles.***

## Departmental Report Distribution

### 801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for the distribution of all Departmental reports.

#### 801.1.1 DEFINITIONS

**Field Based Reporting (FBR) System:** The application used to complete and submit reports and forms to the Department's Records Management System (RMS).

**Report Writer:** Department Members documenting an incident, designated on initial reports as the Reporting Officer and on supplemental reports as Supplementing Officer.

**Approving Officer:** Lieutenants, sergeants and Traffic Bureau assigned deputies who review and approve reports. The approving officer shall be someone other than the report writer.

**Statistical Unit:** Department Members assigned to the Support Services Division's Records and Information Services Bureau, Statistical Unit who are responsible for ensuring approved reports contain accurate data for internal statistics and reporting to the Department of Justice.

**Original Report:** The original electronic report from which subsequent copies are generated from.

**Reporting Area:** The area or detail handling the report review. This ensures the report is routed to the appropriate approving officer for review when it is submitted by the report writer.

**Division Assignment:** The appropriate investigative detail who will be handling the necessary action for the incident. The report writer must designate at least one division assignment. If the Division Assignment on a report needs to be removed, a new Division Assignment shall be designated by either the approving officer or an investigations detail sergeant. At least one Division Assignment shall be present at all times to ensure the report is always assigned to at least one investigative detail.

**User Assignment:** Department Members who are assigned to investigate and/or complete tasks with the associated case.

**Outside Agency To Be Notified:** Must be filled out by the report writer to include any agency needing a copy of the original report. The report shall be sent after the approval of the Statistical Unit.

**Delinquent Report:** An initial incident report not completed within 30 days of the incident reported date.

### 801.2 POLICY

It shall be the policy of this Department to ensure Departmental reports are distributed to the proper divisions/bureaus/details for approval and follow-up investigation.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Departmental Report Distribution*

---

### **801.4 ROLES AND DUTIES**

1. Report Writers
  - (a) In FBR, complete all applicable sections for the appropriate incident report template ensuring the reporting area, division assignment and outside agency to be identified are designated.
  - (b) Submit the report.
2. Approving Officers
  - (a) Review their area/detail reports, check for errors, and that the appropriate division assignment is designated.
  - (b) If the report requires corrections, reject the report.
  - (c) If no corrections are required, approve the report.
3. Statistical Unit
  - (a) Review reports after they've been approved, verify all information necessary for reporting to the Department of Justice is present and accurate.
  - (b) If any additional information is needed for the National Incident Based Reporting System (NIBRS) reporting, reject the report.
  - (c) If any outside agencies to be notified are identified on the original report, forward a copy of the report to the agency.
4. Division Assignments
  - (a) Review reports assigned to respective detail that have no user assignment.
  - (b) Identify and assign appropriate users to the incident.

### **801.4 IMMOBILE REPORTS**

Immobile reports are uncompleted reports that have become stranded in the FBR workflow because the report writer inability to access the FBR system due to a leave of absence or separation from the Department. In order to eliminate these immobile reports, a sergeant shall follow the following protocol:

1. A Sergeant (not a deputy) shall copy the narrative, attachments, and other pertinent information to a new report template under the same DR#. The Sergeant shall write a short synopsis detailing the report was copied because of the report writer's inability to access the Field Based Reporting system. Do not specify in the report that the report writer is on workers' compensation, medical leave, administrative leave or no longer with the Department.
2. The Sergeant shall write "see the original report writer's narrative below" then "copy and paste" the narrative. This will explain why the report was submitted by someone else other than the originally assigned report writer. It will also explain that it is a detailed account of the incident as written by the report writer.

Below is the process of how to copy the report:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Departmental Report Distribution*

---

1. Highlight and copy the text in the Narrative section. Click the Attach tab and download report attachments (if any).
2. Click the Actions menu located in the upper right corner of the report header and select Copy. This will take you to the copy report screen.
3. From the Select Report Template section, select Incident. A Select Template drop down box will appear to the right. Choose the template you would like to copy the report to. The template should be the same as the deputy's original template i.e. 10-Non-Criminal or 20-ICR.
4. The Select Report Data section will list all the original report content that can be copied. To the right of each content item, set the appropriate section where the content item should be copied to i.e. Suspect, Victim, etc.
5. In the Officers Involved section, uncheck the original approving officer (if it is checked). This will allow the new approving Sergeant's name to be stamped on the report.
6. Once you have set the section for each content item, click the Create button in the upper right corner.
7. After hitting Create, you will notice you are now on the Template and all the information was carried over. If the original report contained any attachments, upload them using the Attach tab.
8. Go to the narrative section and paste the original narrative. Above the narrative, type a short synopsis detailing that the report was copied because of the report writer's inability to access the Field Based Reporting system. Then type "see the original report writer's narrative below."
9. Review your report, and verify all associated attachments have been attached to the report. Click Submit in the top right of the report header. Immobile reports are uncompleted reports that have become stranded in the FBR workflow because the report writer inability to access the FBR system due to a leave of absence or separation from the Department. In order to eliminate these immobile reports, a sergeant shall follow the following protocol:

1. **A Sergeant (not a deputy)** shall copy the narrative, attachments, and other pertinent information to a new report template under the same DR#. The Sergeant shall write a short synopsis detailing the report was copied because of the report writer's inability to access the Field Based Reporting system. **Do not specify in the report that the report writer is on workers' compensation, medical leave, administrative leave, or no longer with the Department.**
2. The Sergeant shall write "see the original report writer's narrative below" then "copy and paste" the narrative. This will explain why the report was submitted by someone else other than the originally assigned report writer. It will also explain that it is a detailed account of the incident as written by the report writer.
3. The report shall be reviewed and approved by an approving officer that is someone other than the submitting Sergeant.

Below is the process of how to copy the report:

1. Highlight and copy the text in the Narrative section. Click the Attach tab and download report attachments (if any).
2. Click the Actions menu located in the upper right corner of the report header and select Copy. This will take you to the copy report screen.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Departmental Report Distribution*

---

3. From the Select Report Template section, select Incident. A Select Template drop down box will appear to the right. Choose the template you would like to copy the report to. The template should be the same as the deputy's original template i.e. 10-Non-Criminal or 20-ICR.
4. The Select Report Data section will list all the original report content that can be copied. To the right of each content item, set the appropriate section where the content item should be copied to i.e. Suspect, Victim, etc.
5. In the Officers Involved section, uncheck the original approving officer (if it is checked). This will allow the new approving sergeant's name to be stamped on the report.
6. Once you have set the section for each content item, click the Create button in the upper right corner.
7. After hitting Create, you will notice you are now on the Template and all the information was carried over. If the original report contained any attachments, upload them using the Attach tab.
8. Go to the narrative section and paste the original narrative. Above the narrative, type a short synopsis detailing that the report was copied because of the report writer's inability to access the Field Based Reporting system. Then type "see the original report writer's narrative below."
9. Review your report, and verify all associated attachments have been attached to the report. Click Submit in the top right of the report header.



## Property and Evidence

### 802.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

#### 802.1.1 DEFINITIONS

**Property:** Includes all items of evidence, items taken for safekeeping and found property.

**Evidence:** Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes but is not limited to photographs, video, digital media, and latent fingerprints.

**Chain of Custody:** The chain of custody is the documented sequential record of all individuals who maintained control of any physical evidence. A complete and accurate record of the chain of custody is essential in establishing the validity and integrity of evidence in court.

**Safekeeping:** Includes the following types of property:

1. Property obtained by the Department for safekeeping such as a firearm,
2. Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150 (mentally ill persons)),
3. Personal property of an arrestee not taken as evidence.

**Found property:** Includes property found by a Member or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

**P.E.A.B.I.T. S.:** Property Evidence Automated Booking Information and Tracking System.

**Destruction:** Items collected and booked with the Property/Evidence Detail for the sole purpose of having the item(s) destroyed. Examples: Contraband items seized by a deputy with no suspect, Court exhibits returned along with a court order for destruction, bulk found property stored at an outlying facility in excess of 90 days (Airport, Courts, Social Service buildings) with no owner identified, etc.

### 802.2 PROPERTY HANDLING

Any Member who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room. Care shall be taken to maintain the chain of custody for all evidence.

If a Member collecting evidence is unable to book the evidence, they may assign another Member to book the evidence, maintaining the chain of custody. The transfer of evidence shall be documented in the collecting Member's report and the booking Member's supplemental report.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Property and Evidence*

---

#### 802.2.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the Member going off-duty unless otherwise approved by a supervisor. Members booking property shall observe the following guidelines:

1. Using the automated property system, the Member shall log onto the automated property system, book all items into the computer separately, listing all serial numbers, owner's name, finder's name, and all other applicable fields. When finished, the Member shall log off the automated property system.
2. Package each item using the proper packaging materials. An evidence seal (clear tape), must be applied to the opening of the package. The seal should have the booking officer's initials, PID and date, half on the tape and half on the packaging to create a tamper proof seal. On the lower left hand corner of the evidence tag, place the initials and PIN of the deputy booking the item. Securely attach evidence tag and bar code label after entering required case information into P.E.A.B.I.T.S.
3. The original property form shall be submitted with the case report. The yellow copy of the 90-day safekeeping form shall be placed with the property in the temporary property locker or with the property.
4. When the property is too large to be placed in a locker, the item may be retained in the evidence room.
5. After all items are booked, the member shall attach the Evidence Case Items Report to the respective report within FBR. In the event FBR is offline, and a paper report will be generated, the Evidence Case Items Report should be printed and submitted to Records with the original paper report.
6. Supervisors shall check that all property or evidence has been booked prior to approving any related reports.
7. If temporary property/evidence lockers are full, the Member shall notify their immediate supervisor. During normal hours of operations, the supervisor will notify the Property and Evidence Bureau and direct the Member to book the items at another temporary property/evidence locker location. During off hours, the Property and Evidence supervisor shall be notified through the Department Commander.
8. Under extenuating circumstances, a supervisor may authorize temporary storage in an authorized secure area (e.g. a locked office safe or cabinet) if the area is only accessible by the Member or the supervisor.

#### 802.2.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using separate property packaging. Paraphernalia as defined by Health and Safety Code § 11364 shall also be booked separately.

The Member seizing the narcotics and/or dangerous drugs shall place them in the designated locker.

#### 802.2.3 EXPLOSIVES

Members who encounter a suspected explosive device shall promptly notify their immediate supervisor or the Department Commander. The Hazardous Devices Section (HDS) will be called

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Property and Evidence*

---

to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained by the Property and Evidence Bureau. Road flares or similar signaling devices may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials.

#### 802.2.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

1. Bodily fluids, such as blood or semen stains, shall be air dried and placed in paper packaging prior to booking. In the event of a Crime Lab response, the evidence shall be processed by the Crime Lab.
2. Soaked or saturated items, shall be air dried and placed in paper packaging prior to booking. If the items will not dry to an acceptable level for booking, the Crime Lab should be contacted for assistance.
3. All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the property officer, or placed in the bicycle storage area until a property officer can log the property.
4. All cash over \$2,500 shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. The Property and Evidence Bureau supervisor or his designee shall respond to take possession of the currency and immediately place the currency in the vault.
5. Vehicles may be seized for evidentiary purposes. Vehicles that are evidence to a serious offense that need to be worked for forensic evidence should be followed to [REDACTED]  
[REDACTED] A "hard" evidence tag should be filled out, and placed under the wiper blade of the vehicle.
  - (a) Vehicles that cannot be later released by Investigation will be stored in the Property/Evidence Detail Vehicle Evidence Lot [REDACTED]  
[REDACTED] until the criminal case is fully adjudicated, and when civil liability involving the County of Orange no longer exists (e.g. officer involved shootings, officer involved traffic accidents with serious injuries, etc.).
6. Flammable substances including paints, propane canisters, and other liquid flammable substances may be stored in a temporary locker only if the containers are tightly secured, and are free from liquid or chemical discharge. Property/Evidence staff will then transport these items to the Property Warehouse for storage.
7. The Property/ Evidence Detail shall no longer accept any hazardous waste items. Chemicals seized at methamphetamine labs are considered hazardous waste. The Crime Lab will take samples of the chemicals for evidence. The remainder of the chemical shall be processed/destroyed by a state licensed disposal company.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Property and Evidence*

---

8. If there is a need to make an "advance working" copy of digital media for investigative purposes, a copy can be made of the original media prior to booking it into Evidence. The department member will document in his/her report that the original digital media was booked as evidence and a copy was given to Investigations. When Investigations no longer needs the "advance working" copy of the digital media, it shall be destroyed. Investigators must document at the conclusion of the investigation and the purging of any copies. An "advance working" copy is not evidence and shall not be used in court.

### **802.2.5 FIREARMS RELINQUISHED BASED ON CONVICTION PURSUANT TO PENAL CODE 29800 AND 29805**

Individuals who relinquish firearms pursuant to the provisions of Penal Code § 29810 shall be issued a receipt that describes the firearm, the serial number, or other identification of the firearm at the time of relinquishment.

Firearms relinquished pursuant to Penal Code § 29810 shall be retained for 30 days, after which time the firearm is subject to destruction, retention, or transfer (Penal Code § 29810(i)), except when:

1. The firearm will be retained if the Court or the District Attorney determines that the retention of the firearm is necessary or proper to the ends of justice or if the defendant provides written notice of an intent to appeal a conviction for an offense that rendered the defendant unable to possess or own the firearm.
2. The Automated Firearms System (AFS) indicates that the firearm was reported lost or stolen.
  - (a) In such event, the firearm shall be restored to the lawful owner as soon as it is no longer needed as evidence, the lawful owner has identified the weapon and provided proof of ownership, and the Department has complied with the requirements of Penal Code § 33855.

The Member booking the firearm shall ensure teletype is notified of the relinquished firearm for purposes of updating AFS and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Records Bureau Policy).

### **802.3 PACKAGING OF PROPERTY**

Certain items require special consideration and shall be booked separately as follows:

1. Narcotics and dangerous drugs,
2. Paraphernalia as described in Health and Safety Code § 11364,
3. Property with more than one known owner,
4. Firearms (ensure they are unloaded and booked separately from ammunition),
5. Fireworks (Will be stored at OCSD Hazardous Devices Section),
6. Contraband,
7. Currency (US or Foreign).

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Property and Evidence*

---

#### 802.3.1 PACKAGING CONTAINER

Members shall package all property in a suitable container available for its size. Knife boxes should be used to package knives, and syringe tubes should be used to package syringes and needles. Heat sealing is the preferred method of packaging items suspected of being or containing Fentanyl.

A property tag shall be securely attached to the outside of each item.

#### 802.3.2 PACKAGING NARCOTICS

The Member seizing the narcotics and/or dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and placed in the designated evidence lockers. Do not conduct presumptive testing.

Narcotics and/or dangerous drugs shall be packaged in an envelope of appropriate size available in the booking room. The booking Member shall initial, date, and time the sealed envelope and cover the initials with packaging tape. Narcotics and/or dangerous drugs shall not be packaged with other property.

All narcotics evidence, with the exception of plant material, shall be packaged in a ziplock or heat sealed plastic bag of appropriate size. All primary packaging (baggie, bundle, paper, ziplock) shall be contained in at least one additional (sealed) plastic bag. The evidence is then sealed in an envelope. If fentanyl or a similar toxic substance is suspected, see Field Operations Advisory Issue 43 – Fentanyl on booking procedures.

All large item cases of 400 grams or more, including kilos, must be in plastic ziplock or heat sealed bags prior to placement in boxes or bags.

Never package fresh marijuana, plant material, or perishable items in plastic. These items will mold in plastic.

A completed, printed property tag shall be attached to the outside of the container. The booking Member will initial and record his/her PIN in the appropriate box located in the lower left hand corner of the evidence tag.

#### 802.3.3 CRIMELAB WORK REQUEST AND DNA EVIDENCE SUBMISSION

All items to be worked by the Crime Lab must have a work request completed. This is accomplished by entering a request on the Crime Lab's online system, Work Request and Case Status (WRCS), at [www.occl.ocgov.com](http://www.occl.ocgov.com). All WRCS users must have prior authorization to enter requests into the system.

See Training Bulletin 9-23 regarding For DNA Evidence Submission.

### **802.4 RECORDING OF PROPERTY**

The property officer receiving custody of evidence or property shall record electronically via the P.E.A.B.I.T.S receiving and new custody location of the item.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Property and Evidence*

---

#### **802.5 PROPERTY CONTROL**

Each time the property officer receives property or releases property to another person, he/she shall record electronically via the P.E.A.B.I.T.S., the movement of the item. Members desiring property for court shall contact the property officer as soon as feasibly possible to allow for the Property and Evidence Bureau to retrieve and stage the item(s) for pick up.

##### **802.5.1 RESPONSIBILITY OF OTHER MEMBERS**

Every time property is released or received, an appropriate entry into P.E.A.B.I.T.S shall be completed to maintain the chain of evidence. No property or evidence is to be released outside OCSD custody without first receiving written authorization via a court order, case agent or supervisor.

A request for forensic analysis of items shall be completed on-line via the OC Crime Lab WRCS System.

##### **802.5.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY**

The Property and Evidence Bureau will check the evidence out of property, via the automated crime lab request report.

The property officer releasing property must complete the required lab transfer document and update the electronic chain of custody to reflect released location.

##### **802.5.3 STATUS OF PROPERTY**

All Property and Evidence Bureau personnel releasing property to other Members of the Department will complete the appropriate information on the Chain of Custody Receipt, thus continuing the chain of custody. Temporary release of property to Members for investigative purposes, or for court, shall be noted by Property and Evidence Bureau personnel in the automated audit trail which captures the date, time, who received the property and the reason for checking out the property.

The property officer shall obtain the signature of the person to whom property is released, and the reason for release. Any Member receiving property shall be responsible for such property until it is returned to the Property and Evidence Bureau or properly released to another authorized person or entity.

The return of the property is tracked by the Property and Evidence Bureau and should be less than seven calendar days. Department Members may contact the Property and Evidence Bureau if an extension is needed.

##### **802.5.4 RELEASE OF PROPERTY**

All reasonable attempts shall be made to identify and provide notice to the rightful owner of found property or evidence not needed, or no longer needed, for an investigation or criminal proceeding.

Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. The release authorization shall be signed by the authorizing supervisor or investigator and must conform to the items listed on

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Property and Evidence*

---

the property form or must specify the specific item(s) to be released. The Property and Evidence Bureau shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or investigator. Release of all property shall be documented on the property form. If property was seized pursuant to a search warrant, a court order is required to release the property or destroy the property if it is contraband (Penal Code § 1536).

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, Property and Evidence Bureau personnel may attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. If a mailing address is available, Property and Evidence Bureau personnel will mail a notice to the owner, notifying the owner that he/she must claim the property or it will be scheduled for disposal. Property not held for any other purpose and not claimed within 90 days after notification may be auctioned to the highest bidder at a properly published public auction. Found property with no known owner and valued at \$250.00 or more shall be posted in the newspaper for two weeks prior to being sent to a properly published auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in the P.E.A.B.I.T.S.

If the Department was unable to make notification to the owner of the property, or if the owner provides written notification that they are in custody and unable to pick up the property or have an authorized person retrieve the property, the property will be retained no longer than 12 months. It will then be scheduled for disposal.

A property officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the public release document. After release of each item, the corresponding documents will be scanned into the Records Management System and retained pursuant to the Department's records retention and disposition schedule.

Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875). Although this is the correct way to maintain & process firearms, our department holds firearms for the OC Bullet Program (See OC Crime Lab PPM requirements for firearms).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Property and Evidence*

---

### 802.5.5 CONTROL OF NARCOTICS AND DANGEROUS DRUGS

The Property & Evidence Bureau will be responsible for the storage, control and destruction of all narcotics and dangerous drugs coming into the custody of this Department, including paraphernalia as described in Health and Safety Code § 11364.

### 802.5.6 RELEASE OF FIREARMS IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm, the property officer shall return the weapon to the owner upon proof of compliance with the requirements of Penal Code sections 33850, et seq. If, however, the firearm is determined to be stolen, evidence in a criminal investigation or the individual is otherwise prohibited from possessing a firearm, it shall not be returned (Family Code § 6389(g)).

If there is legal cause to not return the firearm(s) to the person and the person is the lawful owner of the firearm(s), the person is entitled to sell or transfer the firearm to a licensed dealer as defined in Penal Code section 26700. If the Department determines the firearm(s) are stolen, the firearm(s) should be restored to the lawful owner upon proof of compliance with Penal Code sections 33850, et seq. Release of the firearm(s) to the rightful owner does not require expiration of the restraining order.

The 180 day limit on retaining firearms set forth in Penal Code § 33875 does not apply to firearms and ammunition relinquished as a result of a Domestic Violence restraining order unless the firearm/ammunition go unclaimed for 180 days after the restraining order expires.

### 802.5.7 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS

Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8103, 5150, 5250, or 5300 shall be released or disposed of as follows:

1. The Department has 30 days from the date a person detained for mental health evaluation is released to initiate a petition for a hearing to determine whether the firearm or other deadly weapon should be returned (Welfare and Institutions Code § 8102(c)). The weapon shall be released or disposed of as provided by an order of the court following a hearing. If the court orders a firearm returned, the requirements of Penal Code 33850, et seq. shall be complied with before the firearms can be released.
  - (a) If the person fails to respond to the request for a hearing, the Department may request entry of a default order authorizing the destruction of the firearm in 180 days from the date of the default order unless the person contacts the Department to facilitate a transfer or sale of the firearm as allowed under Penal Code section 33870.
  - (b) If, after the hearing, the court determines the firearm should not be returned to the person, the Department may destroy the firearm within 180 days of the date of the order unless the person contacts the Department to facilitate transfer or sale of the firearm as allowed under Penal Code section 33870.



## *Property and Evidence*

---

2. If no petition is initiated pursuant to Welfare and Institutions Code § 8102(c) and there is no other legitimate basis for the Department to retain the weapon, the Department shall make the weapon available for return subject to the requirements of Penal Code sections 33850, et seq.

### **802.5.8 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS**

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be returned to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 (Penal Code § 18120). Upon receiving the surrender of a firearm, ammunition, and/or ammunition feeding device pursuant to a gun violence restraining order, the Department shall issue a receipt to the person as proof of the surrender. The 180 day limit on retaining firearms set forth in Penal Code § 33875 does not apply to firearms and ammunition relinquished as a result of a gun violence restraining order unless the firearm/ammunition go unclaimed for 180 days after the restraining order expires.

If the restrained person who owns the firearm(s), ammunition, and/or ammunition feeding device does not wish to have the firearm(s), ammunition, and/or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120, and the person is determined to be the lawful owner by the Department, the firearm(s), ammunition, and/or ammunition feeding device shall be returned to the lawful owner upon proof of compliance with the requirements of Penal Code § 33850 (Penal Code § 18120). Release of the firearm to the rightful owner does not require expiration of the restraining order.

## **802.6 ADDITIONAL DISPOSITION OF PROPERTY**

### **802.6.1 EXCEPTIONAL DISPOSITIONS**

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

1. Weapons declared by law to be nuisances (Penal Code § 29300; Penal Code § 18010; Penal Code § 32750).
2. Animals, birds, and related equipment that have been ordered forfeited by the court (Penal Code § 599a).
3. Counterfeiting equipment (Penal Code § 480).
4. Gaming devices (Penal Code § 335a).
5. Obscene matter ordered to be destroyed by the court (Penal Code § 312).
6. Altered vehicles or component parts (Vehicle Code § 10751).

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Property and Evidence*

---

7. Narcotics (Health and Safety Code § 11474 et seq.).
8. Unclaimed, stolen or embezzled property (Penal Code § 1411).
9. Destructive devices (Penal Code § 19000).
10. Sexual assault evidence (Penal Code § 680(e)).

#### 802.6.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the Department shall complete the Schedule of Accounts form and submit it to the Treasurer-Tax Collector, which shall cause a notice to be published each week for a period of two consecutive weeks in a local newspaper of general circulation (Government Code § 50050). Such notice shall state the amount of money, the fund in which it is held and that the money will become the property of the County on a designated date not less than 45 days and not more than 60 days after the first publication (Government Code § 50051).

Any individual item with a value of less than \$15.00, or any amount if the depositor/owner's name is unknown, which remains unclaimed for a year or by order of the court, may be transferred to the general fund without the necessity of public notice (Government Code § 50055).

If the money remains unclaimed as of the date designated in the published notice, the money will become the property of the County of Orange's General Fund.

#### 802.6.3 RETENTION OF BIOLOGICAL EVIDENCE

The Property and Evidence Bureau supervisor shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, prior to the end of the statute of limitations or upon court order when applicable:

1. The defendant,
2. The defendant's attorney,
3. The appropriate prosecutor and Attorney General,
4. Any sexual assault victim,
5. The Investigation Bureau supervisor.

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Property and Evidence Bureau supervisor, or until the expiration of any imposed sentence that is related to the evidence; whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigation Bureau supervisor; and/or the OCDA Camille Hill Innocence Review Panel.

## *Property and Evidence*

---

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the case agent or district attorney.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Investigation Bureau supervisor should be consulted and the sexual assault victim shall be notified at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3). A special agreement with the OCSD Special Victim's Detail and the OCDA's Office states both parties must be notified and concurrently agree to the disposition.

### **802.7 INSPECTIONS OF EVIDENCE ROOM**

1. On a monthly basis, the supervisor of the Property and Evidence Bureau shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.
2. When a change is made in personnel who had access to the evidence room, and misconduct or theft is suspected, an inventory of evidence/property shall be made by an individual not associated with the property room or function to ensure that records are correct and all evidence/property is accounted for.
3. A random audit of evidence held by the Department shall be conducted on an annual basis by a third party auditor (as appointed by the Director of Support Services) not routinely or directly connected with the Property and Evidence Bureau.
4. Unannounced inspections of evidence storage areas shall be conducted monthly as directed by the Evidence Custodian (Property Evidence Bureau Sergeant).
5. Any inspection or audit of the Property and Evidence Bureau will consist of a minimum of 12 items of property/evidence.

## Records Maintenance and Release

### 805.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the California Public Records Act (CPRA) and other applicable laws and legal decisions, by which Sheriff reports and other Department records may be inspected by the news media and the public, without compromising the legal rights of any individual, the public, news media representatives or the criminal justice system.

### 805.2 POLICY

It is the policy of the Orange County Sheriff's Department to comply with the State and Federal law regarding disclosure of Sheriff records (Government Code § 6250 et seq.). CPRA requests may be made orally or in writing. Persons making CPRA requests are not required to identify themselves or state the reasons why they want the records.

### 805.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Sheriff shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

1. Managing the records management system for the Department, including the retention, archiving, release, and destruction of Department public records.
2. Maintaining and updating the Department records retention schedule including:
  - (a) Identifying the minimum length of time the Department must keep records.
  - (b) Identifying the Department division responsible for the original record.
3. Establishing rules regarding the inspection and copying of Department public records as reasonably necessary for the protection of such records.
4. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
5. Establishing rules regarding the processing of subpoenas for the production of records.
6. Determining how the Department's website may be used to post public records in accordance with Government Code § 6253.
7. Ensuring that public records posted on the Department website meet the requirements of Government Code § 6253.10 including but not limited to posting in an open format where a record may be retrieved, downloaded, indexed, and searched by a commonly used internet search application.
8. Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request. This list and description are posted on the County of Orange's website.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Records Maintenance and Release*

---

### **805.4 PROCESSING REQUESTS FOR PUBLIC RECORDS**

Any Department Member, except for personnel from the Coroner Division, who receives a request for any record shall route the request to the Support Services Division CPRA Unit. Coroner's related requests for records shall be routed directly to the Coroner Division for processing.

#### **805.4.1 REQUESTS FOR RECORDS**

Public records are open to inspection at all times during the Department's regular office hours and every person has a right to inspect any public record, except those records or portions thereof that are exempted by law. The Department shall provide a copy of non-exempt public records upon request that reasonably describes each record sought and upon payment of any direct costs of duplication or associated fees (Government Code § 6253).

#### **805.4.2 RECEIVING CPRA REQUESTS**

CPRA requests may be made in writing, via electronic mail, or orally. Written CPRA requests should be sent or directed to the Support Services Division at:

Orange County Sheriff's Department  
ATTN: Support Services Division/CPRA Request  
320 North Flower Street  
Santa Ana, CA 92703

E-mailed CPRA requests should be sent to: [prarequests@ocsd.org](mailto:prarequests@ocsd.org). Oral CPRA requests should be directed to or transferred to the Support Services Division at: (714) 834-6480 or (714) 834-6449. If requester does not wish to be transferred, the Member who receives the oral CPRA request shall document the request and immediately forward it to the Support Services Division.

The processing of requests for any record is subject to the following (Government Code § 6253):

1. The Department is not required to create records that do not exist.
2. Victims of an incident or their authorized representative shall not be required to show proof of legal presence in the United States to obtain Department records or information. If identification is required, a current driver's license or identification card issued by any state in the United States, a current passport issued by the United States or a foreign government with which the United States has a diplomatic relationship or current Matricula Consular card is acceptable (Government Code § 6254.30).
3. Either the requested record or the reason for non-disclosure shall be provided promptly, but no later than 10 days from the date of request, unless unusual circumstances preclude doing so. If more time is needed, an extension of up to 14 additional days may be authorized by the Custodian of Records or the authorized designee. If an extension is authorized, the Department shall provide the requester written notice that includes the reason for the extension and the anticipated date of the response.
  - (a) When the request does not reasonably describe the records sought, the Custodian of Records shall assist the requester in making the request focused and effective in a way to identify the records or information that would be responsive to the request including providing assistance for overcoming any

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Records Maintenance and Release*

---

practical basis for denying access to the records or information. The Custodian of Records shall also assist in describing the information technology and physical location in which the record exists (Government Code § 6253.1).

- (b) If the record requested is available on the Department website, the requester may be directed to the location on the website where the record is posted. If the requester is unable to access or reproduce the record, a copy of the record shall be promptly provided.
4. Upon request, a record shall be provided in an electronic format utilized by the Department. Records shall not be provided only in electronic format unless specifically requested (Government Code § 6253.9).
5. When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
6. If a record request is denied in whole or part, the requester shall be provided a written response that includes the statutory exemption for withholding the record or facts that the public interest served by nondisclosure outweighs the interest served by disclosure (Government Code § 6255). The written response shall also include the names, titles or positions of each person responsible for the denial.
7. After the CPRA request has been completed, staff responsible for checking CPRA requests each day shall forward a hard copy of the original request, all responsive records and the Department's written response to the requester to the Quality Assurance unit to be imaged for retention in accord with the Department's records retention schedule.

### **805.5 GENERAL CPRA REQUEST RELEASE RESTRICTIONS**

Examples of release restrictions include:

1. Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any Department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
2. Social Security numbers (Government Code § 6254.29).
3. Personnel records, medical records, and similar records which would involve an unwarranted invasion of personal privacy except as allowed by law (Government Code § 6254; Penal Code § 832.7; Penal Code § 832.8; Evidence Code § 1043 et seq.).
4. Victim information that may be protected by statutes, including victims of certain crimes who have requested that their identifying information be kept confidential, victims who are minors, and victims of certain offenses (e.g., sex crimes or human trafficking, Penal Code § 293). Addresses and telephone numbers of a victim or a witness to any arrested person or to any person who may be a defendant in a criminal action shall

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Records Maintenance and Release*

---

not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).

- (a) Victims of certain offenses (e.g., domestic violence, sexual assault, stalking, human trafficking, adult abuse) or their representatives shall be provided, upon request and without charge, one copy of all incident report face sheets, one copy of all incident reports, or both, pursuant to the requirements and time frames of Family Code § 6228.
  - (b) Victims of sexual assault, upon written request, shall be provided a free copy of the initial crime report regardless of whether the report has been closed. Personal identifying information may be redacted (Penal Code § 680.2(b)).
5. Video or audio recordings created during the commission or investigation of the crime of rape, incest, sexual assault, domestic violence, or child abuse that depicts the face, intimate body part, or voice of a victim of the incident except as provided by Government Code § 6254.4.5.
  6. Local criminal history information including but not limited to arrest history and disposition, and fingerprints shall only be subject to release to those agencies and individuals set forth in Penal Code § 13300.
  7. Certain types of reports involving but not limited to child abuse and molestation (Penal Code § 11167.5), elder and dependent abuse (Welfare and Institutions Code § 15633), and juveniles (Welfare and Institutions Code § 827).
  8. Sealed autopsy and private medical information concerning a murdered child with the exceptions that allow dissemination of those reports to law enforcement agents, prosecutors, defendants, or civil litigants under state and federal discovery laws (Code of Civil Procedure §130).
  9. Information contained in applications for licenses to carry firearms or other files that indicates when or where the applicant is vulnerable or which contains medical or psychological information (Government Code § 6254).
  10. Traffic collision reports (and related supplemental reports) shall be considered confidential and subject to release only to the California Highway Patrol, Department of Motor Vehicles (DMV), other law enforcement agencies, and those individuals and their authorized representatives set forth in Vehicle Code § 20012.
  11. Any record created exclusively in anticipation of potential litigation involving this Department (Government Code § 6254).
  12. Records relating to the security of the Department's electronic technology systems (Government Code § 6254.19).
  13. A record of a civilian complaint, or the investigations, findings, or dispositions of that complaint if the complaint is frivolous, as defined by Code of Civil Procedure § 128.5, or if the complaint is unfounded (Penal Code § 832.7 (b)(8)).
  14. Any other record not addressed in this policy shall not be subject to release where such record is exempt or prohibited from disclosure pursuant to state or federal law, including but not limited to provisions of the Evidence Code relating to privilege (Government Code § 6254).

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Records Maintenance and Release*

---

15. Information connected with juvenile court proceedings or the detention or custody of a juvenile. Federal officials may be required to obtain a court order to obtain certain juvenile information (Welfare and Institutions Code § 827.9; Welfare and Institutions Code § 831).
16. Member's personal data or information, e.g., home address, telephone numbers, identities of family members.
17. Complainant's and witness's personal data or information, e.g., home address, telephone numbers, identities of family members.
18. Information where there is a "specific, articulable and particularized" reason to believe that disclosure would pose a significant danger to the safety of the Member or another.
19. Information where, on the particular facts of the case, the public interest in not disclosing the information clearly outweighs the public interest in disclosing it (Government Code § 6255).
20. Information where the incident described in the records is the subject of an active criminal or administrative investigation.

#### **805.6 CPRA REQUESTS FOR RECORDS PURSUANT TO PENAL CODE § 832.7(B)(1) (SB 1421)**

Records relating to the categories below shall be released pursuant to a request under the California Public Records Act.

1. An incident involving the discharge of a firearm at a person by a peace officer.
2. An incident in which the use of force by a peace officer against a person resulted in death or great bodily injury.
3. An incident in which a sustained finding was made that a peace officer engaged in sexual assault involving a member of the public.
4. An incident in which a sustained finding was made of dishonesty by a peace officer including but not limited to, any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing evidence directly relating to, one of the following:
  - (a) the reporting, investigation, or prosecution of a crime; or
  - (b) the reporting of, or investigation of misconduct by another peace officer.

A record from a separate and prior investigation or assessment of a separate incident shall not be released unless it is independently subject to disclosure.

Records to be released include all investigative reports (including Initial Crime Reports, Internal Affairs Reports and Internal Criminal Reports); photographic, audio and video recordings and evidence; interview transcripts or recordings; autopsy reports; all materials presented to the District Attorney's Office or any person or body charged with filing criminal charges against a deputy in connection with an incident; all materials presented to any person or body charged with determining whether the deputy's actions were within policy for purposes of discipline or



## *Records Maintenance and Release*

---

administrative action, including, but not limited to, all disciplinary records such as any letters of intent to impose discipline, any modifications of discipline due to the Skelly or grievance process and documentation reflecting final imposition of discipline or reflecting implementation of corrective action.

### **805.7 RELEASE RESTRICTIONS FOR RECORDS SUBJECT TO RELEASE UNDER PENAL CODE § 832.7(B)(1)**

The following information shall be redacted from records to be released pursuant to a CPRA request under this section:

1. Personal data or information such as home address, phone numbers, identities of family members, but not names and work related information of peace officers.
2. Information about the identity of the complainant and witnesses.
3. Confidential medical, or financial information.
4. Other information where the disclosure is specifically prohibited by federal law or would cause an unwarranted invasion of personal privacy that clearly outweighs the strong public interest in disclosure.
5. Where disclosure would pose a significant danger to the physical safety of the officer or another person based upon a “specific, articulable, and particularized” belief.
6. Where, on the facts of the particular case, the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure.
7. Personal data or information such as home address, phone numbers, identities of family members, but not names and work related information of peace officers.

### **805.8 CPRA INVOLVING MULTIPLE PEACE OFFICERS PURSUANT TO PENAL CODE § 832.7(B)(1)**

If an investigation or incident involves multiple peace officers, information about allegations of misconduct by, or the analysis or disposition of an investigation of, a peace officer shall not be released unless it relates to:

1. A sustained finding that the peace officer engaged in sexual assault involving a member of the public; or
2. A sustained finding of dishonesty by the peace officer including but not limited to, any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing evidence directly relating to, one of the following:
  - (a) the reporting, investigation, or prosecution of a crime; or
  - (b) the reporting of, or investigation of misconduct by another peace officer.

Factual information about the action of a peace officer during an incident, or the statements, of a peace officer about an incident, shall be released if the action or statements are relevant to either:

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Records Maintenance and Release*

---

1. A sustained finding that another peace officer engaged in sexual assault involving a member of the public; or
2. A sustained finding of dishonesty by another peace officer including but not limited to, any sustained finding of perjury, false statements, filing false reports, destruction, falsifying, or concealing evidence directly relating to, one of the following:
  - (a) the reporting, investigation, or prosecution of a crime; or
  - (b) the reporting of, or investigation of misconduct by another peace officer.

#### **805.9 CPRA REQUESTS FOR A CIVILIAN COMPLAINT PURSUANT TO PENAL CODE § 832.7(B)(1)**

A record of a civilian complaint, or the investigations, findings, or dispositions of that complaint, shall not be released pursuant to Penal Code section 832.7(b)(1) if the complaint is frivolous, as defined in Section 128.5 of the Code of Civil Procedure, or if the complaint is unfounded.

#### **805.10 CPRA REQUESTS FOR AUDIO AND VIDEO RECORDINGS OF CRITICAL INCIDENTS (GOVERNMENT CODE § 6254(F)(4) (AB 748 EFFECTIVE JULY 1, 2019))**

All audio and video recordings of critical incidents shall be released pursuant to a request under the California Public Records Act.

#### **805.11 RELEASE RESTRICTIONS FOR AUDIO AND VIDEO RECORDINGS OF CRITICAL INCIDENTS**

Recordings may be withheld from release if a person depicted in the recording has a reasonable expectation of privacy that cannot be adequately protected by redacting the recordings and that interest outweighs the public interest in disclosure Government Code § 6254(f)(4)(B)(ii). Redactions cannot interfere with viewer's ability to fully, completely, and accurately comprehend the events depicted in the recording. Notwithstanding any privacy rights of the person depicted, the recordings shall be promptly disclosed to:

1. The person depicted in the recordings, or his/her representative. Government Code § 6254(f)(4)(B)(ii)(I),
2. The parents or guardian of a minor depicted in the recordings. Government Code § 6254(f)(4)(B)(ii)(II), or
3. The heirs, beneficiaries, designated family member, or legal representative of a deceased person depicted in the recordings. Government Code § 6254(f)(4)(B)(ii)(III)

#### **805.12 NOTIFICATIONS TO MEMBERS AND SEPARATED MEMBERS**

When the Department receives a CPRA request for records under Penal Code § 832.7 and Government Code § 6254(f)(4) and the Department identifies the Members with records subject to disclosure, the Members shall receive an email notification about the pending CPRA request with a cc on the email to the Executive Director of AOCDS and/or ACLEMS. The email notification shall include a copy of the CPRA request.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Records Maintenance and Release*

---

Members with records subject to disclosure under Penal Code § 832.7 and Government Code § 6254(f)(4) shall receive an email notification 7 calendar days prior to the release of any records, with a cc on the email to the Executive Director of AOCDS and/or ACLEMS. The email notification shall include a link to the records to be released.

For separated Members, the Professional Standards Division shall send a notification to the separated Member's last known email address or, if an email address is not known, to the separated Member's last known home address 7 calendar days prior to the release of any records. The Executive Director of AOCDS and/or ACLEMS shall be notified via email, either as a cc on the email to the separated Member, or directly if the Member is notified by letter. The notification shall include contact information for the Support Services Division for the separated member to call to obtain a link to the records to be disclosed.

Any concerns may be brought to the attention of the Undersheriff or Assistant Sheriff of the Professional Services Command for review.

#### **805.13 DELAYED DISCLOSURE AND WRITTEN UPDATES TO THE REQUESTER**

There are circumstances set forth in Penal Code § 832.7 and Government Code § 6254(f)(4) under which disclosure may be delayed within certain timeframes. If disclosure is delayed, there is specific information that is to be included in a written update to the requester. Support Services shall keep track of the timeframes and shall provide any necessary written updates to the requester.

#### **805.14 DEFINITIONS OF TERMS FOR RECORDS SUBJECT TO RELEASE UNDER PENAL CODE § 832.7 AND GOVERNMENT CODE § 6254(F)(4)**

**Critical Incident:** An incident involving the discharge of a firearm at a person by a peace officer, or an incident in which the use of force by a peace officer against a person resulted in death or great bodily injury.

**Great Bodily Injury:** A bodily injury that involves a substantial risk of death, unconsciousness, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ. Because Penal Code section 832.7 and Government Code section 6254(f)(4) do not define "great bodily injury," the Department is using the definition of serious bodily injury in Government Code section 12525.2.

**Member of the Public:** Any person not employed by the officer's employing agency and includes participants in a cadet, explorer, or other youth program affiliated with the agency. Penal Code § 832.7(b)(1)(B)(iii).

**Sexual Assault:** The "commission or attempted initiation of a sexual act with a member of the public by means of force, threat, coercion, extortion, offer of leniency or other official favor, or under color of authority. For purposes of this definition, the propositioning for or commission of any sexual act while on duty is considered a sexual assault." Penal Code § 832.7(b)(1)(B)(ii).

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Records Maintenance and Release*

---

**Sustained Finding:** A final determination “by an investigating agency, commission, board, hearing officer or arbitrator, as applicable, following an investigation and opportunity for an administrative appeal pursuant to Sections 3304 and 3304.5 of the Government Code, that the actions of the peace officer were found to violate law or department policy.” Penal Code § 832.8(b).

**Personnel Records:** Any file maintained under that individual’s name by his or her employing agency and containing records relating to any of the following: Personal data, including marital status, family members, educational and employment history, home addresses, or similar information; Medical history; Election of employee benefits; Employee advancement, appraisal, or discipline; Complaints, or investigations of complaints, concerning an event or transaction in which he or she participated, or which he or she perceived, and pertaining to the manner in which he or she performed his or her duties; and any other information the disclosure of which would constitute an unwarranted invasion of personal privacy. Penal Code § 832.8(a).

**Unfounded:** An investigation clearly establishes that the allegation is not true. Penal Code § 832.8(c).

## CopLogic On-line Reporting

### 807.1 PURPOSE

To establish guidelines and procedures to determine when and how the On-line Reporting System shall be used.

#### 807.1.1 POLICY

It is the policy of the Orange County Sheriff's Department to use CopLogic to provide On-line Reporting Services to the community.

### 807.2 PROCEDURE

CopLogic shall be utilized for "cold calls", those where there are no known suspects, no known forensic evidence, and would not normally lead to an active investigation. The following crimes and reports may be referred to the On-line Reporting System:

1. All petty/grand thefts without suspect information, excluding firearms and materials threatening to public safety, i.e., explosives or highly toxic substances. No specific dollar loss limit is specified. The Reviewer shall determine if the dollar loss justifies a report in person (counter or dispatch).
2. Auto burglaries without suspect information.
3. Garage burglaries without forced entry or suspect information.
4. Vandalism without suspect information, which is not a Hate Crime.
5. Annoying telephone calls without suspect information.
6. Lost property reports.
7. Hit and run accidents without a valid suspect license plate or current location of suspect or suspect vehicle.
8. Identity Theft without a local suspect.
9. If field personnel are dispatched to a location, and the information indicates that this could be handled by an On-line Report, they shall take the report for that incident and inform the reporting party that this type of call can be reported on-line in the future.
10. Supplementals shall be allowed for both on-line reports and Deputy-submitted reports.
11. Assist Outside Agency (AOA) or courtesy reports for lost or stolen property only.

#### 807.2.1 COMMUNICATIONS PERSONNEL RESPONSIBILITIES

1. When Communications personnel receives a call from a citizen wishing to report an incident, the Communications Dispatcher shall determine if the call falls within the scope of on-line reporting. If so, Communications personnel shall:
  - (a) Determine if the citizen has Internet access.
  - (b) Inform the caller that on-line reporting is available as an option which allows them to file the report immediately, as well as print a copy of the report for free.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *CopLogic On-line Reporting*

---

- (c) Advise the caller of the link on the Sheriff's Internet page where they can access the On-line Reporting System.
2. If the call screener determines the report is not suitable for on-line reporting based on the listed criteria or if the citizen refuses or is unable to submit an on-line report, they shall enter the call into the CAD system for normal dispatching.

### 807.2.2 AUTHORIZED REVIEWER

Sworn, or non-sworn staff, as determined by the Records & Property Division Director, will be authorized to approve reports. Once approved or rejected, an electronic version shall be sent electronically to the Imaging Server for permanent retention and storage. Only an approved copy shall be emailed to the appropriate Investigations group for handling.

### 807.2.3 REVIEWERS RESPONSIBILITIES

1. The Reviewer shall review, return, reject, and approve reports in a timely manner, but always within five business days, using the On-line Reporting System. Instructions for reviewing reports shall be provided to the Reviewers by Systems. If the citizen report is misclassified, such as vandalism, instead of an auto burglary, the Reviewer shall classify the report according to the elements of the offense described by the citizen author and pursuant to current policies and procedures, including but not limited to Training Bulletins, Department's Operations and Procedures Manual, and the National Incident Based Reporting System (NIBRS) guidelines.
2. The Reviewer shall refrain from making grammatical corrections to citizens' reports, unless they are minor in nature, such as, "California" spelled as "Calefournia," etc. The Reviewer may add more notes to the Narrative for clarification, but not delete any entry by the Submitter. If the Reviewer determines the Incident Type was misclassified, it may be modified to fit the most appropriate section.
3. If there is a question as to the report's content, the Reviewer should attempt to contact the reporting citizen by telephone or email prior to rejecting the report and make the correction to the on-line Report.
4. If the citizen is reporting an incident that is minor in nature and occurred in another jurisdiction and the citizen is a resident of the OCSD jurisdiction, the report may be re-classified as an outside assist and approved. The Reviewer is responsible for sending a hard copy of the report to the assisted agency.
5. If a Reviewer rejects a report, the reason for rejection shall be appropriately and professionally noted in the rejection email which is sent to the citizen and a duplicate to a Department storage mailbox. The Training Manual shall specify reasons for rejecting an on-line report.
6. When, in the reasonable judgment of the Reviewer, circumstances indicate that an investigation is warranted, the Reviewer shall notify the Submitter to call in the incident for dispatching of a deputy to the location. In this circumstance, a rejection should be sent to the citizen and the Reviewer shall ill state in the rejection box that a response was recommended.
7. The on-line form shall indicate which fields are mandatory.

## Discovery Requests

### 814.1 INTRODUCTION

Legal discovery is the investigative phase of the pre-trial process that allows opposing parties to obtain information to help them build their claims or defenses. Discovery often involves an order for “document production,” broadly defined as a request for records in paper or electronic formats.

The United States Supreme Court has long held that evidence, which can possibly assist in the defense of an individual accused of a crime, must be disclosed to the attorney representing that individual. Failure to provide that information can result in the overturning of a conviction and for extreme violations of the rule, prosecution of violators of that rule.

The duty to make disclosure rests primarily with the prosecuting attorneys, but the Supreme Court has also held that information known to law enforcement agencies but never disclosed by those agencies to the district attorney, must nevertheless be imputed to the prosecution. *Brady v. Maryland* (1963), *Giglio v. United States* (1972), and Penal Code section 1054.5(b).

### 814.2 DUTIES OF PERSONNEL RESPONSIBLE FOR PROVIDING DISCOVERY

Orange County Sheriff's Department (OCSD) personnel charged with responding to discovery requests from the District Attorney's (DA) Office shall document and disclose all records that are requested, including potentially exculpatory information and witness credibility information, to the DA's office within 15 days. The only exceptions to this disclosure are personnel records. A *Pitchess* motion is required for sworn Member's personnel records unless the personnel records are subject to disclosure under Penal Code section 832.7(b) (see Policy 805). A subpoena is required for professional staff Member's personnel records. County Counsel shall be consulted prior to the release of any personnel records pursuant to a *Pitchess* motion or subpoena.

It is the role and responsibility of prosecutors and not OCSD personnel to reach conclusions regarding what shall be disclosed to a criminal defendant in the discovery process. However, OCSD personnel shall not, by either action or inaction, withhold material related to a case from a prosecutor responsible for that case.

### 814.3 USE OF DISCOVERY TRACKER APPLICATION

All discovery requests received from the DA's office, in any format, must be processed using the Discovery Tracker application, located on OCSD's Intranet, under *Services*. There are no exceptions.

## Legal Hold Policy

### 815.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process for identifying, initiating, monitoring, and releasing Legal Holds.

#### 815.1.1 DEFINITIONS

As used herein, the terms below shall have the following meanings:

**Legal Hold:** The suspension of routine destruction of records and any other documents when legal action is reasonably anticipated, including but not limited to litigation or governmental investigation.

**Discovery:** The process of identifying, locating securing, and producing information and materials for the purpose of obtaining evidence for utilization in the legal process. The term is also used to describe the process of reviewing all materials that may be potentially relevant to the issues at hand and/or that may need to be disclosed to other parties, and of evaluating evidence to prove or disprove facts, theories, or allegations.

**Electronic Discovery (also called e-discovery):** The process of identifying, locating, securing, and producing Electronically Stored Information (ESI) for the purpose of obtaining evidence for utilization in the legal process. The term is also used to describe the process of reviewing all ESI that may be potentially relevant to the issues at hand and/or that may need to be disclosed to other parties, and of evaluating evidence to prove or disprove facts, theories, or allegations.

**OCSD Personnel:** Includes all current Department Members, sworn and professional staff, Reserves, permanent, temporary, full-time or part-time.

**Affected OCSD Personnel:** All Department Personnel who are in possession or control of Department records that are the subject of a Legal Hold.

**Evidence:** Includes all records, whether in electronic or paper form, created, received, or maintained in the transaction of Department business, whether conducted remotely or on site. Evidence may include, but is not limited to, paper records and electronic records and data stored on hard drives of Department workstation desktops, laptops, personal computers, flash drives, CD-ROMs, memory sticks, tapes, zip disks, diskettes, PDAs or other mobile devices, including embedded data and metadata, regardless of location.

**Electronically Stored Information (also called ESI):** Includes all forms of electronic communications, including, but not limited to, images, instant messages (IMs), blogs, wikis, e-mail, word processing documents, calendars, spreadsheets, voice messages, videos, photographs, text messages, or information stored in PDAs or other mobile devices.

**Anticipated Legal Action:** Occurs when any "triggering event" puts you on notice of possible legal action. A triggering event may include, but is not limited to, correspondence from an individual or attorney threatening litigation, filing a claim, requests for information re: hiring/firing,



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Legal Hold Policy*

---

decisions, Public Records Act (PRA) requests or sensitive information, referral of a case to Risk Management.

**Actual Legal Action:** Occurs when a lawsuit is filed in court, whether the County is a plaintiff or a defendant, or if there is some legal mandate in effect, e.g. court order, subpoena for records, etc.. Legal counsel will be involved at this point, either County Counsel or outside counsel.

**Custodian of Records:** A person that is knowledgeable in records management policies and procedures and provides administrative and physical safeguards for the protection of the Department's Records, including ESI. The Custodian of Records is responsible for retention, disposition/destruction, and access to relevant Records and ESI. This person provides direction on specific actions that need to be taken to preserve digital records without interrupting our business operations and can provide testimony by being actively engaged from the onset of a Legal Hold.

**ESI Coordinator:** Serves as a technical authority and can identify relevant data sources and articulate what actions are needed to preserve ESI. This person can also provide testimony by being actively engaged from the onset of a Legal Hold.

**Core Preservation Team:** Is comprised of Information Technology (IT) staff, who understand file formats Members use, the metadata, or hidden information in those files and serves as a liaison to the ESI in the execution of the Legal Hold and eDiscovery.

**Spoliation:** The destruction of records or properties, such as metadata, that may be relevant to ongoing or anticipated litigation, government investigation, or audit.

**Record:** Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of Recording upon any tangible thing and form of communication or representation, including letters, words, pictures, sound, or symbols, or combinations thereof, and any Records thereby created, regardless of the manner in which the Record has been stored.

### **815.2 POLICY**

A Legal Hold shall be initiated and enforced when litigation or a government investigation is reasonably anticipated, requiring the Department and its Members to:

1. Suspend the normal and routine destruction of potentially relevant records (both electronic and paper) in a timely manner, and
2. Work cooperatively with the Custodian of Records (Director of Support Services Division) or his or her designee, the Electronically Stored Information (ESI) Coordinator (Support Services Systems Manager), S.A.F.E./RMB, and County Counsel in cataloging and maintaining all affected records.

### **815.3 SCOPE**

1. The County Executive Office's Legal Hold policy shall supersede all other County policies, including the County Executive Office Electronic Records Management

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Legal Hold Policy*

---

- Policy, related to the destruction of records and information management and Department's records control/retention schedules.
2. This policy works in concurrence with the County Executive Office Legal Hold Policy and is intended to uphold the rules of evidence that apply to a potential Discovery situation.
  3. This policy applies to all Department Members, including executive management, sworn personnel, professional personnel, contractors, and reserves.
  4. This policy covers all records, regardless of location or form, in the possession of the Department.
  5. This policy describes the Department's objectives and policies regarding Legal Holds.

### **815.4 REFERENCES**

1. County Executive Office Legal Hold Policy
2. County Executive Office Records Management Policy
3. County Executive Office e-Discovery Guidelines
4. OCSD Records Control/Retention Schedules
5. OCSD Confidential Information Policy 215
6. Peace Officer's Bill of Rights Act
7. Penal Code §§ 832.7(a) and 832.8(a) and (f)
8. Evidence Code § 1043 through 1045

### **815.5 AUTHORITY**

A Legal Hold may be initiated by the Department or by legal counsel. Only County Counsel or outside legal counsel may release a Legal Hold.

### **815.6 PROCEDURES**

1. A "Legal Hold" shall be initiated when actual legal action has been initiated or litigation or a government investigation is reasonably anticipated in the judgment of the Custodian of Records or S.A.F.E./RMB, in consultation with County Counsel or outside legal counsel. A Legal Hold means that records (paper and electronic) that are the subject of the Legal Hold must be preserved and may not be destroyed, even if otherwise permitted under Department's records control/retention schedules, until officially released from the Legal Hold by County Counsel or outside legal counsel.
2. Any Department Member who become aware of any Department-related actual or anticipated legal action, threat of litigation, claim, administrative action, other legal action, or an investigation by any administrative, civil, or criminal authority (such as through the receipt of notification or other information identifying the possibility of legal action or upon service of a summons and complaint) shall promptly notify the Custodian of Records or S.A.F.E./RMB. The Custodian of Records or a representative from S.A.F.E./RMB, in consultation with County Counsel or outside legal counsel, shall

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Legal Hold Policy*

---

determine whether to initiate a Legal Hold and will help identify Affected Department Members and Records subject to the hold.

3. The Custodian of Records and a representative from S.A.F.E./RMB shall communicate with each other in order to make necessary notifications of the Legal Hold and to ensure prompt action is taken to suspend destruction of all relevant records until the Legal Hold is released.

### **815.7 RESPONSIBILITIES**

1. Custodian of Records
  - (a) Assist in development and execution of the Legal Hold Policy and promulgation of operating procedures.
  - (b) Confer with County Counsel or outside legal counsel early in the process and throughout the Legal Hold process to set clear goals and expectations to reduce risk.
  - (c) Oversee and prioritize Legal Hold efforts to address relevant evidence most at risk for spoliation if quick action is not taken to preserve it.
  - (d) Identify and contact, as early as possible, those who should be contacted for the timely preservation of relevant ESI related to the matter at hand.
  - (e) Instruct all Members to produce electronic copies of their relevant active files.
  - (f) Ensure that all backup media required to be retained is identified, segregated, and stored in a safe place.
  - (g) Maintain an index of preserved ESI.
  - (h) Actively monitor compliance with Legal Holds related to ESI.
2. ESI Coordinator
  - (a) Designate Core Preservation Team.
  - (b) Document how ESI is gathered, transported, analyzed, and preserved for production.
  - (c) Document the methodology used in the forensic acquisition of ESI contained on storage media, such hard drive, and what occurred at each step during the ESI retrieval process.
  - (d) Know where potentially relevant ESI is stored in active systems, backups, archival systems, and other locations, such as portable devices and third-party hosted systems.
  - (e) Implement forensic and other collection methods to reduce the risk of spoliation and foul play in particularly sensitive matters.
  - (f) Maintain an index of preserved ESI.
  - (g) Actively monitor compliance with Legal Holds related to ESI.
3. Core Preservation Team

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Legal Hold Policy*

---

- (a) Assist in execution of the Legal Hold Policy related to ESI.
  - (b) Directly assists and supports the Custodian of Records and ESI Coordinator.
  - (c) Maintain an index of preserved ESI.
  - (d) Actively monitor compliance with Legal Holds related to ESI.
4. S.A.F.E./RMB
- (a) Assist in development and execution of the Legal Hold Policy and promulgation of operating procedures.
  - (b) Confer with County Counsel or outside legal counsel early in the process and throughout the Legal Hold process to set clear goals and expectations to reduce risk.
  - (c) Assist the Department and its Members in locating and preserving relevant records (paper and ESI).
  - (d) Oversee and prioritize Legal Hold efforts to address relevant evidence most at risk for spoliation if quick action is not taken to preserve it.
  - (e) Identify and contact, as early as possible, those who should be contacted for the timely preservation of relevant records (paper and ESI) related to the matter at hand.
  - (f) Ensure retention of Legal Hold policy, complaints, and investigative materials to meet compliance requirements.
  - (g) Coordinate and implement policy through organization's Departments.
5. Member responsibilities
- (a) To understand and comply with the CEO's and the Department's policies regarding Legal Holds.

### **815.8 RECORD REPOSITORIES**

- 1. File cabinets
- 2. Off-site storage warehouses
- 3. Desks of Members
- 4. Shared drives/Home directories
- 5. Hard drives
- 6. Servers
- 7. Backup tapes (when necessary to restore data for meeting the Department's needs during litigation)

### **815.9 MONITORING OF LEGAL HOLDS**

During the life of a Legal Hold, the Custodian of Records in collaboration with a S.A.F.E./RMB representative shall periodically reevaluate existing litigation Legal Holds and to remind Affected

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Legal Hold Policy*

---

Department Members of their continuing obligations to preserve records. They shall also be required to make any necessary revisions if the scope of discovery has been modified or as new issues or allegations are identified, or as new sources of records are deemed relevant.

### **815.10 RELEASE OF A LEGAL HOLD**

Depending on the circumstances, a Legal Hold may be for a very brief or long period of time, i.e. to satisfy a statute of limitations. Only County Counsel or outside legal counsel shall determine when a Legal Hold is to be released. Only after receiving notice from County Counsel or outside legal counsel shall the Legal Hold be released.

### **815.11 VIOLATIONS**

It is a violation of this policy to destroy, alter, withhold, or obscure evidence once a Legal Hold has been initiated.

Additionally, it is a violation of law to destroy or conceal any book, paper, record, instrument in writing, or other matter or thing willfully and with intent to prevent it from being produced in evidence. Pen. Code § 135

# Code of Professional Conduct and Responsibility for Peace Officers

## 1001.1 PREAMBLE

WHEREAS, peace officers are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character; and

WHEREAS, the need to maintain high standards of moral character, integrity, knowledge, and trust requires the establishment of a Code of Professional Conduct and Responsibility for Peace Officers as a matter of the highest significance to the health, welfare, and safety of the citizens of this state; and

WHEREAS, the establishment of a Code of Professional Conduct and Responsibility for Peace Officers, which includes Canons of Ethics and minimum standards, requires the granting of authority to enforce these standards of professional conduct through disciplinary action as necessary for the protection of the health, welfare, and safety of the public; therefore,

BE IT RESOLVED that the need to maintain high standards of moral character, integrity, knowledge, and trust require that peace officers establish and conform to a Code of Professional Conduct and Responsibility for Peace Officers.

### 1001.1.1 GENERAL STATEMENT

Peace Officers are granted a public trust, which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the peace officer profession must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as a means of internal regulation.

The essence of a profession requires that in addition to prescribing a desired level of performance, it must establish minimum standards of ethical conduct with prescribed rules for internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility is established for the peace officer profession.

Nothing in the Code of Professional Conduct and Responsibility for Peace Officers is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of a violation thereof. Whereas these rules specify certain conduct as unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned.

Nothing in this Code is intended to limit the authority of an agency to adopt and enforce rules and regulations that are more stringent or comprehensive than those that are contained in this Code of Professional Conduct and Responsibility for Peace Officers.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

### 1001.1.2 DEFINITIONS

This Code of Professional Conduct and Responsibility for Peace Officers is comprised of nine Canons of Ethics, with explanatory statements in the form of Ethical Standards. The following fare definitions of these terms, as used in the context of the Code.

- "PEACE OFFICER" means a regular employed and full time sheriff, undersheriff, assistant sheriff or deputy sheriff of a county; a chief of police or any police officer of a city or any other person within the state who is defined as a peace officer.
- "CANONS" are statements, which express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system, and the peace officer profession. They embody the general concepts from which the Ethical Standards and the Disciplinary Rules are derived.
- "ETHICAL STANDARDS" are statements that represent the objectives toward which every peace officer shall strive. They constitute principles that can be relied upon by the peace officer for guidance in specific situations.
- "DISCIPLINARY RULES" specify an unacceptable level of conduct for all peace officers, regardless of their rank or the nature of their assignment. Any peace officer that violates any agency rule that applies to these canons and standards is guilty of unprofessional conduct, and is subject to disciplinary action. Violation of disciplinary rules requires appropriate adjudication and disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.
- "ENFORCEMENT PROCEDURES" are the fundamental rights of an accused officer which are applicable to a disciplinary investigation or proceeding against the officer.
- "ADMINISTRATIVE INVESTIGATION" is an investigation conducted to determine whether an officer has violated any provision of this Code, or an agency rule or regulation; or whether an officer is impaired or unfit to perform the duties and responsibilities of a peace officer.
- "FORMAL DISCIPLINE" refers to the final adjudication of administrative or disciplinary charges. Formal discipline shall be deemed final only after an officer has exhausted or waived all legal remedies available and actual discipline has been invoked.

### 1001.2 CANONS OF ETHICS

#### **CANON ONE**

PEACE OFFICERS SHALL UPHOLD THE CONSTITUTION OF THE UNITED STATES, THE STATE CONSTITUTION, AND ALL LAWS ENACTED OR ESTABLISHED PURSUANT TO LEGALLY CONSTITUTED AUTHORITY.

#### **ETHICAL STANDARDS**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

**STANDARD 1.1** Peace officers shall recognize that the primary responsibility of their profession and of the individual officer is the protection of the people within the jurisdiction of the United States through upholding of their laws, the most important of which are the Constitution of the United States and State Constitutions and laws derived there from.

**STANDARD 1.2** Peace officers shall be aware of the extent and the limitations of their authority in the enforcement of the law.

**STANDARD 1.3** Peace officers shall diligently study principles and new enactment of the laws they enforce.

**STANDARD 1.4** Peace officers shall be responsible for keeping abreast of current case law as applied to their duties.

**STANDARD 1.5** Peace officers shall endeavor to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.

**STANDARD 1.6** Peace officers shall respect and uphold the dignity, human rights, and Constitutional rights of all persons.

### **CANON TWO**

PEACE OFFICERS SHALL BE AWARE OF AND SHALL USE PROPER AND ETHICAL PROCEDURES IN DISCHARGING THEIR OFFICIAL DUTIES AND RESPONSIBILITIES.

### **ETHICAL STANDARDS**

**STANDARD 2.1** Peace officers shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.

**STANDARD 2.2** Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.

**STANDARD 2.3** Peace officers shall follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.

**STANDARD 2.4** Peace officers shall follow the principles of integrity, fairness, and impartiality in connection with their duties.

### **CANON THREE**

PEACE OFFICERS SHALL REGARD THE DISCHARGE OF THEIR DUTIES AS A PUBLIC TRUST AND SHALL RECOGNIZE THEIR RESPONSIBILITIES TO THE PEOPLE WHOM THEY ARE SWORN TO PROTECT AND SERVE.

### **ETHICAL STANDARDS**

**STANDARD 3.1** Peace officers, as professionals, shall maintain an awareness of those factors affecting their responsibilities.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

**STANDARD 3.2** Peace officers, during their tour of duty, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.

**STANDARD 3.3** Peace officers shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

**STANDARD 3.4** Peace officers shall safely and efficiently use equipment and material available to them.

**STANDARD 3.5** Peace officers shall be prepared to and shall respond effectively to the demands of their office.

**STANDARD 3.6** Peace officers, with due regard for compassion, shall maintain an objective and impartial attitude.

**STANDARD 3.7** Peace officers shall not allow their personal convictions, beliefs, prejudices, or biases to interfere unreasonably with their official acts or decisions.

**STANDARD 3.8** Peace officers shall recognize that their allegiance is first to the people, then to their profession and the governmental entity or agency that employs them.

### **CANON FOUR**

PEACE OFFICERS WILL SO CONDUCT THEIR PUBLIC AND PRIVATE LIVES THAT THEY EXEMPLIFY THE HIGH STANDARDS OF INTEGRITY, TRUST, AND MORALITY DEMANDED OF A MEMBER OF THE PEACE OFFICER PROFESSION.

### **ETHICAL STANDARDS**

**STANDARD 4.1** Peace officers shall refrain from consuming intoxicating beverages to the extent that it results in impairment which brings discredit upon the profession of their employing agency, or renders them unfit for their next tour of duty.

**STANDARD 4.2** Peace officers shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties, and under no circumstances while in uniform.

**STANDARD 4.3** Peace officers shall not use any narcotics, hallucinogens or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, officers shall notify their superior officer prior to reporting for duty.

**STANDARD 4.4** Peace officers shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the peace officer profession. Officers shall not participate in any incident involving moral turpitude.

**STANDARD 4.5** Peace officers shall not undertake financial obligations which they know or reasonably should know they will be unable to meet and shall pay all just debts when due.

**STANDARD 4.6** Peace officers shall not engage in illegal political activities.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

**STANDARD 4.7** Peace officers shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as peace officers in connection with testimonials or advertisements for any commodity, commercial enterprise, or commercial service which is not the product of the officer involved.

**STANDARD 4.8** Peace officers shall not engage in any activity that would create a conflict of interest or would be in violation of any law.

**STANDARD 4.9** Peace officers shall at all times conduct themselves in a manner which does not discredit the peace officer profession or their employing agency.

**STANDARD 4.10** Peace officers shall not be disrespectful, insolent, mutinous, or insubordinate in attitude or conduct.

**STANDARD 4.11** Peace officers shall be courteous and respectful in their official dealings with the public, fellow officers, superiors and subordinates.

**STANDARD 4.12** Peace officers shall not engage in any strike, work obstruction or abstention, in whole or in part, from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

**STANDARD 4.13** Peace officers shall maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration, while acting in an official capacity.

### **CANON FIVE**

PEACE OFFICERS SHALL RECOGNIZE THAT OUR SOCIETY HOLDS THE FREEDOM OF THE INDIVIDUAL AS A PARAMOUNT PRECEPT, WHICH SHALL NOT BE INFRINGED UPON WITHOUT JUST, LEGAL, AND NECESSARY CAUSE.

### **ETHICAL STANDARDS**

**STANDARD 5.1** Peace officers shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally or reasonably apply the law.

**STANDARD 5.2** Peace officers shall recognize the rights of individuals to be free from capricious or arbitrary acts that deny or abridge their fundamental rights as guaranteed by law.

**STANDARD 5.3** Peace officers shall not use their official position to detain any individual, or to restrict the freedom of any individual, except in the manner and means permitted or prescribed by law.

### **CANON SIX**

PEACE OFFICERS SHALL ASSIST IN MAINTAINING THE INTEGRITY AND COMPETENCE OF THE PEACE OFFICER PROFESSION.

### **ETHICAL STANDARDS**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

**STANDARD 6.1** Peace officers shall recognize that every person in our society is entitled to professional, effective, and efficient law enforcement services.

**STANDARD 6.2** Peace officers shall perform their duties in such a manner as to discourage double standards.

**STANDARD 6.3** Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

**STANDARD 6.4** Peace officers shall maintain the integrity of their profession through complete disclosure of those who violate any of these rules of conduct, violate any law, or who conduct themselves in a manner which tends to discredit the profession.

**STANDARD 6.5** Peace officers shall have responsibility for reporting to proper authorities any known information that would serve to disqualify candidates from transferring within or entering the profession.

**STANDARD 6.6** Peace officers shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws, and requirements of the profession.

**STANDARD 6.7** Chief executive peace officers shall accept the responsibility of utilizing all available resources and the authority of their office to maintain the integrity of their agency and the competency of their officers. These Canons and Ethical Standards shall apply to all legally defined peace officers regardless of rank.

**STANDARD 6.8** Peace officers shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

### **CANON SEVEN**

PEACE OFFICERS SHALL COOPERATE WITH OTHER OFFICIALS AND ORGANIZATIONS WHO ARE USING LEGAL AND ETHICAL MEANS TO ACHIEVE THE GOALS AND OBJECTIVES OF THE PEACE OFFICER PROFESSION.

### **ETHICAL STANDARDS**

**STANDARD 7.1** Peace officers, within legal and agency guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals or objectives.

**STANDARD 7.2** Peace officers, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in the proper performance of their duty.

**STANDARD 7.3** Peace officers shall, within legal and agency guidelines, endeavor to communicate to the people of their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

### **CANON EIGHT**

PEACE OFFICERS SHALL NOT COMPROMISE THEIR INTEGRITY, NOR THAT OF THEIR AGENCY OR PROFESSION, BY ACCEPTING, GIVING, OR SOLICITING ANY GRATUITY.

### **ETHICAL STANDARDS**

**STANDARD 8.1** Peace officers shall refuse to offer, give, or receive gifts, favors or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate peace officers from normal social practices, or to preclude gifts among friends, associates, or relatives, where appropriate.

**STANDARD 8.2** Peace officers shall not consider their badge of office as a license designed to provide them with special favor or consideration.

### **CANON NINE**

PEACE OFFICERS SHALL OBSERVE THE CONFIDENTIALITY OF INFORMATION AVAILABLE TO THEM THROUGH ANY SOURCE, AS IT RELATES TO THE PEACE OFFICER PROFESSION.

### **ETHICAL STANDARDS**

**STANDARD 9.1** Peace officers shall be aware of and shall meticulously observe all legal restrictions on the release and dissemination of information.

**STANDARD 9.2** Peace officers shall treat as confidential the official business of their employing agency, and shall release or disseminate such information solely in an authorized manner.

**STANDARD 9.3** Peace officers shall treat as confidential that information confided to them personally. They shall disclose such information as required in the proper performance of their duties.

**STANDARD 9.4** Peace officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

**STANDARD 9.5** Peace officers shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

### 1001.2.1 INVESTIGATIVE PROVISIONS

#### **INVESTIGATIVE PROCEDURES**

Peace officers under investigation for an alleged violation of any of these standards or agency disciplinary rules shall be afforded, as a minimum, the rights established by law and contract, to ensure fair and just treatment in the enforcement of disciplinary rules of conduct or agency rules.

#### **EXERCISE OF RIGHTS**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Code of Professional Conduct and Responsibility for Peace Officers*

---

By reason of the lawful exercise of rights, officers shall not be discharged, disciplined, demoted, transferred, or denied promotion or reassignment, or discriminated against with regard to employment, nor threatened with any such action.

### **CRIMINAL INVESTIGATIONS**

When the investigation focuses on an officer for prosecution of a criminal offense, the officer shall be afforded the same constitutional rights, privileges, or guarantees enjoyed by any person. This section, however shall not deprive the agency of the right to pursue the investigation administratively.

### **AGENCY APPEAL OR REVIEW PROCESS**

To ensure due process, officers shall be provided with an internal administrative appeal or review process or procedure. This process shall be in addition to any external appeal process the employing agency may have established for the review of disciplinary cases.

### **CONSTRUCTION AND SEVERABILITY**

The provisions of this Code shall be severable and if any phrase, clause, sentence or provision of this Code is declared to be unconstitutional or the applicability thereof to any agency, person, or circumstance is held invalid, the constitutionality of this Code and the applicability thereof to any other agency, person, or circumstance shall, with respect to all severable matters, not be affected thereby. It is intended that the provisions of this Code be reasonably and liberally construed.

# Advancements and Promotions - Law Enforcement Series

## 1004.1 MERIT SYSTEM

All advances in grade and/or pay status within the Department shall be made on the basis of merit, with consideration being given to all qualified applicants. All promotions within the Law Enforcement series shall be made on the basis of qualification through a competitive selection process. The exception to this policy shall be the selection process for the Court Operations Investigator I position, which shall be based exclusively on seniority per the Merger MOU.

## 1004.2 WRITTEN EXAMINATIONS

1. All examinations as used within this Department are administered by the Professional Standards Command consistent with County of Orange Selection Rules.
2. All examinations for promotional use are reviewed by ranking Members of this Department for accuracy and appropriateness.
3. In the event of tie scores at the cutoff point, all participants having that score shall be placed on the eligibility list.

### 1004.2.1 PROMOTABILITY APPRAISAL

1. Upon completion of the written examination, an alphabetical listing of successful candidates shall be created. Written scores shall not be reflected on the alphabetical list.
2. An appraisal panel consisting of Departmental staff Members shall be appointed by Sheriff's Administration to evaluate each candidate's promotability. All candidates shall receive a numerical score that reflects their promotability ranking.
3. Said scores shall be forwarded to the Professional Standards Command for correlation with the scores from the written examination and earned credits to establish a Promotional Eligibility List.

## 1004.3 PROMOTABILITY APPRAISAL CONSIDERATIONS

1. During the evaluation of a Member's qualifications for promotion, various factors are taken into consideration. These factors do not carry equal weight and are given a prorated point value. These conditions are:
  - (a) Earned Credits: This information is compiled from the Member's personnel folder. Members must update their personnel folder before the cutoff date identified in the recruitment flier. Any and all of the following categories may be used depending upon classification:
    1. Seniority in Department
    2. Law enforcement experience
    3. Education Police Science

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Advancements and Promotions - Law Enforcement Series*

---

4. Education General
  5. Performance Evaluation
- (b) Personal Appraisal: This information is compiled by the Appraisal Panel making evaluations in the following categories:
1. Work history
  2. Investigative ability
  3. Personal traits
  4. Interpersonal relationships
  5. Adaptability
- (c) Supervising ability (sergeant and above)
1. Resumes, commendations and other documents shall not be accepted at the appraisal panel interview.

### **1004.4 PROMOTIONAL EXAMINATION ELIGIBILITY**

To qualify to take competitive promotional examinations, an applicant must be a regular, full time employee and meet the following minimum requirements relative to the position desired.

1. Deputy Sheriff II: One (1) full year of law enforcement experience with a civilian agency.
2. Investigator: Two (2) years of full time experience as a law enforcement officer in a civilian agency.
3. Sergeant: Three (3) years of experience as a law enforcement officer in a civilian agency. Completion of two years of education at an accredited college in police science or criminology may be substituted for one year of the required experience.
4. Lieutenant: Four (4) years of experience as a law enforcement officer in a civilian agency including one-year experience at the rank of Sergeant or higher. Completion of two years of education at an accredited college in police science or criminology may be substituted for one year of the required experience below the level of Sergeant.
5. Captain: Five (5) years of experience as a law enforcement officer in a civilian agency, including one-year experience at the rank of Lieutenant. Completion of two years of education at a recognized college in police science or criminology may be substituted for one year of the non-supervisory experience. Graduation from a recognized college with a degree in police science or criminology may be substituted for two years of the non-supervisory experience.
6. Assistant Sheriff: Experience in a civilian law enforcement agency sufficient to demonstrate the knowledge, skills, and abilities listed as minimum qualifications.
7. Professional Staff: All professional promotional opportunities shall be based on current county practices governed by the Orange County Merit System, Selection Rules, and Appeals Procedure. At will and extra help employees are exempt from county selection rules.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Advancements and Promotions - Law Enforcement Series*

---

### **1004.5 PROMOTIONAL ELIGIBILITY LISTS**

All promotional applicants who satisfactorily complete the written examinations and have received their promotability appraisal are placed on a Promotion Eligibility List in-group order, after their final scores have been computed.

### **1004.6 EXPIRATION OF PROMOTIONAL ELIGIBILITY LISTS**

Eligibility lists shall remain in effect until a new eligibility list has been established. At that time, the new list shall supersede any existing list.

### **1004.7 PROMOTIONAL PROBATION REQUIREMENTS**

1. All Members receiving promotions are placed on probation for a period of twelve (12) months. In order to pass probation, the individual must demonstrate proficiency in their new assignment and some classifications must meet additional requirements.
  - (a) Sergeant: Promotion to the rank of Sergeant requires the Member to successfully complete the certified Supervisory Course within the time frames established by POST.
  - (b) Lieutenant: Promotions require the successful completion of the certified POST Management Course within the time frames established by POST.

### **1004.8 PROMOTION WITH PENDING INVESTIGATION FOR MISCONDUCT OR POLICY VIOLATION(S)**

Department Members on existing promotion eligibility lists who are the subject of a pending investigation for alleged misconduct or policy violation(s) may be denied promotion while the investigation is pending. Being subject to an investigation shall not, however, automatically prevent a Member from being considered for promotion.

#### **1004.8.1 NON-ADMINISTRATIVE LEAVE**

The management's prerogative to promote shall rest with the Sheriff or the Sheriff's designee whose decision to promote shall be based, among other factors, on the totality of the circumstances known about the alleged misconduct or policy violation being investigated and the range of potential disciplinary measures to which the Member could be subjected if the investigation reveals that misconduct or policy violations occurred.

#### **1004.8.2 ADMINISTRATIVE LEAVE**

Members on administrative leave due to pending investigation(s) shall not be considered for promotion while the Member is on such leave.



---

## Grievance Procedure

### 1006.1 PURPOSE AND SCOPE

It is the policy of this Department that all grievances be handled quickly and fairly without discrimination against Members who file a grievance; whether or not there is a basis for the grievance. The philosophy of the Department is to promote respectful and productive verbal communication between Members and supervisors.

#### 1006.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the dispute involving the interpretation or application of any of the following documents by the person(s) affected:

1. The Member bargaining agreement (Memorandum of Understanding)
2. This Policy Manual
3. County rules & regulations covering personnel practices or working conditions

Grievances may be brought by an individual affected Member or by a group representative.

Specifically outside the category of grievances are complaints related to alleged acts of sexual, racial, ethnic, or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background, and other lawfully protected status or activity. These complaints are subject to the complaint options set forth in Policy Manual § 328. Personnel complaints consisting of any allegation of misconduct or improper job performance against any Department Member shall be processed under the guidelines set forth in Policy Manual §1020.

### 1006.2 PROCEDURE

Except as otherwise required under a collective bargaining agreement, if a Member believes that he or she has a grievance as defined above, then that Member shall observe the following procedure:

1. Attempt to resolve the issue through informal discussion with immediate supervisor.
2. If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the Member may request an interview with the Commander of the affected Division or Bureau.
3. If a successful resolution is not found with the Commander, the Member may request a meeting with the Sheriff.
4. If the Member and the Sheriff are unable to arrive at a mutual solution, then the Member shall proceed as follows:
  - (a) Submit in writing a written statement of the grievance and deliver one copy to the Sheriff and another copy to the immediate supervisor and include the following information:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grievance Procedure*

---

1. The basis for the grievance (i.e., what are the facts of the case?).
  2. Allegation of the specific wrongful act and the harm done.
  3. The specific policies, rules or regulations that were violated.
  4. What remedy or goal is being sought by this grievance.
5. The Member shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.
  6. The Sheriff shall receive the grievance in writing. The Sheriff and the Board of Supervisors shall review and analyze the facts or allegations and respond to the Member within 14 calendar days. The response shall be in writing, and shall affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the Board of Supervisors is considered final.

### **1006.3 MEMBER REPRESENTATION**

Members are entitled to have representation during the grievance process. The representative may be selected by the Member from the appropriate Member bargaining group.

### **1006.4 GRIEVANCE RECORDS**

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Professional Standards for inclusion into a secure file for all written grievances. A second copy of the written grievance shall be maintained by the Board of Supervisors' office to monitor the grievance process.

### **1006.5 GRIEVANCE AUDITS**

The Professional Standards Division Commander shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Commander shall record these findings in a confidential and generic memorandum to the Sheriff without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Commander should promptly notify the Sheriff.

## Reporting of Member Convictions

### 1010.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit a Member's ability to properly perform official duties; therefore, all Members shall be required to promptly notify the Department of any past and current criminal convictions.

### 1010.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Pursuant to the Federal Domestic Violence Gun Control Act (18 United States Code §§ 921(a) and 922(d)), any person who has been convicted of a misdemeanor domestic violence offense is prohibited from possessing any firearm or ammunition.

Misdemeanor crimes of domestic violence are defined as misdemeanors under federal or state law, having as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

Federal law also prohibits firearm possession by any individual who is the subject of a domestic violence restraining order. This federal restriction, however, does not apply to Temporary Restraining Orders (18 United States Code § 922(d)(8)).

Penal Code § 12021(c)(1) prohibits any person convicted of certain offenses including, but not limited to Penal Code §§ 273.5, 273.6 and 646.9, from lawfully possessing a firearm.

Family Code § 6389 prohibits any person from carrying a firearm if they are currently the subject of a domestic violence restraining order (including temporary and emergency orders).

### 1010.3 OTHER CRIMINAL CONVICTIONS

Government Code § 1029 prohibits any person convicted of a felony from being a peace officer in the State of California. This prohibition applies regardless of whether the guilt was established by way of a verdict, guilty or nolo contendere plea.

Convictions of certain violations of the Vehicle Code and other provisions of law may also place restrictions on a Member's ability to fully perform the duties of the job.

Moreover, while legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by Members of this Department may be inherently in conflict with law enforcement duties and the public trust.

### 1010.4 REPORTING PROCEDURE

All Members of this Department and all retired deputies with a CCW endorsement shall promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing of any

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Reporting of Member Convictions*

---

past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All sworn Members and all retired deputies with a CCW endorsement shall further promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing if the Member becomes the subject of a domestic violence restraining order issued by a court of competent jurisdiction.

Any Member whose criminal conviction unduly restricts or prohibits that Member from fully and properly performing his/her duties may be disciplined including, but not limited to being placed on administrative leave, reassignment, and/or termination.

Any Member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

### **1010.5 PROCEDURE FOR RELIEF**

Pursuant to Penal Code § 29855, a peace officer may petition the court for permission to carry a firearm following a conviction under state law. Federal law, however, does not provide for any such similar judicial relief and the granting of a state court petition under Penal Code § 29855 will not relieve one of the restrictions imposed by federal law. Therefore, relief for any Member falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each Member shall seek relief from firearm restrictions on their own time and through their own resources.

Pursuant to Family Code § 6389(h), an individual may petition the court for an exemption to any restraining order, which would thereafter permit the individual to carry a firearm as a part of their employment. Relief from any domestic violence or other restriction shall also be pursued through the Member's own resources and on the Member's own time.

Pending satisfactory proof of relief from any legal restriction imposed on an Member's duties, the Member may be placed on administrative leave, reassigned or disciplined. The Department may, but is not required to return an Member to any assignment, reinstate any Member, or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.

### **1010.6 ESTABLISHING ELEMENTS OF A VIOLATION OF LAW**

The existence of facts establishing a violation of the law or ordinance is all that is necessary to support any allegation. When a violation of law occurs, the lack of criminal prosecution shall be no bar to administrative discipline.

## Drug Testing

### 1011.1 PURPOSE

The Department has a legal responsibility and a moral obligation to protect the citizens of the County of Orange and to ensure a safe, drug free work environment for all its Members. The Department has a compelling need to employ and retain only those persons who are both qualified and able to perform the duties and responsibilities of their position.

When Members of a law enforcement agency use drugs there is a tremendous potential for misconduct and negligence. Law enforcement, on a routine basis, makes life and death decisions in the course of discharging their official duties. The responsibility of providing public safety requires Department Members to perform under conditions that are recurrently hazardous and sometimes hostile. The use of debilitating drugs, under these conditions, significantly increases the probability of offense of conduct by employees, decreases their capability to perform assigned duties, has an adverse effect on fellow employees, which is the Department's obligation to preserve public safety and diminishes the public's confidence.

In order to balance the interest of the Department, the County of Orange, Members of the Department, and while maintaining the public's trust, it shall be the policy of the Department to implement the random and reasonable suspicious drug testing program.

#### 1011.1.1 DEFINITIONS

**Drug Test:** The compulsory production and submission of urine by a Member, in accordance with Department procedures, for chemical analysis to detect the presence or absence of controlled substances.

**Reasonable Suspicion:** Quantity of specific and objective facts that can be articulated which are more than mere speculation but less than probable cause, based on:

1. Observable symptoms,
2. Non-observable symptoms,
  - (a) Reliable information and/or physical evidence,
  - (b) Citizen complaints,
  - (c) Fellow Member complaints corroborated by other Members.

**Calendar Year:** Beginning January 1 of each calendar year and ending on December 31 of the same year.

**Medical Review Officer (MRO):** Designated by and works for contract laboratory.

**Random Selection:** Blind selection by computer program.

**SAMHSA:** Substance Abuse and Mental Health Services Administration.

**Department Program Administrator:** SAFE Division Commander.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Drug Testing*

---

#### **1011.2 POLICY**

All Sheriff-Coroner Department Members authorized to carry a firearm while on duty are subject to both random and reasonable suspicion drug testing to detect the presence of any narcotics, dangerous drugs, or controlled substances.

All aspects of the drug-testing program shall be performed on duty.

#### **1011.3 PROGRAM ORGANIZATION**

1. Contract Drug Management Company shall administer the Department's random drug testing program.
2. The Department Random Drug Testing Program will be directed by the Department Program Administrator. The Department Program Administrator or his/her designee shall be responsible for departmental administration of the program and direct contact with the contract laboratory management and the Medical Review Officer (MRO). The Department Program Administrator or his/her designee shall report directly to the Executive Command after consultation with the Medical Review Officer on all confirmed positive drug tests not consistent with prescriptions, and all cases of employee refusal to test for proper disposition and/or referral to Internal Investigation.
3. All persons associated with the administration of the drug testing program shall be aware of the importance of maintaining its confidentiality. Confidentiality shall be maintained.

#### **1011.4 TESTING**

1. Random Testing - Members subject to testing may be ordered to submit to a drug test whenever randomly selected, up to four (4) times in a calendar year.
2. Reasonable Suspicion - Any Member subject to random testing may be ordered to take a drug test upon reasonable suspicion that the Member is, or has been, using narcotics, dangerous drugs or controlled substances. A reasonable suspicion test shall not be counted or considered as a random test.
  - (a) The SAFE Division Commander shall be notified and facilitate all requests for a reasonable suspicion drug test.
3. Drug Classes - The following drugs will be tested for with screening levels based on current SAMHSA standards:
  - (a) Amphetamines, Methamphetamine
  - (b) MDMA, MDA, MDEA
  - (c) Cocaine Metabolites
  - (d) Opiate Metabolites
    1. Morphine
    2. Codeine
    3. Heroin

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Drug Testing*

---

- (e) Phencyclidine (PCP)
- (f) THC (Marijuana and CBD with THC)

### **1011.5 <B>SELECTION PROCESS</B>**

1. The selection of Members for testing shall occur on a random basis by utilizing a computer generated program administered by the contract laboratory.
2. Personal Identification Numbers (PINs) shall be used to identify a random pool participants. The Department Program Administrator or his/her designee and the contract drug management company shall be the only ones to possess a listing of participating employees and social security numbers.
3. The selection process shall never be used as punishment.

### **1011.6 <B>SPECIMEN COLLECTION</B>**

1. Members will be directed to provide a urine sample for testing at a recognized collection site.
2. Failure to provide a specimen within a reasonable time period (not more than four (4) hours) may be considered a refusal to take a drug test.
3. If the Member is unavailable for any reason (i.e. court, vacation, involved in a critical situation), the Member may be tested upon return.
4. Confidentiality – The collection process shall respect the dignity of the Member while ensuring the integrity of the process.

### **1011.7 TESTS RESULTS**

1. Negative Results - The laboratory shall discard remaining portions of the specimens, forward a report of the negative test to the MRO and destroy accompanying documents and log sheets.
2. Positive Results - Upon the confirmation of a positive test, the MRO is satisfied there is no alternate explanation for the positive test, the Department Program Administrator or his/her designee shall be immediately advised. The Department Program Administrator shall forward the information to the Executive Command. The Executive Command may direct an immediate internal investigation. The Member shall be provided with documentation pertaining to the positive test results.
3. Negative Dilute Specimens - Consistent with DOT regulations, when a test result is reported as a negative dilute specimen, the Member shall be retested. The second test shall become the test of record. Should a Member decline to take the second test, he/she shall be subject to the same remedies as if they had refused to take the original test.

### **1011.8 <B>DISCIPLINE</B>**

1. Law, Policies, Rules and Regulations

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Drug Testing*

---

- (a) The Department forbids its Members to use any controlled substances, narcotics, or hallucinogens except when prescribed by a licensed physician for illness or injury. This exception for a prescription by a licensed physician does not include any THC containing product, including marijuana, which use is prohibited by Policy 1012.2.3. The Department forbids violation of federal statute, state law or local ordinance. Members that violate any rules, regulations or policies of the Department may be subject to disciplinary action up to and including discharge, subject to the grievance appeal process. In addition to disciplinary action and whenever appropriate, including those instances where the drug identified in the urine tests was prescribed, the Department will consider rehabilitation, counseling, or treatment programs when such alternatives would benefit both the Department and the Member. Some programs may require regular drug testing covering a reasonable time period specified by the director of the treatment program.
  - (b) Failure to comply with the provisions of the drug-testing program may result in appropriate disciplinary action.
2. Employee Refusals, Substitutions, and Alteration of Sample
    - (a) Members who refuse to be tested when so required may be subject to disciplinary action.
    - (b) Attempts by a Member to alter or substitute any specimen shall be deemed grounds for disciplinary action.

#### **1011.9 DEPARTMENT OF TRANSPORTATION DRUG AND ALCOHOL TESTING**

1. All Department Members who are working in "safety sensitive" assignments as defined by the California State Department of Transportation must submit to drug and alcohol testing as defined in the County of Orange Anti-Drug and Alcohol Misuse Prevention Program.
2. Members who are required to submit to testing by the Department of Transportation shall also be required to test under the Sheriff-Coroner's Department Drug Testing Policy, if randomly selected or if reasonable suspicion exists.
3. The Department shall follow the guidelines set by the Office of Drug & Alcohol Policy & Compliance.



## Alcohol and Drug Use Policy

### 1012.1 PURPOSE AND SCOPE

The intent of this policy is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any Member or member of the public. The Orange County Sheriff-Coroner Department strives to achieve a work force free from the influence of drugs and alcohol.

### 1012.2 POLICY

Reporting for Duty - Members who have consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect their senses or judgment shall not report for duty.

On-duty Members - Members shall not consume alcohol or other intoxicants during their scheduled shift hours including lunch and all breaks except during the course and scope of a specific duty or special assignment. Members who consume alcohol as part of a specific duty or special assignment shall not do so to the extent of impairing on-duty performance.

Evidence of Violation - The odor of an alcoholic beverage on the breath or person will be considered presumptive evidence of a violation of this section.

#### 1012.2.1 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON DUTY

Department Members shall not illegally manufacture any alcohol or drugs while on duty, on County property or at any other time.

Department Members shall not purchase or possess alcohol or other controlled substances on County property, at work, or while on duty except during the course and scope of a specific duty or assignment as described in Policy Manual § 1012.2.

Members, on or off duty, will not display uniform insignia or badges during the purchase of alcoholic beverages.

Alcoholic beverages shall not be brought onto Departmental premises except in furtherance of a law enforcement task or Department approved activity.

#### 1012.2.2 USE OF PRESCRIBED MEDICATIONS

Department Members who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work. Any Member who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of their position shall report the need for such medication to their immediate supervisor. No Member shall be permitted to work or drive a Department-owned or leased vehicle while taking such potentially impairing medication without a written release from his or her physician.

#### 1012.2.3 THC AND THC CONTAINING PRODUCTS (MARIJUANA)

The following is prohibited and may lead to disciplinary action up to and including termination:

1. Possession of THC containing products, including marijuana;

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Alcohol and Drug Use Policy*

---

2. Being under the influence of any THC containing product; and
3. Ingesting any THC containing products.

For the purposes of this section ingesting is defined as taking into the body by swallowing, inhaling, or absorbing it.

Exemption to the above: Members who are assisting with the caregiving of an individual who requires the use of marijuana or any THC containing product for medicinal purposes may possess the individual's marijuana and/or THC containing product while off duty.

### **1012.3 GENERAL GUIDELINES**

There may be available a voluntary Employee Assistance Program to assist Members who wish to seek help for alcohol and drug problems. There is also available a variety of insurance coverage which provide treatment for drug and alcohol abuse. Members may contact the Professional Standards Bureau, their insurance provider, or the Employee Assistance Program for additional information.

Members who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through the Employee Assistance Programs or their insurance provider. It is the responsibility of each Member to seek assistance before alcohol or drug problems lead to performance problems.

#### **1012.3.1 CONFIDENTIALITY**

The Department recognizes the confidentiality and privacy due Members, and disclosure of any information relating to chemical abuse treatment, except on a need to know basis, shall only be with the expressed written consent of the Member involved or pursuant to lawful process.

# Assignments, Shift Changes, Intra-Departmental Transfers, and Breaks in Service

## 1013.1 POLICY

1. Duty assignment, work schedules, hours of employment, overtime, and days off of Department Members are based on operational goals and objectives as determined by the Sheriff-Coroner.
2. The Department shall give the required advance notice of pending shift change or transfer based on the current Memorandum of Understanding. The time periods may be waived by the Member.
3. The selection to fill an announced vacancy by way of transfer shall be based on the following criteria: The Member must hold the same classification as the vacancy and must be able to meet all training, experience, qualifications, and requirements for the vacancy as determined solely by the Department. The overall needs of the Department as determined by the Sheriff-Coroner shall be a determinative.
  - (a) Sergeants assigned to the Custody & Inmate Services Command and the Corrections & Court Operations Command seeking to transfer to the Patrol Operations Command shall place their name on the Sergeant Patrol Transfer list, as that list is maintained by the Department.
    1. While the transfers of sergeants to Patrol Operations shall normally follow seniority, the Sheriff-Coroner reserves the right to transfer uniquely qualified personnel to Patrol Operations without regard to seniority and instead based on Department operational goals and objectives, as determined exclusively by the Sheriff-Coroner.
    2. Although there may be exceptions, it is the intention of the Department to wait until a Sergeant has successfully completed their probationary period before they are transferred to a new Command.
    3. Sergeant positions that require a special skill or experience shall be selected regardless of their seniority.
4. When any Member (sworn or professional staff) has a break in service of more than 15 days, they shall be required to successfully complete the background process to the satisfaction of the Sheriff-Coroner prior to being returned to work.

# Bloodborne Pathogens Exposure Control Plan

## 1016.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for Department Members to assist in minimizing the risk of contracting and/or spreading bloodborne pathogens and to minimize the incidence of injury and illness.

### 1016.1.1 DEFINITIONS

The following definitions shall apply to this Bloodborne Pathogens Exposure Control Plan:

**Blood:** human blood, human blood components, and products made from human blood.

**Bloodborne Pathogens:** pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

**Contaminated:** the presence or the reasonably anticipated presence of blood or other potentially infectious materials on a surface or in or on an item.

**Decontamination:** the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal. Decontamination includes procedures regulated by Health and Safety Code Section 118275.

**Engineering Controls:** controls (e.g., sharps disposal containers, needle-less systems and sharps with engineered sharps injury protection) that isolate or remove the bloodborne pathogens hazard from the workplace.

**Exposure Incident:** a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of a Member's duties.

**HBV:** hepatitis B virus.

**HCV:** hepatitis C virus.

**HIV:** human immunodeficiency virus.

**Occupational Exposure:** reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of a Member's duties.

**OPIM:** other potentially infectious materials.

### Other Potentially Infectious Materials:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other body fluid that is visibly contaminated with blood such

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response;

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. Any of the following, if known or reasonably likely to contain or be infected with HIV, HBV, or HCV:
  - (a) Cell, tissue, or organ cultures from humans or experimental animals;
  - (b) Blood, organs, or other tissues from experimental animals; or
  - (c) Culture medium or other solutions

**Parenteral Contact:** piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

**Personal Protective Equipment:** specialized clothing or equipment worn or used by a Member for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

**Regulated Waste:** waste that is any of the following:

1. Liquid or semiliquid blood or OPIM;
2. Contaminated items that:
  - (a) Contain liquid or semiliquid blood, or are caked with dried blood or OPIM; and
  - (b) Are capable of releasing these materials when handled or compressed.
3. Contaminated sharps.
4. Pathological and microbiological wastes containing blood or OPIM.
5. Regulated Waste includes "medical waste" regulated by Health and Safety Code Sections 117600 through 118360.

**Sharp:** any object used or encountered in the industries covered by subsection (a) that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of dental wires and dental knives, drills, and burs.

**Sharps Injury:** any injury caused by a sharp, including, but not limited to, cuts, abrasions, or needle sticks.

**Sharps Injury Log:** a written or electronic record satisfying the requirements of 5193 subsection (c)(2).

**Source Individual:** any individual, living or dead, whose blood or OPIM may be a source of occupational exposure to the Member. Examples include, but are not limited to, hospital and clinical patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

## *Bloodborne Pathogens Exposure Control Plan*

---

**Universal Precautions:** an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

**Work Practice Controls:** controls that reduce the likelihood of exposure by defining the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique and use of patient handling techniques).

### **1016.2 CONTACT WITH BLOOD OR BODY FLUIDS**

All Department Members who may be involved in providing emergency medical care, or who come in contact with another person's blood or body fluids (e.g., during an altercation or while attending to any injured person), shall follow the procedures and guidelines in this policy. Department supervisors are responsible for exposure control in their respective areas. They shall work directly with affected Members to ensure that the proper exposure control procedures are followed.

Occupational exposure to bloodborne disease is possible when another person's infected blood, certain body fluids, or other potentially infectious materials **enter a Member's bloodstream through a break in the skin or a splash to the mucous membranes** during the performance of his or her duties. This type of contact with blood and body fluids may transmit infection of the Hepatitis B virus (HBV), Hepatitis C virus (HCV) and/or Human Immunodeficiency Virus (HIV).

#### **Blood and body fluids linked to transmission of HBV, HCV, and HIV:**

1. Blood
2. Semen
3. Vaginal secretions (including menstrual discharge)
4. Amniotic fluid
5. Cerebrospinal fluid, Synovial (joint) fluid
6. Pleural (chest) fluid, Peritoneal (abdomen) fluid
7. Pericardial (heart) fluid

**Unless visible blood is present, the following body fluids are not linked to transmission of HBV, HCV, and HIV:**

1. Feces
2. Nasal secretions
3. Saliva Sputum (lung/mucous)
4. Tears
5. Urine
6. Vomit

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

Under circumstances where differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. All blood shall be considered infectious, regardless of the perceived status of the source individual.

### **Other Potentially Infectious Materials (OPIM) include:**

1. Any unfixed tissue or organ (other than intact skin) from a human (living or dead)
2. Cell, tissue, or organ cultures
3. Culture medium or other solutions

#### 1016.2.1 UNIVERSAL PRECAUTIONS

Universal Precautions is an approach to infection control where you treat all blood and body fluids as if they are known to be infected with a bloodborne disease. Always use personal protective equipment (PPE) and other infection control practices when you come in contact with blood or body fluids.

In addition to using PPE, infection control practices for universal precautions include covering cuts, open sores, and abrasions on skin with a bandage, and decontaminating skin, mucous membranes, equipment, clothing, and the worksite as applicable.

#### 1016.2.2 UNIVERSAL PRECAUTIONS

Personal protective equipment is the last line of defense against bloodborne pathogens.

Members shall use appropriate personal protective equipment (PPE) when performing tasks involving reasonably anticipated contact with blood or body fluids. Appropriate PPE for any task should be chosen based on the likelihood of exposure to blood or body fluids (including the possibility of spilling, splashing, spraying, or soaking).

The only exception to the requirement above shall be those rare and extraordinary occasions when, in the professional judgment of the Member, wearing the required PPE would have prevented delivery of health or public safety services or would have posed an increased hazard to the Member or coworkers. If an exposure incident occurred in such a situation, the circumstances must be investigated and documented to determine whether such occurrences can be prevented in the future. Document the findings on the Supervisor's Investigation of Member's Injury or Illness form and on form CDPH 8459. Members should report all such instances to their Supervisor without fear of reprisal (per Cal/OSHA regulation 3203).

#### GLOVES

1. Gloves shall be worn when hand contact with blood, body fluids, mucous membranes, non-intact skin; or contaminated items or surfaces can be reasonably anticipated.
2. Members with known minor skin defects (e.g. cuts, abrasions, burns, etc.) shall cover the areas with a bandage, in addition to using gloves.
3. If disposable gloves are torn, punctured, contaminated, or when their ability as a barrier is compromised, they shall be replaced as soon as feasible.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

### MASKS, EYE PROTECTION, FACE SHIELDS

1. Face and eye protection shall be used whenever splashes, sprays, spatters, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

### PROTECTIVE OUTER GARMENTS

1. Appropriate protective outer garments shall be worn in occupational situations where there is a reasonably anticipated risk of exposure to blood or OPIM. Examples of protective outer garments include coveralls, gowns, aprons, and/or lab coats.

### SURGICAL CAPS/HOODS AND SHOE COVERS

1. Surgical caps/hoods and/or shoe covers shall be worn in instances when gross contamination can reasonably be anticipated.

#### 1016.2.3 PERSONAL PROTECTIVE EQUIPMENT

If someone else's blood or other potentially infectious materials contact a Member's skin, the Member shall immediately wash the exposed body part(s) with soap and warm water as soon as practicable. If hand washing facilities are not readily available, an antiseptic towelette or hand cleaner shall be used. Then, as soon as feasible, hands shall be washed with soap and warm water (Antiseptic wipes are available in first aid kits). If large areas of the Member's skin are contaminated, the Member shall shower as soon as possible, using warm water and soap.

Contaminated non-intact skin (e.g., injured skin or open wound) shall also be dressed or bandaged, as needed. Medical treatment is required; contact a Workers' Compensation Treatment Facility and follow the procedures in section 1016.4.

#### 1016.2.4 IMMUNIZATIONS

The Orange County Health Care Agency (HCA)/Employee Health Services provides services for Hepatitis B vaccination. HCA has received justification that Members in job classifications listed in sections 1016.6 may have occupational exposure to a communicable disease, and shall be offered the Hepatitis B vaccination free of charge.

Per HCA/Employee Health Services, designated First Aid responders who respond only as a collateral duty, and who are not public safety personnel, will only be vaccinated after response to an incident where blood/OPIM is present (unless their job classification is listed in sections 1016.6).

#### 1016.2.5 WORK PRACTICES

Whenever contact with blood, body fluid, or OPIM is reasonably anticipated, all Members shall use the appropriate barrier precautions to prevent exposure to non-intact skin or mucous membranes.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

Members shall bandage open wounds, cuts, or rashes on hands and arms to avoid direct contact with blood or OPIM. Bandages should be changed if they become wet or soiled.

Disposable gloves shall be worn on all medical emergency responses and as soon as conditions permit when a suspect or inmate displays combative or threatening behavior and/or when blood or OPIM is present. Disposable gloves shall also be worn when cleaning or handling items or surfaces soiled with blood or other body fluids. Care should be taken to avoid touching other items (e.g., pens, books, surfaces, and personal items, etc.) while wearing the disposable gloves in a potentially contaminated environment.

Any personal protective equipment that becomes punctured, torn, or loses its integrity, shall be removed as soon as feasible. The Member shall wash up with soap and warm water and replace the personal protective equipment if the job has not been completed. If this situation resulted in blood or OPIM exposure to non-intact skin or mucous membranes, follow sections 1016.4 through 1016.4.2.

When removing personal protective equipment (PPE), gloves shall be the last item of PPE removed. Members shall wash their hands immediately (on scene if possible), or as soon as possible following the removal of potentially contaminated gloves. Soap and warm water shall be used to wash hands, paying particular attention to the fingernails. When hand washing facilities are not readily available, waterless antiseptic hand cleanser in conjunction with clean paper towels or antiseptic towelettes shall be used. Then, hands shall be washed with soap and running water as soon as feasible.

All procedures involving blood or OPIM shall be done in a way to minimize splashing, spraying, or otherwise generating droplets of those materials.

Eating, drinking, smoking, applying lip balm, and handling contact lenses shall be prohibited in areas where there is a reasonable likelihood of occupational exposure to blood or OPIM.

Use a protective barrier or a CPR mask ("pocket mask" with a one way valve) when performing mouth to mouth resuscitation.

Wear gloves when conducting searches, and do not search blindly by reaching where you cannot see.

Additional policies and procedures may be included in (but not limited to) the following:

1. Custody and Court Operations Manual (CCOM): 1710, 1808, 2100, 2108, 2110, 2400, 2402, 2404, and 3000.
2. Field Operations Manual: Section 5, Section 23, and Section 44.
3. Training Bulletins: 07-02, 10-08, and 10-10.
4. Department Postings: Exposure to Bodily Fluids/Revised Procedures, and Work Related Hospitalizations and Serious Injuries and Illnesses.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Bloodborne Pathogens Exposure Control Plan*

---

#### **1016.3 DISPOSAL AND DECONTAMINATION**

Most items contaminated with blood, body fluids, or OPIM do NOT qualify for biohazard disposal. In general, anything that can be cleaned, should be cleaned. This includes but is not limited to surfaces, jail bed mats, and riot gear. Follow the manufacturer's instructions.

For cleaning and decontamination, use a germicide effective against HIV and Hepatitis B or a bleach solution (e.g., 1:10 concentration, one part bleach to 10 parts water). Follow the manufacturer's instructions for the product used including recommended saturation times. The Environmental Protection Agency's (EPA) lists of products effective against HIV and Hepatitis B can be found on the intranet, under Knowledge Center/Safety. Bleach solutions shall be dated when mixed and shall not be used more than 24 hours after mixing.

**If contaminated items (such as paper towels and disposable gloves) will not release liquid or semiliquid blood, caked/dried blood, or OPIM when handled or compressed, they may be disposed of in the regular trash.**

Whenever possible, disposable items shall be used to contain and cleanup blood or OPIM. To allow for disposing of clean-up materials into the regular trash, use a large number of paper towels (or other disposable materials) so that fluid blood, caked/dried blood, or OPIM will not be released from any of the materials when they are handled or compressed.

##### 1016.3.1 USE OF WASTE CONTAINERS

Biohazard waste capable of releasing fluid blood, caked/dried blood, or OPIM when handled or compressed shall be disposed of in either a red biohazard bag or a leakproof bag with an affixed biohazard label; then, the bag shall be placed into an appropriately marked biohazard waste container. Some options for use of biohazard containers may include the onscene fire response vehicle, the hospital, or Correctional Medical Services, with their approval.

Note: If using a leakproof bag (such as a trash can liner) in lieu of a red biohazard bag, a biohazard label must be affixed. See section 1016.3.2 for details on container labels.

*If contaminated items (such as paper towels and disposable gloves) will **not** release liquid or semiliquid blood, caked/dried blood, or OPIM when handled or compressed, the items may be disposed of in the regular trash.*

For details on sharps, see section 1016.3.3.

##### 1016.3.2 DECONTAMINATION OF SKIN AND MUCOUS MEMBRANES

Container labels shall include either the symbol/graphic for biohazard or an inscription to indicate BIOHAZARDOUS WASTE or SHARPS WASTE. Labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color. Labels shall either be an integral part of the container or shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Bloodborne Pathogens Exposure Control Plan*

---

#### 1016.3.3 SHARPS AND ITEMS THAT CUT OR PUNCTURE

All sharps and objects that cut or puncture (e.g., broken glass, razors, syringes, knives or any other item that could pose a risk) shall be treated cautiously to avoid cutting, stabbing, or puncturing yourself or any other person. Use a device such as a broom and a dustpan or tongs to clean up the object or debris. If the object must be hand held, protective gloves must be worn. If a sharp contains known or suspected blood or OPIM, the object is to be treated as contaminated.

Use established procedures for handling, packaging, and sealing sharps that will be booked as evidence. Comply with OCSD's General Evidence Packaging Guidelines. Unless required for evidentiary reasons related to evidence preservation, Members are not to recap sharps. If recapping is necessary, a one-handed method shall be employed to avoid a finger prick. Disposal of sharps, when applicable (such as when not being booked as evidence), shall be into an appropriately labeled, rigid, puncture-proof, leak-proof on the sides and bottom, and portable, biohazard sharps container. Biohazard sharps containers shall be easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. The containers shall also be maintained upright throughout use, where feasible and replaced as necessary to avoid overfilling.

Supervisors shall document injuries caused by a sharp (needle, razor, scalpel, etc.), on a Sharps Injury Log (Form F042-24.1362), which is available on the Intranet under Knowledge Center/Forms and/or Knowledge Center/Safety. Supervisors shall retain the original, and pony mail a copy to OCSD/SAFE Division/Safety within 14 days of the exposure.

#### 1016.3.4 DISPOSABLE PROTECTIVE EQUIPMENT

Disposable gloves shall not be washed or decontaminated for reuse. Used, disposable gloves can be disposed of in a regular trash can - **provided** they will **not** release liquid or semi-liquid blood, caked/dried blood, or body fluids when handled or compressed. If gloves are saturated with blood or body fluids, use paper towels to absorb the excess before removing gloves.

#### 1016.3.5 DECONTAMINATION OF PERSONAL PROTECTIVE EQUIPMENT

After using any reusable personal protective equipment, it shall be washed or disinfected (see section 1016.3) and stored appropriately. Contaminated reusable personal protective equipment that must be transported prior to cleaning shall be placed into a biohazard waste bag or leak-proof bag with an affixed biohazard label. If the personal protective equipment is non-reusable (e.g., disposable gloves), it shall be discarded as described in section 1016.3.4.

Utility gloves may be decontaminated for reuse if the integrity is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

#### 1016.3.6 DECONTAMINATION OF NON-DISPOSABLE EQUIPMENT

Contaminated non-disposable equipment (e.g., flashlight, gun, baton, portable radio) shall be decontaminated as soon as possible, using products described under section 1016.3. Large

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

particles of contaminants such as, vomit, feces, etc. should first be removed and disposed of (use a disposable towel or other means to prevent direct contact).

Porous surfaces such as nylon bags and straps shall be brushed and scrubbed with a detergent and hot water, laundered, and allowed to dry. Non-porous surfaces (e.g., plastic or metal) shall be brushed and scrubbed with detergent and hot water, sprayed with a bleach solution or approved germicide, rinsed, and allowed to dry. Delicate equipment should be brushed and scrubbed very carefully using a minimal amount of an approved germicide (See section 1016.3). While cleaning equipment, pay close attention to handles, controls, corners, and tight spots.

### 1016.3.7 DECONTAMINATION OF LAUNDRY

Personal protective equipment shall be used to prevent contact with laundry contaminated with blood or Other Potentially Infectious Materials (OPIM).

Whenever contaminated laundry is wet and presents a reasonable likelihood of soaking through or leaking from the bag or container, the laundry shall be placed and transported in secondary bags or containers that prevent soak-through of fluids to the exterior.

Laundry contaminated with blood or OPIM shall be handled as little as possible, with a minimum of agitation.

#### **Inmate Laundry:**

Follow procedures in the Custody and Court Operations Manual (CCOM) and/or all other Departmental or facility-specific laundry policies.

#### **Member Uniforms or Clothing:**

As quickly after the exposure as practicable, gloves shall be used to remove uniforms or clothing contaminated with another person's visible blood or OPIM in the line of duty. Garments shall be placed in a leak-proof bag, labeled as biohazard, and taken for cleaning using the procedures below. Use either a red, biohazard bag or affix a biohazard label to a leak-proof bag, such as a trash can liner.

Removal of the contaminated uniform or clothing should be done at the work location. The only exception to this should be Members in special assignments who respond from home to an incident. However, in all instances, all of the other steps in the paragraph above and those below, should still be followed.

Members shall notify their supervisor of the garments contaminated with another person's visible blood or OPIM, and obtain approval for department-paid cleaning.

Note: Department-paid cleaning only applies to garments contaminated with another person's visible blood or OPIM. **Garments containing mucous, saliva, vomit, urine, feces, or tears do not qualify unless visible blood is present.** These body fluids are not linked to transmission of HBV, HCV, or HIV unless visible blood is present. Dirt or grease, etc., also do not qualify for Department-paid cleaning.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

The uniform or other clothing contaminated with another person's blood or OPIM should be taken to the nearest dry cleaning drop-off closet in the Department. A cleaning ticket must be completed. In the event that the Member has to initially pay for the cleaning at the time of the drop-off, reimbursement shall be provided, based on their supervisor's prior approval, as outlined above.

### **Extensive Contamination:**

For uniforms that are so extensively contaminated with another person's blood or OPIM that the Member would not feel comfortable wearing it even after it was laundered, the Member should seek their supervisor's permission for biohazard disposal and uniform replacement. If the Member has already used their maximum uniform exchange allowance for the year, additional approvals from the Member's Chain of Command may be needed for uniform replacement.

Garments extensively contaminated with blood should be bio-hazard bagged and taken to the Coroner's Office for biohazard disposal. Any Member handling the biohazard bag shall wear personal protective equipment (PPE).

### **1016.3.8 DECONTAMINATION OF VEHICLES**

Contaminated vehicles and components such as the seats, radios, and doors shall be washed with soap and warm water and disinfected with a germicide effective against HIV and Hepatitis B (see section 1016.3) as soon as feasible and prior to reuse. For gross contamination and/or if fluids have seeped into areas that would require dismantling or removal of parts, contact a supervisor to determine the course of action.

### **1016.3.9 DECONTAMINATION OF WORKSITE**

All worksites shall be maintained in a clean and sanitary condition.

Equipment and work surfaces contaminated with blood or OPIM shall be cleaned and decontaminated immediately or as soon as feasible but no later than the end of the shift when:

1. Surfaces become overtly contaminated;
2. There is a spill of blood or OPIM;
3. Procedures are completed (autopsies, forensic blood examination, etc.);
4. At the end of the work shift, if the surfaces have become contaminated since the last cleaning.

See section 1016.3 regarding decontamination products.

### **1016.4 POST-EXPOSURE REPORTING AND FOLLOW-UP**

In actual or suspected exposure incidents, proper documentation and follow up action must occur by following the procedures in sections 1016.4.1 and 1016.4.2.

### **Exposure incident**

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Bloodborne Pathogens Exposure Control Plan*

---

An exposure incident means a specific eye, mouth, mucous membrane, non-intact skin, or parenteral (piercing mucous membrane or skin) contact with blood or OPIM that results from the performance of occupational duties. See section 1016.2 for additional information about exposure incidents. The Orange County Health Care Agency (HCA) provides services for Hepatitis B vaccination. Workers' Compensation Treatment Facilities provide post exposure evaluation and follow-up.

#### 1016.4.1 MEMBER RESPONSIBILITY TO REPORT EXPOSURE

In order to provide appropriate and timely treatment, all Members shall complete the following steps after an exposure incident:

1. Immediately clean/wash the exposed area and obtain first aid, as needed.
2. Report the exposure incident to your supervisor.
3. Complete Form (CDPH 8459) California Department of Public Health Report of Request and Decision for HIV Testing (available on the Intranet, under Knowledge Center/Forms or Knowledge Center/Safety).
  - (a) Complete fields 1-10 and the "Date Report was Filed" field; and, sign the "Signature of Person Reporting Incident" field. The bottom of the form should be left blank, for completion by the County of Orange Health Care Agency (HCA).
  - (b) Fax the completed Form CDPH 8459 to [REDACTED] (Employee Health) **before the end of your shift.**
4. Immediately call or visit a Worker's Compensation Treatment Facility to discuss the exposure incident and determine if testing and/or treatment is needed.
  - (a) It is important to seek medical treatment within 2 hours of the exposure.
  - (b) For details on what constitutes an exposure incident, see sections 1016.2 and 1016.4.

#### 1016.4.2 SUPERVISOR REPORTING REQUIREMENTS

Supervisors shall take the following steps when a Member reports an exposure incident:

1. Complete the required forms from the Employee Injury and Illness Packet (available on the intranet, under Knowledge Center/Forms.).
2. Provide the Member with the following documents:
  - (a) Form (CDPH 8459) California Department of Public Health Report of Request and Decision for HIV Testing. This form must be completed by the Member and faxed before the end of his or her shift. Obtain the form from the Intranet, under Knowledge Center/Forms or Knowledge Center/Safety.
  - (b) Applicable forms from the Employee Injury and Illness Packet.
3. Fax completed forms to Sheriff's Workers' Compensation at [REDACTED].
4. For all exposure incidents involving a sharp (needle, scalpel, etc.), complete a Sharps Injury Log [Form F042-24.1362] (available on the Intranet, under Knowledge Center/

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

Forms and/or Knowledge Center/Safety). Retain the original, and pony mail a copy to OCSD/SAFE Division/Safety within 14 days of the exposure.

5. If the exposure incident involves a deceased source individual, contact the Coroner's Office to verify if they will receive the body and be able to obtain a blood sample for source testing. Contact can be made in person at the scene, or by calling the Coroner's office/Investigations Unit at [REDACTED]. A request for disease testing must be made prior to the autopsy.
  - (a) If the Coroner's office will not receive the body, investigate where the body will be taken, as well as contact information for relatives of the deceased. Provide this information to Employee Health Services on form CDPH 8459 so they can work toward obtaining consent for disease testing.
  - (b) The Orange County Health Care Agency/Employee Health Services (EHS) is responsible for providing the results of the source testing to the Member. To ensure that EHS is aware of the request for source testing, the Member must complete and submit the CDPH 8459 (Report of Request and Decision for HIV Testing) as instructed under "Employee Responsibility to Report Exposure".

### 1016.4.3 RECORDKEEPING AND CONFIDENTIALITY OF REPORTS

The Orange County Health Care Agency (HCA)/Employee Health Services shall ensure that medical records related to exposure incidents are maintained and kept confidential in accordance with Cal/OSHA Regulation 5193.

### 1016.5 COMMUNICATION

Access to the Exposure Control Plan shall be accessible in accordance with Title 8, Section 3204(e). A complete copy of the Bloodborne Pathogens regulation (Title 8, Section 5193) and a copy of this Exposure Control Plan are available on the Intranet, under Knowledge Center/Safety.

#### 1016.5.1 TRAINING CONTENT

Bloodborne Pathogens training shall contain, at a minimum, the elements required under Title 8, Section 5193(g)(2)(G).

1. Copy and Explanation of Standard (Title 8, Section 5193). An accessible copy of the regulatory text of this standard and an explanation of its contents;
2. Epidemiology and Symptoms. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. Modes of Transmission. An explanation of the modes of transmission of bloodborne pathogens;
4. Employer's Exposure Control Plan. An explanation of the employer's exposure control plan and the means by which the Member can obtain a copy of the written plan;
5. Risk Identification. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIM;

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

6. **Methods of Compliance.** An explanation of the use and limitations of methods that shall prevent or reduce exposure including appropriate engineering controls, administrative or work practice controls and personal protective equipment;
7. **Decontamination and Disposal.** Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
8. **Personal Protective Equipment.** An explanation of the basis for selection of personal protective equipment;
9. **Hepatitis B Vaccination.** Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination shall be offered free of charge (see section 1016.6 for affected Members);
10. **Emergency.** Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
11. **Exposure Incident.** An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, the medical follow-up that will be made available and the procedure for recording the incident on the Sharps Injury Log;
12. **Post Exposure Evaluation and Follow-Up.** Information on the post exposure evaluation and follow up required following an exposure incident;
13. **Signs and Labels.** An explanation of the signs and labels and/or color coding required;
14. **Interactive Questions and Answers.** An opportunity for interactive questions and answers with the person conducting the training session.

### 1016.5.2 TRAINING DOCUMENTATION

Training for each Member shall be documented on the County of Orange Documentation of Training for Occupational Exposure to Bloodborne Pathogens form F042-24.1373 (R07/10). Forms can be obtained through a supply order or printed from the Intranet, under Knowledge Center/Safety.

Members in job classifications not listed in 1016.6 may still attend the Bloodborne Pathogens training. However, they will not be eligible to receive the Hepatitis vaccine free of charge from HCA/ Employee Services. One example of this is Supervisors who oversee Members with occupational exposure to blood or OPIM, but do not have occupational exposure themselves. Members who are not eligible for free vaccination from HCA should decline the vaccination on the County of Orange Documentation of Training for Occupational Exposure to Bloodborne Pathogens form.

A training roster shall also be completed and collected, and a copy shall be forwarded to OCSD/ SAFE Division/Safety. As required by Cal/OSHA, it shall include the name and qualifications of the instructor such as, attended HCA's Bloodborne Pathogens Train-the-Trainer Class on mm/dd/yyyy. A copy of the recommended training roster is available on the Intranet, under Knowledge Center/Safety.

During Bloodborne Pathogens training, Members shall be polled for their feedback regarding the procedures performed by them in their respective work areas. The recommended form for



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

collecting this feedback is available on the Intranet, under Knowledge Center/Safety (Titled: BBP Class Employee Survey) or on the reference DVD provided by HCA to staff who attended the Bloodborne Pathogens Train-the-trainer course (Titled: BBP Exp Control Plan Review and Update Survey). Feedback provided shall be forwarded to OCSA/SAFE Division/Safety, and it shall be used to review and update the Exposure Control Plan, if needed. A method for obtaining Member feedback is required per Title 8, Section 5193(c)(1)(B)(8).

### 1016.5.3 REQUIREMENTS FOR TRAINERS

Instructors are required to attend an initial Bloodborne Pathogens Train-the-Trainer course, presented by the Orange County Health Care Agency; then, attend annual update classes. If an instructor does not attend an annual update class, he or she shall be required to retake the initial course for new trainers.

### 1016.6 EXPOSURE DETERMINATION

The California Occupational Safety and Health Administration (Cal/OSHA) requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or Other Potentially Infectious Materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment.

#### **Exposure Categories:**

The Orange County Health Care Agency (HCA)/Employee Health Services has received justification that Members in the following exposure categories are eligible to receive the Hepatitis B vaccine free of charge. To propose additional Job Classifications for consideration for free Hepatitis B vaccination eligibility, Commanders should submit a memo to HCA/Employee Health Services, listing the job classifications being submitted for consideration for Hepatitis B vaccination eligibility, justifying specific routine tasks or procedures associated with a reasonably anticipated risk of occupational exposure to blood or OPIM, and providing detailed examples of the occupational exposure scenarios. A copy of this memo should also be submitted to S.A.F.E. Division/Safety.

- The following is a list of job classifications in which **ALL** Members in those job classifications have a reasonably anticipated risk of occupational exposure to blood or OPIM:

Correctional Services Assistant
Deputy Coroner
Deputy Sheriff I & II
Forensic Assistant I & II
Investigator
Senior Deputy Coroner
Sergeant

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Bloodborne Pathogens Exposure Control Plan

---

Sheriff's Special Officer I, II, & III
Supervising Forensic Assistant
Supervisor, Forensic Operations

- The following is a list of job classifications in which **SOME** Members have a reasonably anticipated risk of occupational exposure to blood or OPIM, along with a list of tasks and procedures or groups of closely related tasks and procedures in which occupational exposure may occur:

Job Classification	Task/Procedure
Air Conditioning Mechanic	Working in the jails or Coroner's Office
Correctional Services Tech	Supervising decontamination
Facilities Mechanic	Working in the jails or Coroner's Office
Forensic Scientist I, II, & III	Process body, body parts, or body tissues
Forensic Specialist	Process body, body parts, or body tissues
Forensic Technician	Process body, body parts, or body tissues
Legal Property Tech	Process body, body parts, or body tissues
Senior Legal Property Tech	Process body, body parts, or body tissues
Senior Forensic Assistant	Process body, body parts, or body tissues
Senior Forensic Scientist	Process body, body parts, or body tissues
Plumber	Working in the jails or Coroner's Office

Job Classification	Task/Procedure
--------------------	----------------

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Bloodborne Pathogens Exposure Control Plan*

---

<p><b>All Job Classifications in Inmate Services Division:</b></p> <p>Administrative Manager I, II, &amp; III, Accounting Office Supervisor, Accounting Specialist, Accounting Technician, Associate Librarian, Chief Cook, Correctional Program Supervisor I &amp; II, Correctional Program Technician, Correctional Service Technician, Education Assistant, Education Services Coordinator, Information Processing Specialist, Information Processing Technician, Library Assistant, Office Assistant, Office Supervisor, Office Technician, Public Health Nutritionist II, Senior Head Cook, Senior Institutional Cook, Senior Storekeeper, Staff Specialist, Storekeeper II, Vocational Instructor, Warehouse Worker II, III, &amp; IV</p>	<p>Contact with Inmates</p>
---	-----------------------------

## Rules of Conduct - General

### 1018.1 STANDARD OF CONDUCT

1. Members shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon themselves or the Department.
2. Commissioned officers shall conform with the Code of Professional Conduct and Responsibilities for Peace Officers (Policy 1001).

### 1018.2 LOYALTY

Members shall maintain such loyalty to the Department and their associates as is consistent with their oath of office and personal and professional ethics. Loyalty to the Department and to associates is an important factor in Departmental morale and efficiency.

### 1018.3 COOPERATION

Members shall establish and maintain a high spirit of cooperation within the Department and with other agencies. Cooperation between the ranks and units of the Department and between the Department and other law enforcement agencies is essential to effective law enforcement.

### 1018.4 INSUBORDINATION

Members shall not be insubordinate. Intentional failure or refusal by any Member of the Department to obey a lawful order given by a superior officer shall be insubordination.

### 1018.5 PERFORMANCE OF DUTY

Members shall perform their duties as required or directed by law, Department rules/regulations, procedures, policies, or by order of a superior officer. All lawful duties required by competent authority shall be performed promptly as directed.

### 1018.6 OBEDIENCE TO LAWS AND REGULATIONS

1. Members shall observe and obey all laws and ordinances, all rules/regulations, procedures and policies of the Department and all orders of the Department or Commands thereof. In the event of improper action or breach of discipline, it will be presumed that the Member was familiar with the law, rule/regulation, procedure or policy in question.
2. Members are to report to their immediate supervisor within 24 hours any arrest, incident, or allegation of criminal or other misconduct, which could result in the Member being criminally prosecuted. All allegations of criminal and other misconduct will be immediately documented by the supervisor in memo form to his/her Commander/Director.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Rules of Conduct - General*

---

3. Members authorized to carry a handgun, on duty or off duty, must immediately notify their Commander if they have been convicted of any domestic violence offense. Defined: "Any use or attempted use of physical force committed against a current or former spouse, parent or person similarly situated."
4. Members authorized to carry a handgun, on duty or off duty, must immediately notify their Commander if they are currently the subject of a court restraining order, which is based upon threats of violence.

#### **1018.7 ESTABLISHING ELEMENTS OF A VIOLATION OF LAW**

The existence of facts establishing a violation of the law or ordinance is all that is necessary to support any allegation under Section 1018.6. When a violation of law occurs under Section 1018.6, lack of criminal prosecution shall be no bar to administrative discipline.

#### **1018.8 CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS AND ASSOCIATES**

Members shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. They shall not maliciously ridicule one another or the orders issued by competent authority.

#### **1018.9 COURTESY TO RANK**

While on duty, commissioned personnel holding rank shall be addressed by such rank.

#### **1018.10 CRITICISM OF ORDERS**

Members shall not criticize instructions or orders in the presence of subordinates or persons from outside the Department.

#### **1018.11 ISSUING ORDERS**

Orders shall be issued in clear and understandable language and in pursuit of Departmental business. No Member shall issue any order, which is in violation of any law, or ordinance or which is beyond the scope of their authority.

#### **1018.12 OBEDIENCE TO UNLAWFUL ORDERS**

Obedience to an unlawful order is never a defense for an unlawful action; therefore, no Member is required to obey any order, which is contrary to federal or state law or county ordinance. Responsibility for refusal to obey an unlawful order rests with the Member and they must be able to justify their action.

#### **1018.13 CONFLICTING ORDERS**

In the event of a conflict of orders, Members shall call such conflict to the attention of the superior issuing the last order. Responsibility for countermanding the original order then rests with the

## *Rules of Conduct - General*

---

individual issuing the second order. Should the superior not change or rescind the order, it shall be obeyed, and Members shall not be held accountable for violating the previous order. Orders shall be countermanded, or conflicting orders issued only when necessary for the good of the Department.

### **1018.14 SOLICITING GIFTS, GRATUITIES, REWARDS, LOANS, ET CETERA**

Members, in their official capacity, shall not solicit any gifts, gratuities, rewards, loans, or establish any accounts, where there is any direct or indirect connection between the solicitation and their Departmental membership, without authorization from the Sheriff-Coroner.

### **1018.15 ACCEPTANCE OF GIFTS, GRATUITIES, REWARDS, LOANS, ET CETERA**

Members shall not accept any gift, gratuity, reward or other thing of value, the acceptance of which might tend to influence directly or indirectly the actions of the Member or other Member in any matter of official business, or which might tend to cast an adverse reflection on the Department or its Members.

### **1018.16 OTHER TRANSACTIONS**

Members are prohibited from buying or selling anything of value to or from a prisoner, or any complainant, plaintiff, suspect, witness, defendant, or other person currently involved in any case which has come to the Member's attention or which arose out of their Departmental employment, except as may be specifically authorized by the Sheriff-Coroner.

### **1018.17 FREE ADMISSION AND PASSES**

Members shall not solicit free admission to theaters or other places of amusement for themselves or others except in the line of duty.

### **1018.18 REPORTING FOR DUTY AND TIME OFF REQUESTS**

1. Members shall report for duty at the specified time and place and in the attire appropriate to their duty assignment. Inability to comply shall be reported to their superiors as early as possible in advance of the scheduled start time.
2. Members, when applicable, shall submit their time off requests and receive approval from their supervisor prior to taking time off.
3. It is the responsibility of each Member to ensure the accuracy of their timecards by entering the hours worked and requested time taken off into the VIRTUAL TIMECARD INTERFACE (VTI). Members shall certify the accuracy by electronically submitting their timecard to their supervisor for final approval.
4. It is the responsibility of each supervisor to review and approve Member's timecards.
5. Divisions utilizing the "Report of Absence" forms shall retain them within their division in accordance with the Department's records control schedule.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Rules of Conduct - General*

---

#### **1018.19 MAINTENANCE OF TELEPHONE**

All sworn Members are required to maintain a cellular or residence telephone.

#### **1018.20 CHANGE OF ADDRESS AND PHONE NUMBERS**

Members shall, within 24 hours, report any change in address and telephone number to their command superior and the Professional Standards Division.

#### **1018.21 APPEARANCE - WORK AREA**

Members shall maintain their individual desks, work areas, etc. in a neat, clean, and orderly condition at all times. Desks shall be cleared at the end of the tour of duty and work materials properly stored.

#### **1018.22 APPEARANCE - PERSONAL**

1. Members shall be neat and clean in their person and attire when on duty. They shall maintain good personal hygiene and keep their hair neatly trimmed and combed and their fingernails clean. Members wearing civilian clothes shall adopt attire appropriate to a neat, conservative, businesslike appearance (See Policy 1044).
2. Members who are attending training classes may dress in casual clothing that is in keeping with acceptable community standards unless otherwise directed. Items such as tank tops, tube tops, halter-tops, shorts, cutoffs, sandals and other beachwear shall not be worn.

#### **1018.23 DAMAGE TO PRIVATE, REAL OR PERSONAL PROPERTY**

1. Any material damage to private, real or personal property committed in the performance of official duties shall be promptly reported to the Member's superior in writing.
2. If a Member's personal property is damaged during the course of their duties, a claim for damages shall be made to County Risk Management. Claim forms can be obtained from the Professional Standards Division.

#### **1018.24 CARE OF PROPERTY AND EQUIPMENT**

1. Members shall be responsible for the proper care, maintenance and serviceable condition of any county property issued or assigned to their use. They shall report to their Commander the loss of, damage to, or unserviceable condition of any such property.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

2. Members shall not loan to any person their identification card, badge or cap piece.
3. Members shall not permit any unauthorized person the use of any county equipment issued to the Member.

### **1018.25 MISAPPROPRIATION OF PROPERTY**

No member shall appropriate for their own use or the use of another, any property belonging to the county or any item of evidence, found, stolen or recovered property, except as provided by law.

### **1018.26 SURRENDER OF COUNTY PROPERTY**

1. Upon separation from the Department, Members shall surrender all county and Departmental items of property to the Professional Standards Division within 48 hours.
2. Department issued equipment, including handguns and badges are the sole property of the Department and shall be returned immediately upon request.

### **1018.27 UNTRUTHFULNESS**

No Member shall knowingly make false statements or misrepresentations to other Members or superiors.

### **1018.28 REMOVAL OR ALTERATION OF OFFICIAL RECORDS PROHIBITED**

Members shall not remove or alter any official record of the Department except as directed by superiors in accordance with established Departmental procedures, or under due process of law.

### **1018.29 OFFICIAL CORRESPONDENCE**

Only those Members authorized by the Sheriff-Coroner may engage in official Departmental correspondence.

### **1018.30 DEPARTMENT LETTERHEAD**

All official correspondence shall be written on the Department's official letterhead stationery. Official letterhead shall not be used for any purpose other than official business.

### **1018.31 ABSENCE FROM DUTY**

No Member shall be absent from duty without proper leave or permission from, or notification to, the appropriate supervisor.

### **1018.32 SICK LEAVE**



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

1. While on official paid sick leave, Members shall remain at home or other place of confinement except when, in the Department's judgment, their individual circumstances justify leaving the place of confinement. Members shall advise the Department of their place of confinement.
2. Members shall not feign illness or injury or deceive a superior as to the Member's health condition.

### **1018.33 INCURRING LIABILITY**

Members shall exercise extreme caution and good judgment to avoid occurrences that might give rise to liability chargeable against the Department, the Sheriff-Coroner, or the county.

### **1018.34 PATRIOTIC COURTESY**

To the flag:

1. On the approach of the American flag or during flag ceremonies, Members shall stand, face the flag and come to attention. If in uniform and covered, they shall render a hand salute and maintain the salute until the flag has passed. Members uncovered or Members in civilian dress shall place their right hand over their left breast.

The United States national anthem:

1. When the United States national anthem is played, Members in uniform shall face the source, stand at attention and, if covered, render a hand salute. They shall maintain the salute until the conclusion of the national anthem. Members uncovered or Members in civilian dress shall place their right hand over their left breast.

Funerals:

1. When a funeral procession for a Department Member or other person to whom national and/or local recognition is given approaches, Members in uniform shall come to attention and render a hand salute. They shall maintain the salute until the procession passes. While passing a casket to view the remains at a funeral, they shall place their cap over their left breast.

### **1018.35 USE OF ALCOHOL**

1. Members of the Department shall not report for or be on duty while under the influence of an alcoholic beverage or drugs or be unable to effectively carry out their duties and responsibilities because of their use. The odor of an alcoholic beverage on the breath or person shall be considered presumptive evidence of a violation of this section. No Member shall drink any alcoholic beverage while on duty except when necessarily consumed in the line of duty.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

2. Members, on or off duty, shall not display uniform insignia or badges during the purchase of alcoholic beverages.
3. Personnel shall not operate a Department vehicle (defined in section 706.2) if they have taken any medication or consumed an alcoholic beverage, or combination thereof, that would tend to adversely affect their mental or physical abilities.

### **1018.36 INTOXICANTS ON DEPARTMENTAL PREMISES**

Alcoholic beverages shall not be brought onto Departmental premises except in furtherance of a law enforcement task or Department approved activity.

### **1018.37 SMOKING, TOBACCO USE AND ELECTRONIC SMOKING DEVICES**

Department Members are prohibited from smoking, using tobacco in any form or using electronic smoking devices while on duty in public view, except in a designated smoking area. Department Members are also prohibited from smoking or using any electronic smoking devices inside any Department workplace, facility, or vehicle.

### **1018.38 SLEEPING ON DUTY**

Members shall not sleep on duty.

### **1018.39 USE OF OFFENSIVE LANGUAGE**

Members shall not use offensive or uncomplimentary language within the hearing of any other person.

### **1018.40 OFFENSIVE CONDUCT**

Members shall not antagonize any person by their actions, speech, or demeanor.

### **1018.41 RECEIPT OF TRAFFIC CITATION - COUNTY VEHICLE**

Members who receive a traffic citation while operating a county vehicle shall not request the Department to intercede in their behalf but shall handle the matter as a private citizen.

### **1018.42 FIXING TICKETS**

Members shall not "attempt to fix" or "fix" a citation for a traffic violation.

### **1018.43 FRATERNIZATION**

1. Except as permitted by written authority of their Commander, no Member shall fraternize with, engage the services of, accept services from, or give to or receive favors from any person in Department custody or recently released (within one year) from Department custody. Any Member who is contacted by or on behalf of a recently released (within one year) prisoner shall immediately report same, in memorandum form, to his or her immediate supervisor.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

2. Members shall not associate socially with, or fraternize with the spouse or family member of any person in the custody of the Department without the express permission of the Sheriff-Coroner.
3. Except as necessary to carry out their assigned duties, Members shall not engage in familiarity with inmates or the families or friends of inmates. Members shall not discuss Departmental matters or private affairs concerning themselves or coworkers with inmates.
4. Members shall not trade or barter with, lend to or borrow from, or engage in any other personal transaction with any inmate. Members shall not, directly or indirectly, give to or accept from any inmate, or member of the family of any inmate, anything of value or a promise of same.
5. Members shall not accept from, or send to, any inmate any verbal or written message, reading matter, literature, or any item, article, or substance except as necessary in carrying out the Member's assigned duties.

### **1018.44 COURT CASES**

Members shall not interfere in any way with the normal judicial procedure.

### **1018.45 COURT ATTENDANCE AND DEMEANOR**

1. Members, when subpoenaed into court to testify, shall be punctual in attendance.
2. All members, except professional staff, responding to court directly from their work location during a scheduled work day or from an off duty status shall wear their Department approved Class "A" short or long sleeve uniform and equipment, Class "B" (BDU alternative uniform) and equipment or business attire. Polo shirts may not be worn.
3. Business attire shall include the following:
  - (a) Male Department Members shall wear a suit and tie or slacks with a sport coat and tie.
  - (b) Female Department Members shall wear a pantsuit/blouse with jacket, a skirt/blouse or a dress.
4. Motor personnel may wear their assigned alternative uniform.
5. Specialty units such as gangs or narcotics, where it is common for Members to grow beards and/or long hair, are exempt from the grooming standards as defined in Policy 1044 but shall trim and groom their hair and their facial hair as to portray a professional appearance.
6. All Members who are professional staff responding directly from their work location during a scheduled work day or from an off duty status shall wear business attire.
7. Members placed on call for court will be prepared to respond to that court at the specified time or within the established time limits and in appropriate attire.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

8. Members shall testify in a calm, distinct and audible tone of voice. Members shall not suppress or overstate the slightest circumstance with a view of favoring or discrediting any person, but shall testify with the strictest accuracy.
9. Members shall not, by their actions or demeanor, make apparent their feelings toward any defendant or witness during the proceedings within the courtroom or within the hearing of the participants.
10. Members who are off work due to an industrial or non-industrial injury or illness are not expected to participate in courtroom testimony. If medically able, a Member may testify while off work with written permission from their health care provider.

### **1018.46 NEIGHBORHOOD DISPUTES**

Members shall attempt to avoid becoming involved, either as an officer or as a participant, in neighborhood disputes, except in the line of duty.

### **1018.47 CONTROVERSIAL OPINIONS**

Members shall not involve the Department in any manner in their expressions of views on any political, religious or controversial subject.

### **1018.48 UNAUTHORIZED KEYS**

1. Members shall not have possession or control of any Department key not specifically issued to that Member.
2. Members shall not, unless authorized by the Sheriff-Coroner, possess keys to any private, commercial premise, not their own, or public building or facility in or near their duty area.

### **1018.49 HOURS OF DUTY**

1. Members of the Department shall be assigned regular hours. When off duty, all commissioned personnel and certain professional staff may be subject to call out. If needed, Members may be required to work additional hours.
2. Members shall not change the dates or times of their assigned duty, nor make any exchanges of duty with other Members without prior approval of the appropriate superior.

### **1018.50 LOITERING IN DEPARTMENT AREAS**

Members off duty and not on official standby shall not loiter in Department areas, other than those normally designated for use as recreation or rest areas.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

### **1018.51 CONDUCTING BUSINESS IN DEPARTMENT AREAS**

Members shall not conduct any commercial ventures for profit in Department work sites unless authorized by the Sheriff-Coroner.

### **1018.52 USE OF THE BADGE, I.D. CARD AND UNIFORM BY NON COMMISSIONED PERSONNEL**

1. Professional staff, who have been issued a badge, I.D. card and/or uniform, shall not, under any circumstances, display same except at or during their work assignment.
2. Badges, I.D. cards or uniform items shall not be used for any purpose other than official Department business.
3. Professional staff shall not carry their badge while off duty or to or from work. Badges are to be left at work assignments. Exceptions shall be forensic personnel subject to call out and special circumstances requiring written approval of a Commander.

### **1018.53 AUTHORIZED TELEPHONE USAGE**

Members of the Department, whether on duty or off duty, shall not make or receive telephone calls, using county telephone equipment or services, for purposes other than official Department business or family emergencies. Any identified misuse of the telephone may result in discipline and/or reimbursement to the Department for the cost of the calls.

### **1018.54 MEMBER'S DUTY TO REPORT MISCONDUCT**

The reporting of misconduct and prevention of the escalation of misconduct are areas that demand a Member to exercise courage, integrity, and decisiveness. This policy requires that when a Member, at any level, becomes aware of possible misconduct by another Member of this Department, the Member shall immediately report the incident to a supervisor or directly to the Internal Affairs Bureau. This requirement applies to all Members, including supervisory personnel and managers who learn of possible misconduct through the review of a Member's work. Generally, the supervisor accepting the complaint shall initiate the complaint process.

Furthermore, a Member who observes serious misconduct shall take appropriate action to cause the misconduct to immediately cease. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other Members present from this obligation.

### **1018.55 PROHIBITED ACTS OR OMISSIONS**

The following acts or omissions by Members are prohibited:

1. Unauthorized or unlawful fighting, threatening, or attempting to inflict unlawful bodily injury on another.
2. Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment without first notifying the Sheriff of such action.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Rules of Conduct - General*

---

3. Using Departmental resources in association with any portion of their independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.
4. Engaging in horseplay resulting in injury or property damage or the reasonable possibility thereof.
5. Unauthorized possession of, loss of, or damage to Department property or the property of others or endangering it through unreasonable carelessness or maliciousness.
6. Failure of any Member to promptly and fully report activities on their own part or the part of any other Member where such activities may result in criminal prosecution or discipline under this policy.
7. Failure of any Member to promptly and fully report activities that have resulted in official contact by any other law enforcement agency.
8. Using or disclosing one's status as a Member with the Department in any way that could reasonably be perceived as an attempt gain influence or authority for non-Department business or activity.
9. The use of any information, photograph video or other recording obtained or accessed as a result of employment with the Department for personal or financial gain or without the expressed authorization of the Sheriff or his/her designee may result in criminal prosecution and/or discipline under this policy (Penal Code § 146g).
10. Seeking restraining orders against individuals encountered in the line of duty without the expressed permission of the Sheriff.
11. Unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
12. Engaging in on-duty sexual relations including, but not limited to sexual intercourse, excessive displays of public affection or other sexual contact.
13. Careless workmanship resulting in spoilage or waste of materials or work of an unacceptable nature as applicable to the nature of the work assigned.
14. Unsatisfactory work performance including but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or instructions of supervisors without a reasonable and bona fide excuse.
15. Concealing, attempting to conceal, removing or destroying defective or incompetent work.
16. The wrongful or unlawful exercise of authority on the part of any Member for malicious purpose, personal gain, willful deceit or any other improper purpose.
17. Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of the Department or subverts the good order, efficiency and discipline of the Department or which would tend to discredit any Member thereof.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Rules of Conduct - General*

---

18. Knowingly making false, misleading or malicious statements that are reasonably calculated to harm or destroy the reputation, authority or official standing of the Department or members thereof.
19. The falsification of any work-related records, the making of misleading entries or statements with the intent to deceive, or the willful and unauthorized destruction and/or mutilation of any Department record, book, paper or document.
20. Wrongfully loaning, selling, giving away or appropriating any Department property for the personal use of the Member or any unauthorized person(s).
21. The unauthorized use of any badge, uniform, identification card or other Department equipment or property for personal gain or any other improper purpose.
22. The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the Member's duties (lawful subpoena fees and authorized work permits excepted).
23. Any knowing or negligent violation of the provisions of the Department manual, operating procedures or other written directive of an authorized supervisor. Members shall familiarize themselves with and be responsible for compliance with each of the above and the Department shall make each available to the Members.
24. Work-related dishonesty, including attempted or actual theft of Department property, services or the property of others, or the unauthorized removal or possession of Department property or the property of another person.
25. Criminal, dishonest, infamous or disgraceful conduct adversely affecting the Member/Department relationship, whether on or off duty.
26. Failure to disclose or misrepresenting material facts, or the making of any false or misleading statement on any application, examination form, or other official document, report or form or during the course of any work-related investigation.
27. Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved Department practices or procedures.
28. Substantiated, active, continuing association with or membership in organized crime and/or criminal syndicates with knowledge thereof, except as specifically directed and authorized by the Department.
29. Misappropriation or misuse of public funds.
30. Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
31. Unlawful gambling or unlawful betting on Department premises or at any work site.
32. Substantiated, active, continuing association on a personal rather than official basis with a person or persons who engage in or are continuing to engage in serious violations of state or federal laws, where the Member has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the Department.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Rules of Conduct - General*

---

33. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty, on Department property or while in any way representing him/herself as a Member of this Department.
34. Engaging in political activities during assigned working hours.
35. Violating any misdemeanor or felony statute.
36. Any other on-duty or off-duty conduct which any Member knows or reasonably should know is unbecoming a Member of the Department or which is contrary to good order, efficiency or morale, or which tends to reflect unfavorably upon the Department or its Members.
37. Any failure or refusal of a Member to properly perform the function and duties of an assigned position.
38. Failure to maintain required and current licenses (e.g. driver's license) and certifications (e.g., first aid).
39. Giving false or misleading statements, or misrepresenting or omitting material information to a supervisor, or other person in a position of authority, in connection with any investigation or in the reporting of any Department-related business.

#### **1018.56 EXPLORER ADVISOR CONDUCT**

The purpose of this section is to set policy for advisors. The Department utilizes advisors to mentor, and supervise explorers during various county, city and competition functions.

1. Fraternalization between an advisor and explorer on or off duty, even if the explorer is an adult, is prohibited.
2. If an explorer makes inappropriate advances or suggestive comments to an advisor, the advisor must notify the explorer coordinator or explorer director immediately.
3. If an explorer makes an allegation of misconduct against any Member of the Department, the Member receiving the allegation must immediately notify the appropriate chain of command per Department policy.
4. Advisors should avoid being alone with an explorer of the opposite sex.
5. Advisors should avoid one on one contact with explorers. This includes counseling, performance reviews, and conversations. Every effort should be made to have another advisor or ranked explorer present.
6. Advisors should not engage in "social media" with an explorer, other than Department business. Personal texting, photographs, audio, video recordings, or all other personal communication is prohibited. Exceptions would be if an explorer is reaching out to an advisor about personal issues that affects the explorers or someone else's well-being. These types of issues must be dealt with in a professional manner and must be reported to the appropriate chain of command.
7. On overnight events, such as explorer academies, competitions or any other overnight activity, advisors shall never be alone in a housing/sleeping area with an explorer. If



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - General*

---

an advisor needs to contact an explorer in a housing/sleeping area for any reason the advisor must have another advisor with them preferably one of the same sex as the explorer. If another advisor is not available the advisor must have a ranking explorer with them preferably one of the same sex as the explorer. The only exception would be if a life-threatening emergency exists.

8. Advisors shall avoid one-on-one transportation of an explorer of the opposite sex. If a situation arises where an explorer of the opposite sex needs a ride to or from any explorer related activity (ride home, ride to work, etc.) the advisor must make all attempts to have another advisor or an explorer with them. If an advisor or explorer cannot be found, the advisor must follow Department policy on transportation of the opposite sex (call dispatch, record time and mileage). Only exception is at explorer related functions and ride-a-longs.
9. Advisors must wait until all explorers depart from the event venue or Department site prior to leaving the location.

## **Rules of Conduct - Commissioned Personnel**

### **1019.1 USE OF THE BADGE, I. D. CARD AND UNIFORM**

The badge, I.D. card, or uniform items shall not be used for any purpose other than official Department business.

### **1019.2 LOITERING**

Sworn Members on duty shall not loiter in any public place except in the line of duty.

### **1019.3 PHYSICAL FITNESS**

Sworn Members shall maintain such physical condition as to enable them to properly perform assigned duties.

### **1019.4 ARREST RESPONSIBILITY**

Arresting deputies, or special officers having custody, shall be responsible for the safety, control, and protection of the person and property of arrested persons until such time as the person and property are properly relinquished to another.

### **1019.5 PHYSICAL RESTRAINT**

1. Only those physical restraints that are justified by each particular instance, shall be used on any person in custody.
2. The factors to be considered are: age, sex, physical condition and mental state of the prisoner; known or suspected history of escape or violence; reputation in the community; the nature of the charge and the circumstances under which custody is to be maintained.

### **1019.6 RECOMMENDING ATTORNEYS AND BAIL BONDSMEN**

Members shall not recommend, suggest, advise or otherwise counsel the retention of any specific attorney or bail bondsman to any person coming to their attention in an official capacity.

### **1019.7 PUBLICITY**

Deputies shall not seek unauthorized personal publicity in their official capacity.

### **1019.8 COWARDICE**

Deputies shall not display cowardice or fail to render assistance to other officers in the performance of his/her duties and responsibilities.

### **1019.9 SEARCH OF PRISONERS**

Deputies shall insure that there are no weapons in the possession of any prisoner in their custody.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Rules of Conduct - Commissioned Personnel*

---

### **1019.10 TRANSPORTING MEMBERS OF THE OPPOSITE SEX**

Deputies who transport prisoners of the opposite sex when no other passenger of the same sex as the prisoner is present in the same vehicle, must communicate the location, time, and mileage to the Sheriff's Radio Dispatcher. Deputies transporting out of county or to/from local courts and medical facilities may elect to report this information to the Transportation Desk Clerk for documentation.

### **1019.11 TAMPERING WITH EVIDENCE**

Members shall not fabricate, withhold, alter, or destroy evidence of any kind.

### **1019.12 MEAL AND BREAK PERIODS**

1. Members shall be restricted from congregating in excess of two (2) uniformed Sheriff's personnel at any location. This policy applies to all uniformed Sheriff's personnel taking their meal or break periods in any place viewable by the public.
2. Exceptions to this policy would be with the expressed permission of the Member's supervisor.
3. For purposes of this policy, a supervisor meeting with his/her subordinates does not count towards the two person restriction.

# Personnel Complaint Procedure

## 1020.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Department to professionally and thoroughly give the appropriate supervisory attention to public feedback received regarding Departmental service or individual performance. This policy explains the required actions for the collection, processing and preservation of complaints to ensure the proper attention is given to the incident.

### 1020.1.1 PERSONNEL COMPLAINTS

Public complaints shall be used to help shape programs, priorities, training, and discipline in order to provide the best law enforcement service to the community.

Complaints shall be classified into one of the following categories:

**Service complaint:** Any allegation of dissatisfaction with Department service, procedure or practice, not involving a personnel complaint, i.e. response time, vehicle operation while responding code-3, waiting too long to visit an inmate.

**Personnel complaint:** Any allegation of misconduct or improper job performance against any Department Member that, if true, would constitute a violation of Department policy, federal, state, or local law, i.e. rudeness, profanity, excessive force, criminal act. All investigations of personnel complaints shall be considered confidential.

## 1020.2 DOCUMENTING COMPLAINTS

All Members not holding a managerial or supervisory title/rank or not currently assigned to the Internal Affairs Bureau shall refer all complaints to a manager/supervisor even though it may appear to be minor in nature or easily and informally handled without involving a supervisor for proper documentation.

Managers and/or supervisors shall document all complaints, with the exception of inmate grievances, in the Commendation/Complaint Reporting System (CCRS) and submit the completed report to their Commander via the chain of command for appropriate action.

Sergeants assigned to the Internal Affairs Bureau may document all complaints, with the exception of inmate grievances, in the Commendation/Complaint Reporting System (CCRS) or forward the complaint to the relevant division, or consult with the appropriate Commander or Assistant Sheriff for necessary action.

### 1020.2.1 AVAILABILITY OF PERSONNEL COMPLAINT FORMS AND PUBLIC COMMENT NOTICE FORMS

The Personnel Complaint Form and Public Comment Notice Form are available on the Sheriff's website to document complaints or commendations of Department Members if members of the public choose not to convey their complaint or commendation in person.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Personnel Complaint Procedure*

---

### 1020.2.2 ACCEPTANCE OF COMPLAINTS

1. Any Member receiving a citizen complaint regarding an allegation of misconduct or improper job performance against any Department Member shall:
  - (a) Immediately notify a supervisor or refer the complainant to a supervisor.
  - (b) Refer the complainant directly to the Internal Affairs Bureau if:
    1. The complainant refuses to speak with any other Department representative.
    2. If the complainant wants to speak directly to Internal Affairs Bureau.
    3. If the allegations appear criminal or serious in nature or,
    4. If all attempts have failed to resolve the complaint.
  - (c) Any written report documenting complaints of misconduct shall be in the form of an intra-Department memo and shall include steps taken to resolve the complaint.
2. All Department managers, supervisors, and sergeants assigned to the Professional Standards Division, Internal Affairs Bureau shall accept complaints in person, by mail, online or by telephone. When a complaint is received, it shall be forwarded to the involved Member's Commander for appropriate action unless the Internal Affairs Bureau determines it would be more appropriate to retain the complaint or forward it to Criminal Investigations via the Executive Command. In these instances, the involved Member's Commander shall be notified and consulted.

#### **Exception:**

When an uninvolved supervisor or the Department Commander determines that the reporting person is satisfied that their complaint required nothing more than an explanation regarding the proper/improper implementation of Department policy or procedure, a complaint need not be taken.

### 1020.2.3 COMPLAINT DOCUMENTATION

Complaints of alleged misconduct shall be documented by a manager and/or supervisor by creating a new "Initial Report" on the Sheriff's Intranet. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

The complainant should be provided with a copy of complaint per Penal Code § 832.7(b). Once an Initial Report has been created by a supervisor, the system will generate an email which contains an auto-populated "Complainant Notification" form. This form should be printed and mailed to the complainant. The form may be emailed to the complainant in lieu of regular mail.

After the Initial Report has been reviewed by the Commander, the system will generate an email to the Member's supervisor which contains an "Employee Notification" form. This shall be printed and reviewed by the Member. After review, the form will be signed by both the Member and his or her supervisor. Once signed, the form will be scanned and attached to the Initial Report case. The system will automatically transfer the Initial Report to the Commendation/Complaint Reporting

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Personnel Complaint Procedure*

---

System (CCRS). The original signed form shall be placed in the Member's division performance file.

For assistance with form documentation, contact the S.A.F.E. Division (714) 834-3429.

### **1020.3 ADMINISTRATIVE INVESTIGATION OF COMPLAINT**

Whether conducted by a supervisor or an assigned Member of the Internal Affairs Bureau, the following procedures shall be followed with regard to the accused Member(s):

1. Interviews of accused Members shall be conducted during reasonable hours and, if the Member is off duty, the Member shall be compensated (Government Code § 3303(a)).
2. No more than two interviewers may ask questions of an accused Member (Government Code § 3303(b)).
3. Prior to any interview, a Member shall be informed of the nature of the investigation (Government Code § 3303(c)).
4. All interviews shall be for a reasonable period and the Member's personal needs shall be accommodated (Government Code § 3303(d)).
5. No Member shall be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any Member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing administratively ordered may be provided to a criminal investigator (Government Code § 3303(e)).
6. Absent circumstances preventing it, the interviewer should record all interviews of Members and witnesses. The Member may also record the interview. If the Member has been previously interviewed, a copy of that recorded interview shall be provided to the Member prior to any subsequent interview (Government Code § 3303(g)).
7. If the allegations involve potential criminal conduct, the Member shall be advised of his/her Constitutional rights pursuant to Lybarger. This admonishment shall be given administratively whether or not the Member was advised of these rights during any separate criminal investigation. (Government Code § 3303(h)).
8. All Members subjected to interviews that could result in punitive action shall have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual Member's statement, involved Members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed (Government Code § 3303(i)).
9. Department Members will not be subject to discipline solely for actions determined to be a lawful exercise of their constitutional rights. Department Members will not be subject to questioning, a personnel investigation or discipline for invocation of their Fifth Amendment right.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Personnel Complaint Procedure*

---

### **1020.4 RETENTION OF COMPLAINT REPORTS**

The Professional Services Command shall maintain the Complaint Report Forms and all supporting documentation for five (5) years from the date of the complaint.

#### **1020.4.1 CONTENTS OF PERSONNEL FILE**

Contents of a Member's personnel file shall be retained in accordance to the Member's respective Memorandum of Understanding or applicable laws.

## Seat Belt Procedure

### 1022.1 PURPOSE AND SCOPE

The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision. This policy establishes guidelines for seat belt and child safety seat use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle crash. This policy shall apply to all Members operating or riding in Department vehicles (Vehicle Code § 27315.5).

#### 1022.1.1 DATE POLICY APPROVED OR REVISED

Effective: June 17,2010

### 1022.2 WEARING OF SAFETY RESTRAINTS

All Members shall wear properly adjusted safety restraints when operating or riding in Department-owned, leased or rented vehicles and while operating or riding in privately owned vehicles while on duty. The driver is responsible for ensuring all occupants, including non-Members, are in compliance with this policy.

It is the intent of this policy that all Members wear seat belts whenever possible. However, sworn deputies may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seat belt would hinder rather than increase safety.

#### 1022.2.1 TRANSPORTING CHILDREN

An approved child safety restraint system should be used for all children of age, size or weight for which such restraints are required by law (Vehicle Code § 27360). In the event that an appropriate approved child safety restraint system is not available, the child may be transported by sworn personnel and should be restrained in a seat belt (Vehicle Code 27363(b)).

Rear-seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, children and the child restraint system or booster seat should be secured properly in the front seat of these vehicles, provided this positioning meets the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the passenger side air bag should be deactivated. In the event this is not possible, officers should consider arranging alternative transportation.

### 1022.3 TRANSPORTING PRISONERS

Whenever possible, prisoners should be secured in the prisoner restraint system in the rear seat of the patrol vehicle or, when a prisoner restraint system is not available, by seat belts. The prisoner should be in seating position for which seat belts have been provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Seat Belt Procedure*

---

### **1022.4 INOPERABLE SEAT BELTS**

No person shall operate a Department vehicle in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who shall do so only with the express authorization of the Sheriff.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

## Body Armor

### 1024.1 PURPOSE AND SCOPE

1. All uniformed Deputy Sheriffs, Deputy Coroners Sheriff's Special Officers, Community Services Officers, and Reserve Deputy Sheriffs working in Patrol Operations Command and Investigations & Special Operations Command, shall wear a Department-issued body armor or their own Department-approved body armor at all times while on duty unless specifically exempt by their Commander. See 1024.2 for external body armor exception.
2. All uniformed Deputy Sheriffs, Sheriff's Special Officers, and Reserve Deputy Sheriffs working in Custody & Inmate Services Command and Corrections & Court Operations Command shall wear Department-issued body armor or their own Department-approved body armor at all times when on duty outside or away from Department facilities or compounds or when working armed positions outside jail security areas. Law Enforcement Managers are exempt from this provision.
3. All non-uniformed safety personnel shall wear Department-issued body armor on duty whenever they are involved in a planned activity, including but not limited to:
  - (a) Service of warrants
  - (b) Arrest, entry, and containment teams
  - (c) Whenever directed to by a supervisor
4. EXCEPTION: In cases where personnel are working in an undercover capacity and the discovery of such body armor could compromise the safety of the officer, wearing of body armor shall be left at the discretion of the undercover officer and their supervisor.
  - (a) In the event a Member is temporarily unable to wear body armor because of a pregnancy, injury, illness or medical condition, the Department shall attempt to reasonably accommodate the needs of the Member.

### 1024.2 ISSUANCE AND REPLACEMENT

The Member's body armor shall be issued through Quartermaster and replaced every three to five years depending on the rated life of the vest.

### 1024.3 EXTERNAL BODY ARMOR CARRIERS

The use of an external body armor carrier is not mandatory. The purpose of this uniform item is to provide Department Members with an alternative method to carry standardized equipment in a safe, efficient, and comfortable manner. Members may choose to wear their body armor in the traditional method by concealing the armor beneath their uniform shirt or they may choose to utilize the external carrier. A Member may remove an external body armor carrier under the following circumstance: 1) in a secured environment, 2) outside of public view, and 3) where no expectation of enforcement action or public interaction is likely.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Body Armor

---

### 1024.4 REQUESTING THE EXTERNAL CARRIER

Members must submit a Uniform Request to Quartermaster requesting an external body armor carrier. External carriers shall only be issued for use with Department-issued or approved body armor.

1. On the Uniform Request, the Member must identify which brand/manufacturer of body armor they have. The Department currently issues body armor manufactured by **U.S. Armor** and **ABA/Safariland**. To verify the manufacturer of your body armor, refer to the label attached to the ballistic panel or contact the Armory for further assistance.
2. Once a Purchase Order has been issued, the Purchase Order and body armor shall be taken to the Uniform Center for sizing purposes. The Uniform Center will not accept Purchase Orders for external carriers without being able to examine the existing body armor panels. This is a critical requirement to insure proper sizing of the external carrier.
3. When to request an external carrier:
  - (a) Members may request an initial external carrier at any time.
  - (b) Replacement external carriers may be ordered every five years.
  - (c) Replacement external carriers may also be ordered when new body armor panels are issued that are a different size or a different manufacturer than their original carrier.
  - (d) Replacement external carriers may also be ordered when the carrier becomes unserviceable. Conditions that may make the carrier unserviceable include but are not limited to excessive wear, damage, rips, stains, etc.

### 1024.5 WEARING THE EXTERNAL CARRIER

External carriers are authorized for wear with Class "B" Uniform **only**.

1. External carriers are **NOT** authorized for wear with Class "A" Uniform.
2. External carriers are **NOT** authorized for wear with the Uniform Polo Shirt.
  - (a) Harbor Patrol Bureau, investigative units, and specialty units are exempt from this requirement.
3. External carriers shall be issued in the following colors:
  - (a) Deputy Sheriff and Reserve Deputy Sheriff - **RANGER GREEN**.
  - (b) Sheriff's Special Officer and Community Services Officer - **TAN**.
  - (c) Deputy Coroner - **BLACK**.

### 1024.6 UNIFORM PATCHES AND INSIGNIA

The following Departmental patches and insignia listed below, depending on the member's job classification, shall be attached to the external carrier at all times and in the following manner:

1. Name tape (Velcro) (CPC 830.1)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Body Armor

---

- (a) Location - Right Velcro chest flap.
- (b) Color
  1. Deputy Sheriff and Reserve Deputy Sheriff - Green patch, black lettering
  2. Sheriff's Special Officer and Community Services Officer - Tan patch, green lettering
  3. Deputy Coroner - Black patch, gold lettering
2. Sheriff's Star Patch (Velcro)
  - (a) Location - Left Velcro chest flap
  - (b) Color
    1. Deputy Sheriff and Reserve Deputy Sheriff - Gold star patch
    2. Sheriff's Special Officer and Community Services Officer - Gold star patch
    3. Deputy Coroner - Gold star patch
    4. The subdued Sheriff's Star Patch is authorized for investigative units and specialty units only
3. "SHERIFF" Back Patch (Velcro)
  - (a) Location - Velcro back patch
    1. Deputy Sheriff and Reserve Deputy Sheriff - Green patch, gold lettering
    2. Sheriff's Special Officer- Tan patch, green lettering
    3. Deputy Coroner - Black patch, gold lettering
4. "TRAFFIC" Back Patch (Velcro)
  - (a) Location – Velcro Back Patch
    1. Community Services Officer - Tan patch, green lettering
5. Patches representative of specialty pins authorized for wear under section 1046.25, for example, a subdued American flag patch, may be worn on the external body armor carrier. The patches shall be worn on the front of the carrier attached to the vest below the name tape (primary) or attached to the front of the radio carrier (secondary).
6. Morale patches and insignia not mandated or expressly allowed per this section are prohibited from being worn on the external body armor carrier.
7. Modifications to the external body armor carriers inconsistent with the original manufacturer's specifications are not authorized.
8. Only Departmental-approved, and issued external body armor carriers are authorized for duty purposes. The use of any other external carrier system is not authorized.

---

## Personnel Files

### 1026.1 PURPOSE AND SCOPE

This section governs the maintenance, retention and access to peace officer personnel files in accordance with established law. It is the policy of this Department to maintain the confidentiality of peace officer personnel records pursuant to Penal Code § 832.7.

### 1026.2 PERSONNEL FILES DEFINED

Pursuant to Penal Code § 832.8, peace officer personnel records shall include any file maintained under an individual deputy's name relating to:

1. Personal data, including marital status, family members, educational and employment history, or similar information.
2. Medical history including medical leave of absence forms, fitness for duty examinations, workers compensation records, medical releases and all other records which reveal a Member's past, current or anticipated future medical conditions.
3. Election of Member benefits.
4. Member advancement, appraisal, or discipline.
5. Complaints, or investigations of complaints, concerning an event or transaction in which the deputy participated, or which the deputy perceived, and pertaining to the manner in which the deputy performed official duties.
6. Any other information the disclosure of which would constitute an unwarranted invasion of personal privacy.

### 1026.3 EMPLOYEE RECORD LOCATIONS

Employee records will generally be maintained in any of the following:

**Department Personnel File:** That file which is maintained in the Professional Standards Division as a permanent record of a sworn deputy's employment with this Department.

**Internal Affairs Files:** Those files that contain complaints of Member misconduct and all materials relating to the investigation into such allegations, regardless of disposition.

**Employee Performance File:** That file which is separately maintained by a Member's supervisor(s)/manager(s) within an assigned division for the purpose of completing timely performance evaluations. (Policy 1027-Employee Performance files)

### 1026.4 CONFIDENTIALITY OF ALL PERSONNEL FILES

Pursuant to Penal Code § 832.7, all of the above-defined personnel records shall be deemed confidential and shall not be subject to disclosure except pursuant to the discovery procedures

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Personnel Files*

---

set forth in Penal Code § 832.7, Evidence Code § 1043, et seq. or in accordance with applicable federal discovery laws.

### **1026.5 REQUESTS FOR DISCLOSURE**

Only written requests for the disclosure of any information contained in any peace officer personnel record will be considered. Since the format of such requests may be strictly governed by law with specific responses required, all such requests shall be promptly brought to the attention of the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected Member(s) as soon as practicable that such a request has been made (Evidence Code § 1043(a)).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this will require assistance of approved and available legal counsel.

#### **1026.5.1 RELEASE OF CONFIDENTIAL INFORMATION**

Except as provided by this policy or pursuant to lawful process, no information contained in any confidential peace officer personnel file shall be disclosed to any unauthorized person(s) without the expressed prior consent of the involved deputy or written authorization of the Sheriff or his or her designee.

### **1026.6 MEMBER ACCESS TO OWN FILE**

Any Member may request access to his/her own personnel file(s) during the normal business hours of the individual(s) responsible for maintaining such file(s). Any Member seeking the removal of any item from his/her personnel file shall file a written request to the Sheriff through the chain of command. The Department shall thereafter remove any such item if appropriate or within 30 days provide the Member with a written explanation why the contested item will not be removed (Government Code 3306.5). If the contested item is not removed from the file, the Member's request and the Department's written response shall be retained with the contested item in the Member's personnel file.

Members may be restricted from accessing files containing any of the following information:

1. Ongoing Internal affairs investigations to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the Member of the intent to discipline.
2. Confidential portions of Internal Affairs files which have not been sustained against the Member.

### **1026.7 ADVERSE COMMENTS**

Adverse comments may be retained in a Employee's Department Personnel file after the Member has had the opportunity to read and initial the comment (Government Code § 3305). If a Member refuses to initial or sign an adverse comment, that fact shall be noted on the document and

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Personnel Files*

---

witnessed by a second supervisor. Such a refusal, however, shall not be deemed insubordination nor shall it prohibit the entry of the adverse comment into the Member's file.

Once a Member has had an opportunity to read and initial any adverse comment prior to entry into a file, the Member shall be given the opportunity to respond in writing to such adverse comment within 30 days. Any such Member response shall be attached to and retained with the original adverse comment (Government Code § 3306).

### **1026.8 PURGING OF FILES**

Formal citizen complaints and all related files not pending litigation or other ongoing legal proceedings may be purged no sooner than five years from the underlying complaint date (Penal Code § 832.5).

All other disciplinary files and investigations of non-citizen initiated complaints not pending litigation or other ongoing legal proceedings may be purged no sooner than two years from the underlying complaint date (Government Code § 26202 and Government Code § 34090).

---

## Employee Performance Files

### 1027.1 PURPOSE AND SCOPE

This section governs the maintenance, retention and access to Employee Performance files in accordance with established law.

### 1027.2 EMPLOYEE PERFORMANCE FILE DEFINED

The Employee Performance file is a mechanism to assist in positively affecting and evaluating Member performance. The file shall be used to document Member performance for possible inclusion in a Member's annual performance evaluation.

### 1027.3 EMPLOYEE PERFORMANCE FILE USAGE

The Supervisor completing the performance evaluation must only utilize information from the file relevant to the affected rating period. The Employee Performance file shall be forwarded from division to division as the Member is transferred.

### 1027.4 EMPLOYEE PERFORMANCE FILE CONTENTS

The Employee Performance file should contain, but is not limited to, the following:

**Performance Notes** - The Performance Note is to be used to document supervisory observations about Member performance during a given rating period.

1. The Performance Note has signature blocks to facilitate the requirements of Government Code § 3305.
2. A Member shall have 30 days to file a written response to any adverse Performance Note entry. Such written response shall be attached to the Performance Note to facilitate the requirements of Government Code § 3306.
3. The Performance Note has a Manager Review signature block to facilitate the requirement that adverse entries be reviewed by a manager.
4. The Performance Note is not to be used as a substitute for formal commendations or discipline when appropriate.

**Non-Sworn Evaluation-PIP Goals** - The Non-Sworn Evaluation-PIP Goals form is to be used by the Member and supervisor to jointly document performance goals for inclusion in the Member's annual performance evaluation.

**Other Materials** - Other materials intended to serve as a foundation for the completion of timely Performance Evaluations. Duplicate copies of items that will also be included in the Member's Department Personnel file may be placed in this interim file in anticipation of completing any upcoming performance evaluation.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Employee Performance Files*

---

### **1027.5 PURGING OF EMPLOYEE PERFORMANCE FILES**

The entire contents of the Employee Performance file, including any electronic versions of these materials, shall be purged after the Member's annual performance evaluation has been signed. In any event, the contents of this file shall be purged no later than a year after the last signed performance evaluation.

## Employee Commendations

### 1030.1 PURPOSE AND SCOPE

Special recognition may be in order whenever a Member performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending Member performance and provides a means to preserve informal commendations received from the public that historically have not been memorialized. This policy explains the required actions for the collection, processing and preservation of such commendable acts to ensure appropriate recognition is bestowed upon the Member.

### 1030.2 WHO MAY MAKE COMMENDATIONS

A written commendation may be made by any supervisor regarding any other Member of the Department, provided the reporting person is superior in rank or is the person-in-charge of the individual being commended. Additionally, investigating deputies may commend uniformed deputies for exceptional assistance in investigative functions, with approval from the investigator's supervisor. Any Member may recommend a commendation to the supervisor of the Member subject to commendation.

#### 1030.2.1 COMMENDATION TYPES

Special recognition may be in order whenever a Department Member performs his/her duties in an exemplary manner. Commendations may include but are not limited to the following:

1. Citizen feedback
2. Division commendation
3. Sheriff/Department commendation
4. Civic group award (MADD, VFW, Red Cross, 10851)
5. Government awards
6. Gold Star Award
7. Medal of Valor

### 1030.3 COMMENDABLE ACTIONS

A meritorious or commendable act by a Member of this Department may include, but is not limited to, the following:

1. Superior handling of a difficult situation
2. Any action or performance that is above and beyond the typical duties of a Department Member
3. A presentation or speech given to a group outside of regular duties. Providing specialized training to fellow law enforcement officers or government personnel
4. Significant testimony at a trial or hearing

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Employee Commendations*

---

### 1030.3.1 SIGNIFICANT COMMENDABLE ACTIONS

Any major or momentous action by a Member that brings exceptional recognition to the Department or individual may include, but is not limited to, the following:

1. Conspicuous performance to a specific entity as recognized by that entity
2. Conspicuous bravery or outstanding performance by any Member

### 1030.3.2 REPORTING

Managers and/or Supervisors shall document all commendations by creating a new "Initial Report" on the Sheriff's Intranet. This will ensure all the necessary information is captured and preserved.

Once the "Initial Report" has been created by a supervisor, the system will generate an email which contains an auto-populated "Commendation Letter." This form should be printed and mailed to the reporting party. The letter may be emailed in lieu of regular mail.

After the Initial Report has been reviewed by the Commander, the system will generate an email to the Member's supervisor which contains an "Employee Notification" form. This will need to be printed and reviewed by the Member. After review, the form shall be signed by both the Member and supervisor. Once signed, the form shall be scanned and attached to the Initial Report. The system shall automatically transfer the Initial Report to the Commendation/Complaint Reporting System (CCRS). The original signed form shall be placed in the Member's Division performance file.

For assistance with form documentation, contact the S.A.F.E. Division (714) 834-3429

### 1030.3.3 PUBLIC COMMENT NOTICE

The Public Comment Notice Form shall be made readily available to the public in a visible location in lobbies of OCSD facilities. The public can use this form (also available on the Sheriff's website) to document commendable acts by Department Members if they choose not to convey their appreciation in person.

### 1030.3.4 RETENTION OF COMMENDATION REPORTS

The Professional Services Command shall maintain the Commendation/Complaint Report Forms and all supporting documentation in accordance with current applicable laws governing personnel files.

## The Gold Star Program

### 1031.1 PURPOSE AND SCOPE

The Gold Star Program was created to recognize a Member's contribution to the Orange County Sheriff's Department. The Member selection should be based on consistent commitment to law enforcement excellence.

#### 1031.1.1 DATE POLICY APPROVED OR REVISED

Effective: June 9, 2010

### 1031.2 SELECTION

Up to twenty eight Members per year shall be selected. Any Member can be nominated by his/her peers, supervisors, or managers. The Gold Star Committee shall be made up of representatives from each Command. They shall meet biannually to discuss and select from the nominees provided. Ideally two Members from each command shall be selected (1) sworn and (1) professional staff (where applicable). The selections shall be made biannually (January June / July December) and shall be formally announced in the Sheriff's Bulletin and the Sheriff's Blog.

### 1031.3 COMMANDS

1. Executive Command
  - (a) Public Affairs & Community Engagement Division
2. Administrative Services Command
  - (a) Financial Services Division
  - (b) Research & Development Division
  - (c) Technology Division
3. Custody & Inmate Services Command
  - (a) Central Jails Division
  - (b) IRC/Transportation Division
  - (c) Inmate Services
4. Corrections & Court Operations Command
  - (a) Theo Lacy Facility
  - (b) James A. Musick Facility
  - (c) Court Operations Division
5. Patrol Operation Command
  - (a) North Operations Division
  - (b) Southeast Operations Division
  - (c) Southwest Operations Division

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *The Gold Star Program*

---

- (d) Transit Operations Division
- 6. Investigations & Special Operations Command
  - (a) Investigations Division
  - (b) OC Crime Lab
  - (c) Coroner Division
  - (d) Emergency Management Division
  - (e) Special Operations Division
- 7. Professional Services Command
  - (a) Professional Standard Division
  - (b) S.A.F.E. Division
  - (c) Training Command
  - (d) Records & Property Division

Each Command shall select two recipients for a total of fourteen per bi-annual period.

### **1031.4 QUALIFICATIONS**

The Member selected should be one who consistently performs his/her job at the highest level of excellence. They must be a positive influence on the command and their job related actions improve the overall working conditions.

### **1031.5 AWARDS**

Each selected Member shall receive the following:

1. An awards ceremony to include the Sheriff. Members from each command (light refreshments to be served).
2. A certificate recognizing the Member's contribution.
3. A Sheriff's "Gold Star" tie/lapel pin.
4. An engraved Pen/Pencil set.
5. A freestanding plaque provided through donations by the Sheriff's Advisory Committee.

### **1031.6 PROGRAM MANAGEMENT**

This program shall be managed by the S.A.F.E. Division. The Division shall make the necessary notifications biannually.

### **1031.7 SELECTION PROCESS**

1. Twice a year, July/January selections shall be made for the prior six months, notifications are sent out to the Executive Command by the S.A.F.E. Division.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *The Gold Star Program*

---

2. Respective committee members shall set a meeting date to determine their biannual recipients.
3. Once the "Gold Star" recipients are selected a ceremony date is set up and commenced.

### **1031.8 NOMINATION PROCEDURE**

If you believe there is a Member meeting the criteria described in this policy, obtain the nomination submission form located on the Intranet located in the Knowledge Center.

The completed nomination form should be submitted to your supervisor who shall forward via the chain of command. The nominations shall be maintained for review by each Command's Gold Star committee during the biannual review period.

## **Fitness for Duty**

### **1032.1 PURPOSE AND SCOPE**

All sworn personnel of this Department are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that sworn personnel remain fit for duty and able to perform their job functions (Government Code § 1031).

### **1032.2 MEMBER RESPONSIBILITIES**

1. It shall be the responsibility of each Member of this Department to safely and properly perform the essential duties of his/her position.
2. Each Member of this Department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
3. During working hours, all Members are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
4. Any Member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a Member believes that another Member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

### **1032.3 SUPERVISOR RESPONSIBILITIES**

1. A supervisor observing a Member, or receiving a report of a Member who is perceived to be, unable to safely perform his/her duties due to a physical or mental condition shall make a written report of his/her observations and all information regarding the Member's inability to perform the essential duties of their position and take prompt and appropriate action in an effort to resolve the situation. Whenever feasible, the supervisor should make a preliminary evaluation in an effort to determine the level of inability of the Member to perform his/her duties.
2. In the event the Member appears to be in need of immediate medical or psychological treatment, all reasonable efforts should be made to provide such care.
3. In conjunction with the Watch Commander, Department Commander or Member's Commander, a determination should be made whether or not the Member should be temporarily relieved from his/her duties.
4. The Sheriff and the Professional Standards Division Commander, shall be promptly notified in the event that any Member is relieved from duty.

### **1032.4 NON-WORK RELATED CONDITIONS**

Any Member suffering from a non-work related condition which warrants a temporary relief from duty may be required to use sick leave or other paid time off (PTO) in order to obtain medical treatment or any necessary rest.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Fitness for Duty*

---

### **1032.5 WORK RELATED CONDITIONS**

Any Member suffering from a work-related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims. Upon the recommendation of the Watch Commander, Department Commander or unit supervisor and concurrence of a Commander, any Member whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave.

1. For the well-being of the Member, the leave may include sufficient time to ensure he or she has had the opportunity to receive any necessary counseling and/or psychological clearance to return to full duty.

### **1032.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS**

1. Whenever circumstances reasonably indicate that a Member may be unfit for duty and may not be able to perform the essential functions of his or her position, the Sheriff may serve that Member with a written order to undergo a physical and/or psychological examination in cooperation with the Professional Standards Division to determine the level of the Member's fitness for duty.
2. If the Member places his/her condition at issue in any subsequent or related administrative action, grievance, or civil action, the examining physician or therapist may be required to disclose any and all information which is relevant to such a proceeding. (Civil Code § 56.10(c)(8)(A)). The examining physician or therapist will provide the Department with a report indicating that the Member is either fit for duty or, if not, listing any functional limitations which limit the Member's ability to perform job duties (Civil Code § 56.10 (c)(8)(B)).
3. In order to facilitate the examination of any Member, the Department shall provide all appropriate documents and available information to the examining physician or therapist to assist in the evaluation and/or treatment.
4. All reports and evaluations submitted by the treating physician or therapist shall be part of the Member's confidential file and kept separate from the Member's personnel file.
5. Any Member ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order or any failure to cooperate with the examining physician or therapist regarding any clinical interview, tests administered or other procedure may be deemed insubordination and shall be subject to discipline, up to and including termination.
6. Once a Member has been deemed fit for duty by the examining physician or therapist, the Member may be notified to resume his/her duties.



## Peer Support and Assistance Program

### 1033.1 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department recognizes the value of providing an in-house resource for Members and their family members to support them in managing both professional and personal crises. The purpose of this directive is to establish policy related to a Peer Support Team for Department Members and their families.

The Peer Support Team (PST) may be utilized to support other county law enforcement agencies and to work in cooperation with the Orange County Association of Peer Supporters (OCAPS) in mitigating trauma in the aftermath of an incident that impacts law enforcement personnel and/or the community.

The PST has boundaries that must be acknowledged while providing support to personnel. Interactions with team members and Members shall not supplant a counseling session with a licensed mental health professional in response to a Member suffering the effects of a traumatic critical event. Team members shall not interfere with or influence the initial triage of a traumatic critical event as the Department renders the situation safe and determines a course of action.

### 1033.2 DEFINITION

The PST provides assistance, support, and resources to Members and direct family members during difficult times in their personal or professional lives. This program is designed to:

1. Provide emotional support during and after times of personal or professional crisis to other Members who need assistance;
2. Provide ongoing follow-up support;
3. Promote trust, allow anonymity, and preserve confidentiality for persons using peer support within the guidelines of the program;
4. Develop team members who can identify personal conflicts and provide guidance and/or referrals to an appropriate professional or to alternate resources as assessed or required;
5. Maintain an effective PST through ongoing training and regular scheduled team meetings;
6. Provide a mechanism of support and resources to Members on approved leave; and
7. Act as a liaison for retired Members requesting PST services.

### 1033.3 MISSION STATEMENT

The role of the Orange County Sheriff's Department Peer Support Team is to support and refer Members and family members to resources and assistance during difficult times in their professional and personal lives.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Peer Support and Assistance Program*

---

### **1033.4 ACCESSING PEER SUPPORT**

The PST is available 24 hours a day, 7 days a week to all Members. PST contact information can be found on the Department's Intranet Page via the PST link in the Employee Center.

### **1033.5 CONFIDENTIALITY**

The acceptance and success of the Orange County Sheriff's Department PST will be determined greatly by the preservation of confidentiality. It is imperative each PST member maintain strict confidentiality of all information learned about an individual within the guidelines of this program.

All PST Members will be required to read, understand, and abide by the terms of the Confidentiality Agreement. The Member (or other approved person(s) as described in §1033.6(d)) shall submit the signed original Confidentiality Agreement form to the PSD Commander prior to becoming a team member. The PSD Commanders shall retain the signed original Confidentiality Agreements. The PST Confidentiality Agreement form will be accessible in the Document Center on the OCSD Intranet.

Conversations between PST members and Members are not privileged communications under the Evidence Code, and may be discovered in litigation. However, the Department shall respect the confidentiality of conversations between PST members and Members, with the following exceptions:

1. Information concerning the commission of a crime.
2. The Member or a third party is a danger to themselves or others.
3. Disclosure has been compelled by a court of competent jurisdiction.
4. Information that a Member has been subjected to harassment, discrimination, retaliation and/or abusive conduct if a supervisor or manager has received such information.

*PST personnel are required to contact the Department's Peer Support Coordinator who will then disclose to the PSD Commander any information they receive that indicates that the Member or a third party is a danger to themselves or others, as well as any information they receive concerning the commission of a crime.*

*As required by the County's Equal Employment Opportunity and Anti-Harassment Policy and Procedure and Department Policy 328, any PST member who is a supervisor or manager and who receives information that a Member has been subjected to harassment, discrimination, retaliation and/or abusive conduct will disclose that information to the PSD Commander.*

### **1033.6 COMMAND STRUCTURE**

The PST is a function under the Command of the Professional Standards Division (PSD) Commander. The leadership structure of the Peer Support Program shall be as follows:

1. **Program Administrator:** Peer Support Coordinator.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Peer Support and Assistance Program*

---

2. **Program Coordinator(s):** Coordinators are responsible for the coordination, statistics and operations of the PST. Coordinators will work directly with the Program Administrator in charge.
3. **Peer Support Team Members:** PST members shall be selected from Department personnel (or other individuals as deemed appropriate and approved by the Program Coordinator and PSD Commander) through a recruitment/nomination and interview process. Members shall attend the 3-day POST-certified Peer Support Training. Team members shall be required to attend bimonthly meetings and uphold confidentiality as stated in Lexipol Policy 1033.5. Members of the PST may be removed from the team at the direction of the Program Administrator or PSD Commander.
4. **Non-Active Department Members/Others:** All non-active Department Members (retired/separated/other) selected for the program by the Program Coordinator and PSD Commander must be approved by the Department for appointment as Reserve Deputy Sheriff or Professional Services Responder (PSR) prior to being eligible to participate as PST Members.

### **1033.7 CRITICAL INCIDENTS**

#### 1033.7.1 POLICY

The PST is intended to be a resource available to the Department in the event of a critical incident or for personal crisis situations. PST outreach can occur for the following reasons:

1. All shootings (regardless of whether someone is injured or killed).
2. Where a Member witnesses another Member's death or serious injury.
3. Where a Member is taken hostage.
4. Where a Member is witness to a suicide.
5. Where a Member is witness to a violent death or serious injury.
6. Infant/child death.
7. Where a Member witnesses or responds to a mass shooting incident.
8. Any incident that is likely to affect the Member's ability to interact with the public or is a potential officer safety risk.
9. Any other incident deemed appropriate by the Department Commander.
10. Referral from a supervisor.
11. Self-referral for help.

#### 1033.7.2 POST INCIDENT PROCEDURES

1. The respective Commander or Director of the involved Division shall call the Department's Peer Support Coordinator as soon as possible to assess the situation. The Peer Support Coordinator shall contact a member of the PST to initiate an operational response.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Peer Support and Assistance Program*

---

2. The Peer Support Coordinator shall work with the supervisor of impacted Members so a Member of the PST can be contacted as soon as possible in order to schedule a one-on-one or group debriefing for all involved Members. When practical and operationally safe to do so, the on-scene supervisor shall serve as a resource for team members needing information about the incident so that appropriate PST resources are made available.
3. All involved Members are encouraged to attend a one-on-one or group debriefing provided by the Peer Support Coordinator and PST members. Attendance or participation is considered voluntary.
4. The Department encourages family members of the involved personnel to take advantage of available mental health counseling services. It is recommended that family counseling be offered to Members as needed following a critical incident.

#### **1033.8 TRAINING**

PST members shall receive training on the following subjects during the basic certification course:

1. Listening skills.
2. Summarization.
3. Self-disclosure.
4. Substance abuse.
5. Dealing with depression.
6. Grief and bereavement.
7. Marriage and family.
8. Managing a line-of-duty death.
9. Critical incident stress management.
10. Dealing with a suicide situation.

#### **Additional training available to Peer Support Team Members:**

1. Basic Critical Incident Stress Management (CISM) Course.
2. Bimonthly PST meetings shall provide ongoing training on a number of subjects as it relates to the emotional wellbeing of Department Members.

## Overtime

### 1038.1 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department has a legal requirement to compensate non-management personnel for all overtime worked, in accordance with applicable laws and existing MOU. Overtime shall be equitably and fairly distributed based upon management analysis of workload requirements. While the Department recognizes the need for overtime to maintain public safety, it will strive for less costly alternatives. All Department Members have the duty to effectively and efficiently manage overtime. The following guidelines shall be used for overtime assignments.

#### 1038.1.1 DATE POLICY APPROVED OR REVISED

Effective: 04-14-2011

### 1038.2 OVERTIME AUTHORIZATION

Overtime shall only be authorized when necessary to meet the operational, safety, or emergency needs of the Department.

#### 1038.2.1 OVERTIME WORK PERIODS

No Member shall work more than 16 consecutive hours. If a Member works 12 or more consecutive hours, the Member cannot return to duty for at least 8 hours.

1. Exceptions; Unplanned shift extensions (i.e. late call, complete work assignment, court appearances) and emergency situations with the approval of the respective Assistant Sheriff or their designee.

#### 1038.2.2 OVERTIME LIMITS

No Member shall exceed a total of 128 working hours in a pay period (i.e. 80 hours of regular pay + 48 hours of overtime pay) Utilization of leave hours (Admin Leave, Annual Leave, Comp Time, Vacation, Sick, etc.) shall not be included in the calculation of the 128 working hours.

1. Exceptions: Unplanned shift extensions (i.e. late call, complete work assignment, court appearances) and emergency situations with the approval of their respective Assistant Sheriff or their designee.

#### 1038.2.3 OVERTIME APPROVAL

All overtime requests shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval must be obtained as soon as practical during the overtime shift and no later than the end of the shift in which the overtime was worked.

#### 1038.2.4 OVERTIME OUTSIDE OF CLASSIFICATION

No Member shall be permitted to work overtime out of their classification without their respective Commander approval.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Overtime

---

#### 1038.2.5 MEMBER RESPONSIBILITIES

1. It is the responsibility of every Member of the Department to maintain fiscal accountability. No Member shall knowingly work overtime that does not meet the Departmental mandate.
2. It shall be the responsibility of all Members to ensure they do not exceed 48 hours of overtime in any pay period. Exceptions: refer to Policy 1038.2.2.
3. Members shall record the overtime hours worked and the correct payroll coding on their respective timecard via the Virtual Timecard Interface (VTI). In the remarks column, the position worked or reason for the overtime should be noted. Members shall not perform Department duties outside of his/her scheduled work hours without reporting overtime worked on his/her timecard.
4. No work may be done outside of a Member's scheduled work hours unless approved in advance by his/her immediate supervisor. Court appearances and law enforcement/public safety emergencies are exceptions. In these instances, the Member shall notify a supervisor as soon as the incident or situation allows the Member to do so, but in no event later than the end of the Member's work shift for that day.
5. Members shall take their breaks and meal periods during their work shift and are required to properly document this on their timecard. In the event that a Member is unable to take a meal break, they are required to report their inability to take a meal break to a supervisor before the end of their shift.
6. Members shall not work uncompensated overtime to prepare for briefing, check emails, check mailboxes, prepare patrol vehicles or any other duties before or after their scheduled work shift.
7. Under no circumstances may a Member who is eligible to receive overtime compensation maintain overtime hours in an informal manner that is inconsistent with established Department policies and procedures.

#### 1038.2.6 SUPERVISOR RESPONSIBILITIES

1. It shall be the responsibility of all supervisors to ensure that any overtime meets a legitimate business need and is consistent with Departmental policy.
2. Supervisors shall give consideration to reasonable rest periods. The supervisor shall deny overtime to and/or relieve from on duty status any Member who has exceeded the listed guidelines. This includes any Member who appears fatigued to the extent that the Member's job performance could be affected or public safety impacted.
3. Supervisors shall monitor the use of overtime and its effects on Member health, fatigue and misuse (i.e. patterns that might indicate abuse of sick leave).
4. Supervisors shall be responsible to review, monitor, and verify all overtime worked by their subordinates. This shall include verifying the overtime was properly coded.
5. Supervisors shall not delegate their authority to review and approve watch lists, timecards or overtime justifications to non-supervisory personnel.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Overtime

---

6. It is the Supervisor's responsibility to distribute all overtime in a fair and equitable manner taking into consideration Departmental needs. Overtime shall be closely monitored as to not overburden any particular Member.
7. Supervisors shall not inhibit by action, statement, or other means any Member's legitimate submission of a report of lawfully approved and earned overtime. If a Member worked approved overtime they are required to promptly report the overtime.
8. All violations of the Department's overtime policy shall be documented and corrective measures or disciplinary action shall be taken.

#### 1038.2.7 COMMANDER RESPONSIBILITIES

1. Commanders are responsible for the use of overtime in their Commands and should ensure:
  - (a) Overtime is used to meet a business or operational need consistent with Department policy.
  - (b) Projected monthly overtime expenses do not exceed the budgeted amounts. In the event it appears overtime expenses may exceed the budgeted amount the appropriate Assistant Sheriff shall be notified.
  - (c) Accurate tracking and accountability of all overtime use.
  - (d) Adherence to the agreements developed in the existing Memorandum of Understandings with various labor groups.
  - (e) Maintenance of a safe, healthy, and secure working environment for Members, the public, and inmates.
  - (f) Compliance with approved policies regarding assignment, scheduling, and overtime usage, including identification of excessive overtime use and accuracy of time reporting. All violations shall be promptly documented and investigated and appropriate action shall be taken.
2. Commanders shall develop and maintain command specific procedures regarding appropriate overtime utilization. These procedures shall be in accordance with all existing Memorandum of Understandings. These procedures shall identify specific instances when the use of overtime is appropriate and when it is not.

These procedures shall be reviewed by OCSD Executive Command staff before implementation. Once approved, Commanders shall introduce and review these site specific procedures with all Members in the Command.

#### 1038.2.8 SHERIFF'S FINANCIAL/PAYROLL RESPONSIBILITIES

Sheriff's Financial/Payroll shall provide to each Commander a copy of the Budget Balance and Forecast Analysis report (provided monthly) and the Overtime Report (Provided Biweekly). The information provided in these reports shall be utilized in the management of each Command's budget.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### Overtime

---

#### **1038.3 SHERIFF EXPLORER ADVISORS OVERTIME AND SCHEDULING**

Orange County Sheriff's Department Explorer Post 449 consists of approximately 230 explorers and 40 advisors. Advisors are Department Members who train and mentor the explorers at explorer meetings, events, competitions and other explorer functions. Advisors are deputies or other Department Members and they are assigned to nearly every division in the Department. The explorer program is a Department wide program and it benefits the entire Department and the community of Orange County.

Here are the guidelines for advisor overtime and scheduling for explorer events:

1. Overtime expended for the purpose of conducting regular explorer weekly meetings is paid by the division to which the advisor is assigned.
2. Overtime expended for the purpose of attending monthly advisor meetings is paid by the division to which the advisor is assigned.
3. Overtime expended in order that an advisor may attend an event within a contract city or contract partner (JWA, harbor, courts, OCTA), is paid by the contract City or contract partner if the request was made by that contract city or partner.
4. Overtime expended in order that an advisor may attend an event within an unincorporated area is paid by the division where the overtime is actually worked.
5. Overtime expended in order that an advisor may attend a "Department event" (Medal of Valor Luncheon, funeral, Peace Officer Memorial, Sheriff Academy graduations, etc.), is paid by the division to which the advisor is assigned.
6. Overtime expended in order that explorers may assist an outside agency (e.g. Strawberry Festival-GGPD, Placentia Heritage Day Parade-PPD, etc.), will be paid by the division to which the advisor is assigned.
7. Overtime expended in order that an advisor may attend an explorer academy or explorer competition, will be paid for by the division to which the advisor is assigned.

Divisions are encouraged to accommodate advisors with their scheduled explorer weekly meetings, events and other explorer functions. If the advisor cannot attend the event during their normal work schedule, then overtime should be expended.

Advisors must get their division's approval prior to working any event in which their division is to occur the expended overtime. Advisors should keep their divisions apprised of their explorer events and should always get approval from their respected division before working any explorer event, whether overtime is expended or not.

If an advisor is denied approval to work an event or function, the explorer coordinator (sergeant) shall list the name of the person denying the request on the Explorer Event Planning Form. The explorer coordinator shall notify the explorer director (captain) in all such cases so that it is ensured that all alternatives and options have been explored.



## Secondary Employment

### 1040.1 PURPOSE AND SCOPE

1. Members of the Department are prohibited from engaging in any employment or gainful occupation outside their county positions without prior notice to and prior approval from the Department.
2. Approval will not be given for any type of secondary employment which will interfere with the Member's Departmental employment or will present a conflict of interest with the Member's duties and responsibilities.
3. Any Member wishing to engage in any secondary employment shall submit a written request on the prescribed form to the Professional Services Command, along with the prior approval of or denial of the Member's Division Commander/Senior Director.
4. The Professional Services Command shall review the request to verify that the secondary employment does not present a conflict of interest as defined in this manual. The request will be forwarded to the Assistant Sheriff of Professional Services for approval.
5. Secondary employment may be denied when it appears that it will impair or interfere with the Member's ability to efficiently discharge his/her Departmental duties and responsibilities.
6. Any Member wishing to appeal a decision made denying a secondary employment request may do so in writing to the Assistant Sheriff of Professional Services. All appeals will be reviewed by the Assistant Sheriff and a decision rendered.
7. Requests for continuing secondary employment shall be renewed by the Department Member every January.
8. Any Member who changes or terminates any approved secondary employment shall promptly notify the Professional Services Command.
9. Members engaging in secondary employment shall be limited to not more than 16 hours of combined primary and secondary employment on any workday and not to exceed (20) hours per week without approval from the Division Commander.
10. Teaching assignments at the Sheriff's Academy or authorized traffic school functions shall not be considered secondary employment for purposes of this section.

#### 1040.1.1 DEFINITIONS

1. All types of secondary employment which in any way require the use of the Sheriff-Coroner's uniform, badge, or authority of office, shall be prohibited.
2. Members of this Department are prohibited from providing security services, on a voluntary or compensated basis, to any organization, entity or individual unless such services are part of their Departmental-assigned duties.
3. Contract services may be provided to public/private agencies at the direction and control of the Department. Approved contract services shall not be considered secondary employment.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Secondary Employment

---

4. Paid or unpaid Reserves for agencies other than the Department must submit a written request for secondary employment in compliance with the provisions of the manual section 1040.1 - 1040.2

### 1040.2 SECONDARY EMPLOYMENT - EXPERT WITNESS

1. Members shall not act as a consultant for a defense attorney in any criminal proceeding, or in civil suits against any public entity.
2. Consultant employment, other than above, must comply with off duty procedures set forth under Section 1040.1 of this manual.

#### 1040.2.1 SECONDARY EMPLOYMENT - CONFLICT OF INTEREST

1. The following types of secondary employment shall not be approved since these activities may cause a conflict of interest due to the nature of the member's employment:
  - (a) Where the secondary employment involves the services of legal process.
  - (b) Where the nature of the secondary employment, or the place where it is to be performed is such as to bring either the Department or the member into disrespect, or degrade the dignity of law enforcement.
  - (c) Where the secondary employment will involve the member in violations of the Rules, Regulations or Procedures of the Department, or violations of any ordinance or statute.
  - (d) Where the secondary employment would assist any individual in any criminal proceeding.
  - (e) Where the secondary employment is in any way connected with work of a private investigative nature or for a private investigation agency, bail bond agency, private patrol agency or for the collection of debts.
  - (f) Where the secondary employment is directly or indirectly connected with the towing or storage of vehicles, or the operation of ambulances.
  - (g) Where the secondary employment is in a business or occupation where the Members are on strike or are "locked out" by the employer. Members will not engage in picketing.
  - (h) Where the member's official position might be used to serve private interests.
  - (i) Where the secondary employment would or might require or cause the member to use or disclose official police records, documents, or files.
  - (j) Where the secondary employment is directly or indirectly connected with the operation of a tavern or the transportation, distribution, or sale of intoxicating beverages, except where such activity is allowed by law.
2. By law, county Members shall not be financially interested in any contract awarded by this county (Gov. Code 1090).
3. By law, Members of this Department shall not participate as bidders in any property sale conducted by this Department (Gov. Code 1090).

---

## Grooming Standards

### 1044.1 PURPOSE AND SCOPE

In order to project uniformity and neutrality toward the public and other Members of the Department, Members shall maintain their personal hygiene and appearance to project a professional image appropriate for this Department and for their assignment.

### 1044.2 POLICY

Unless an exemption is made under Section 1044.9 of this policy, the following appearance standards shall apply to all Members.

### 1044.3 UNIFORMED LAW ENFORCEMENT MEMBERS

#### 1044.3.1 HAIR AND JEWELRY

1. Male - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Shall not cover any portion of the collar.
  - (b) Shall not cover any part of the ears.
  - (c) In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear.
  - (d) Regardless of style, when authorized headgear is worn, hair shall not be visible between the forehead and the headgear nor shall any hair curl above any part of the band.
2. Female - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Shall not be worn below the bottom of the collar.
  - (b) In no case shall the bulk or length of the hair interfere with the proper wear of any authorized headgear.
  - (c) Hair worn forward shall not fall further than the top of the eyebrows and in no instances restrict the field of vision.
  - (d) Decorations shall not be worn in the hair while in uniform except that hair clips or pins that match the hair may be worn.
3. Sideburns
  - (a) Sideburns shall be neatly trimmed.
  - (b) Sideburns shall not extend below the lowest part of the ear.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

- (c) Sideburns shall not be flared beyond 1 1/2 inches in width and shall end with a clean shaven horizontal line.
- (d) Sideburns shall not connect with the mustache.
- 4. Mustache
  - (a) A neatly trimmed mustache may be worn.
  - (b) Hair in front may not extend below the upper limit of the top lip.
  - (c) It may extend 1/2 inch beyond the corner of the mouth and follow the natural curve of the upper limit of the top lip.
  - (d) The natural growth direction of the hair may not be altered by physical means (i.e., waxing of mustache to alter natural growth.)
- 5. Beard
  - (a) The face shall be clean-shaven other than the wearing of the acceptable mustache or sideburns, except when shaving is not prudent due to valid medical reasons.
- 6. Jewelry
  - (a) Rings - One ring may be worn on each hand, with the wedding set to be considered as one ring.
  - (b) Necklaces - May be worn, but not visible.
  - (c) Earrings - No jewelry may be worn in or on the ears except for no more than one pair of plain pierced ear studs worn by female Members on the ear lobe.
  - (d) Bracelets - No bracelets may be worn except those that provide necessary medical information or as may be authorized by the Sheriff-Coroner.
  - (e) Tie Bar - A plain gold tie bar, gold tie bar with small Sheriff's star replica, a County service tie tack pin, or a County service tie bar may be worn. Uniformed officers not assigned to wear a tie may wear the county service tie tack pin on their uniform shirt centered in the left half pocket flap of their right breast pocket.
  - (f) No jewelry may be worn which shall constitute a safety hazard.
  - (g) Any jewelry not specifically approved for wear is prohibited.

### **1044.4 NON-UNIFORMED LAW ENFORCEMENT MEMBERS**

Standards for non-uniformed law enforcement Members may be modified on an individual basis by the Member's Commander, with the approval of the Sheriff-Coroner.

#### **1044.4.1 CLOTHING**

Clothing shall be in keeping with acceptable community standards, clean, and shall be tailored to present a neat, businesslike appearance. Non-uniformed Members in the classifications of:

1. Undersheriff
2. Assistant Sheriff/Executive Director

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

3. Commander/Director/Chief Deputy Coroner
4. Captain/Assistant Director/Assistant Chief Deputy Coroner
5. Lieutenant/Manager
6. Sergeant/Supervisor/Supervising Deputy Coroner
7. Investigator
8. Deputy Sheriff II/Senior Deputy Coroner
9. Deputy Sheriff I/Deputy Coroner

Shall, when assigned to non-uniformed duty, meet the following standards:

1. Male - Clothing shall be clean and shall present a neat, businesslike appearance.
  - (a) A suit or sport coat and slacks shall be worn. Coats may be removed while inside buildings, on Sheriff-Coroner's facility grounds, while driving a vehicle, or under unusual conditions.
  - (b) A necktie is mandatory.
  - (c) String ties or boleros are not acceptable.
  - (d) A vest or sweater may be worn under the coat.
  - (e) Shoes or boots shall be neat, clean, and properly maintained.
2. Female - Clothing shall be clean and shall present a neat, businesslike appearance.
  - (a) A pantsuit with jacket, skirt with jacket, or dress shall be worn. Jackets may be removed while inside buildings, while driving a vehicle, on Sheriff-Coroner's facility grounds or under unusual conditions.
  - (b) Shoes or boots shall be neat, clean, and properly maintained.
  - (c) Hem length shall be no more than three inches above the center of the knee or three inches below the center of the knee.
  - (d) Bras shall be worn.

### 1044.4.2 HAIR

1. Male - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair may cover the top one-half of the ear.
  - (b) May not cover any portion of the collar.
2. Female - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair length shall not extend beyond the center of the shoulder blades.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Grooming Standards*

---

- (b) Hair worn forward shall not fall further than the top of the eyebrows and in no instances restrict the field of vision.
- 3. Sideburns
  - (a) Sideburns shall be neatly trimmed.
  - (b) Sideburns shall not extend below the lowest part of the ear.
  - (c) Sideburns shall not be flared beyond 1 1/2 inches in width and shall end with a clean shaven horizontal line.
  - (d) Sideburns shall not connect with the mustache.
- 4. Mustache
  - (a) A neatly trimmed mustache may be worn.
  - (b) Hair in front may not extend below the upper limit of the top lip.
  - (c) It may extend one half inch beyond the corner of the mouth and follow the natural curve of the upper limit of the top lip.
  - (d) The natural growth direction of the hair may not be altered by physical means. (i.e., waxing of mustache to alter natural growth).
- 5. Beard
  - (a) The face shall be clean-shaven other than the wearing of the acceptable mustache or sideburns, except when shaving is not prudent due to valid medical reasons.

#### 1044.4.3 JEWELRY

- 1. Rings - One ring may be worn on each hand, with the wedding ring set to be considered one ring.
- 2. Necklaces may be worn, but not visible when worn by male Members.
- 3. Earrings - No jewelry may be worn in or on the ears of male Members.
- 4. Bracelets - No bracelets may be worn except those that provide necessary medical information or as authorized by the Sheriff-Coroner.
- 5. Pins and emblems may be allowed if they do not depict political or sexual connotations.
- 6. Tie bar - Only conservative, businesslike tie bars or tie tacks may be worn.
- 7. No jewelry may be worn which constitutes a safety hazard.
- 8. Any jewelry not specifically approved for wear is prohibited.

#### 1044.5 UNIFORMED PROFESSIONAL MEMBERS

##### 1044.5.1 CLOTHING

- 1. Uniformed professional staff designated by the Sheriff-Coroner shall wear the Class "C" or "D" uniform and equipment as described in Policy 1046.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Grooming Standards*

---

#### 1044.5.2 HAIR

1. Male - Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair may cover the top one-half of the ear.
  - (b) May not cover any portion of the collar.
2. Female- Hairstyle and color should present a conservative, businesslike appearance. Hair shall be worn in a neat, clean, trimmed and well-groomed manner, and shall conform to the following standards:
  - (a) Hair length shall not extend beyond the center of the shoulder blades.
  - (b) Hair worn forward shall not fall further than the top of the eyebrows and in no instances restrict the field of vision.
  - (c) Decorations shall not be worn in the hair while in uniform except that hair clips or pins that match the color of the hair may be worn.
3. Sideburns
  - (a) Sideburns shall be neatly trimmed.
  - (b) Sideburns shall not extend below the lowest part of the ear.
  - (c) Sideburns shall not be flared beyond 1 1/2 inches in width and shall end with a clean shaven horizontal line.
  - (d) Sideburns shall not connect with the mustache.
4. Mustache
  - (a) A neatly trimmed mustache may be worn.
  - (b) Hair may not extend below the upper limit of the top lip.
  - (c) It may extend one half inch beyond the corner of the mouth and follow the natural curve of the upper curve of the upper limit of the top lip.
5. Beard
  - (a) The face shall be clean shaven other than the wearing of the acceptable mustache or sideburns, except when shaving is not prudent due to valid medical reasons.

#### 1044.5.3 JEWELRY

1. Rings - One ring may be worn on each hand, with the wedding set to be considered one ring.
2. Necklaces - May be worn, but not visible.
3. Earrings - No jewelry may be worn in or on the ears of male Members.
4. Bracelets - No bracelets may be worn except those that provide necessary medical information or as authorized by the Sheriff-Coroner.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

5. Pins and Emblems - The wearing of any pin or insignia, such as fraternal organization, on the uniform is prohibited with the exception of a small replica of the American flag.
6. Tie Bar - Only modest, businesslike, tie bars or tie tacks may be worn.
7. No jewelry may be worn which shall constitute a safety hazard.

### **1044.6 NON-UNIFORMED PROFESSIONAL MEMBERS**

Members shall be neat and clean in their person and attire. Attire shall be appropriate to a businesslike appearance.

### **1044.7 BODY ART**

All Members are prohibited from displaying any body art, tattoo(s), intentional scarring, body modification, or dental ornamentation while on duty or representing the Department in any official capacity.

1. All visible tattoos, body art, brands, scarification shall be covered by approved uniform, appropriate civilian attire or covered by a skin patch of neutral tone.
2. Body art, tattoo(s), brand(s), intentional scarring, and/or body modification that cannot be covered or concealed is strictly prohibited. This includes, but is not limited to; foreign objects inserted under the skin, pierced, split or forked tongue, and/or stretched out holes in the earlobes (generally as a result of plug-type earrings).
3. All Members are prohibited from displaying any dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation are prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.
4. Permanent facial make-up, such as eyeliner or lipstick, is acceptable as long as those tattoos maintain a professional appearance using natural skin-tone colors.
5. This policy shall not apply to Members currently assigned to undercover assignments with prior approval of the Member's Commander.
6. To maintain uniform conformity, this policy shall not apply to Deputy Sheriff Trainee or Sheriff's Special Officer recruits while they are attending the Sheriff's Academy.

### **1044.8 BUSINESS CASUAL DRESS POLICY**

Business casual dress is allowed for Members who are working on Fridays, and are not required to wear a uniform at their assigned work station. The casual attire must allow you to meet the business needs of your Division, complete your assigned duties, and represent the Department in a professional manner.

The casual attire may depend on your Division mission and assignment, and must be professional. Suggestions for "business" casual attire include: polo shirts and slacks, or other casual style clothes that are appropriate for the workplace. Jeans are acceptable as long as they are clean,



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Grooming Standards*

---

plain, without tears, or holes, and are professional in appearance. Shoes must be appropriate and safe for the workplace.

Commanders are responsible for enforcing casual wear standards, and may allow for business-related exceptions, to ensure a professional environment is maintained.

### **1044.9 EXEMPTIONS**

Members who seek cultural (e.g., culturally protected hairstyles) or other exemptions to this policy that are protected by law shall be accommodated (Government Code § 12926(w), (x)).

## Lactation Break Policy

### 1045.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to Members desiring to express breast milk for the Member's infant child while at work.

### 1045.2 POLICY

It is the policy of the Department to provide, in compliance with the Fair Labor Standards Act and state law, reasonable break time, and appropriate facilities to accommodate any Member desiring to express breast milk for an infant child. A Member has a right to request a lactation accommodation in the workplace. This request should be done through the Member's immediate supervisor. If the supervisor determines the Department cannot meet the requirements listed within this policy, the supervisor shall in writing notify the Member. However, prior to doing so, supervisors shall in good faith with the Member attempt to identify reasonable accommodations. Members have the right to file a complaint with the State of California Labor Commissioner's Office for any violation of law governing lactation accommodation in the workplace.

### 1045.3 LACTATION BREAK TIME

A rest period should be permitted each time the Member has the need to express breast milk. In general, lactation breaks that cumulatively total 30 minutes or less during any four- hour work period or major portion of a four-hour work period would be considered reasonable.

However, individual circumstances may require more or less time. Such breaks, if feasible, should be taken at the same time as the Member's regularly scheduled rest or meal periods.

While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (Labor Code § 1030). The Member can either post earned accrued time, or at the supervisor's discretion, the Member can make-up the time.

A Member shall not be required to make-up any lost time due to time spent expressing breast milk.

Members desiring to take a lactation break shall notify Emergency Communications Bureau or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt Department operations (Labor Code § 1032).

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### 1045.4 PRIVATE LOCATION

The Department shall make reasonable efforts to accommodate Members with the use of an appropriate room or other location to express milk in private. Such room or place should be in

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Lactation Break Policy*

---

close proximity to the Member's work area and shall be other than a bathroom. The location shall comply with the following requirements pursuant to Labor Code § 1031:

1. Be safe, clean, and free of hazardous materials.
2. Contain a surface to place a breast pump and personal items.
3. Contain a place to sit.
4. Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.
5. Access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, an employer may provide another cooling device suitable for storing milk, such as an employer-provided cooler.

The location must be shielded from view and free from intrusion from co-workers and the public.

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other Members should avoid interrupting a Member during an authorized break, except to announce an emergency or other urgent circumstance. If the designated area is used for multiple purposes, the use of the area for lactation shall take precedence for the time it is being used for that purpose.

Authorized lactation breaks for Members assigned to Patrol Operations may be taken at the nearest appropriate private area.

### **1045.5 STORAGE OF EXPRESSED MILK**

Any Member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the Member's shift ends.

## Uniform and Equipment

### 1046.1 EMPLOYMENT CLASSIFICATIONS

Orange County Sheriff's Department personnel are designated by employment classifications. These employment classifications include Sworn, Non-Sworn and Professional. Examples of each classification include but are not limited to the following:

Sworn:

- (a) Coroner and Senior Coroner Investigator
- (b) Deputy
- (c) Investigator
- (d) Sergeant
- (e) Lieutenant
- (f) Captain
- (g) Commander
- (h) Assistant Sheriff
- (i) Undersheriff
- (j) Sheriff

Non-Sworn:

- (a) Crime Scene Investigator - Crime Lab
- (b) Crime Prevention Specialist
- (c) Correctional Farm Supervisor
- (d) Correctional and Senior Correctional Technician
- (e) Correctional Services Assistant
- (f) Community Services Officer
- (g) Communications Technician (Dispatch)
- (h) Legal Property Technician
- (i) Sheriff Special Officer
- (j) Weapons Instructor

Professional:

All Sheriff's department personnel not specified with the Sworn and Non-Sworn classifications fall within the Professional classification. These include a multitude of job classifications throughout the department. Some of these classifications include:

- (a) Office Specialist

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

- (b) Staff Specialist
- (c) Administrative Manager
- (d) Accounting Specialist
- (e) Information Technician
- (f) Communications Technician
- (g) Institutional Cook

### **1046.1.1 UNIFORM CLASSIFICATIONS**

Approved uniform attire worn by department members shall be in accordance with the appropriate uniform classification. These uniform classifications include:

1. Class A - Formal uniform for Sworn and specific Non-Sworn classifications.
2. Class B - Daily use uniform for Sworn and specific Non-Sworn classifications.
3. Class C - Daily Utility Uniform.
4. Class D - Daily use uniform utilizing polo style uniform shirt with utility trouser. Applicable to specific sworn and non-sworn classifications. Standard uniform for Professional classifications.
5. Class E - Daily use uniform for Institutional Cook classification.

### **1046.2 UNIFORMED ENFORCEMENT PERSONNEL**

Uniformed enforcement personnel of the following Commands, which includes the deputy sheriff, including those of the Reserve Deputy classification, and Sheriff's Special Officers (SSO) classification shall, during their tour of duty, wear the prescribed Department Class "A," Class "B," or Class "C" uniform and equipment as described in this chapter:

- (a) Field Operations Command
- (b) Custody Operations Command
- (c) Professional Services Command
- (d) Investigative Services Command

A Member's Commander or their designee may authorize a specialty assignment uniform and/or Class "D" uniform.

### **1046.3 UNIFORMED NON ENFORCEMENT PERSONNEL**

Non Enforcement Personnel, designated by the Sheriff-Coroner, wear the Class "D" uniform and equipment during their tour of duty. Some examples are:

- (a) Store Keeper
- (b) Legal Property Technician
- (c) Weapons Instructor
- (d) Radio Dispatcher

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

- (e) Reserve PSR
- (f) Coroner (uniforms also within the Class A, B and D category)
- (g) Professional Staff (if authorized)

Non Enforcement Personnel, designated by the Sheriff-Coroner, shall wear the Class "E" uniform and equipment during their tour of duty. Some examples are:

- (a) Chief Cook
- (b) Senior Head Cook
- (c) Head Cook
- (d) Senior Institutional Cook/Institutional Cook

### **1046.4 TYPES OF UNIFORMS**

The Class "A" uniform designates long sleeve apparel, forest green for deputies, tan for SSO and Coroner, with tie and tie bar and forest green trousers for deputies and SSOs and black trousers for Coroner.

"Formal Wear" for Correctional Service Technicians (CST), Correctional Service Assistants (CSA) and Community Service Officers (CSO) will include Utility long-sleeve shirt and trouser.

The Class "B" uniform designates long sleeve or short sleeve apparel, forest green for deputies, tan for SSO and Coroner with no tie. Trousers consist of forest green for deputies and SSOs and black trousers for Coroner.

The Class "C" uniform designates alternative Daily Utility Uniform (UTILITY) in the following uniform colors:

- Deputies - Forest green shirt, forest green trouser
- Non-Sworn SSO - Tan shirt, forest green trouser
- Non-Sworn CSA - Brown shirt, brown trouser
- Non-Sworn CST & CSO - Tan shirt, tan trouser
- Deputy Coroner - Black shirt, black trouser

The Class "D" uniform designates long or short sleeve polo style apparel with UTILITY trousers.

The Class "E" uniform designates short sleeves white button style shirt with black trousers.

#### **1046.4.1 SERVICE STARS**

Deputies, Reserve Deputies, and Sheriff's Special Officers, Correctional Service Assistants, Community Service Officers, and Correctional Services Technicians will wear one star for each five years of service on the left sleeve of the Class A, Class B or Formal long sleeve shirt. Prior law

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Uniform and Equipment*

---

enforcement service from other law enforcement agencies may be accepted when determining years of law enforcement service.

#### **1046.4.2 DUTY BELT**

The Duty Belt shall be worn with all issued equipment except when worn in a formal capacity. The formal leather basket weave duty belt shall consist of duty holster, magazine case, handcuff case and four keepers.

The wearing of the gun duty belt, is not required within the buildings or upon the grounds of any of the Sheriff's jail facilities unless deputies are on an assigned foot patrol outside of jail security.

Range and TAC officers, and all other uniformed enforcement personnel assigned to primarily desk work shall have the option of substituting a paddle style holster or high rise holster on the trouser belt in lieu of the regulation gun belt. Personnel choosing to do so must comply with Section 1046.19. of this policy.

#### **1046.5 POSSESSION OF UNIFORMS AND EQUIPMENT**

Specifications for all uniforms and equipment will be in accordance with the standards maintained within this policy.

All uniformed personnel shall have readily available, unless otherwise exempted, the articles of apparel, identification and equipment necessary to perform their assigned duties, including deployment equipment and safety gear.

Sworn officers assigned to Corrections or Investigations are expected to have readily available to them a full uniform and all Department issued equipment including, sidearm, ammunition, handcuffs, service cap, leather accessories, jacket and baton in the event of deployment.

#### **1046.6 MANNER OF WEARING UNIFORMS**

A complete uniform shall be worn at all times by uniformed personnel when representing the Department in an official function.

The Department uniforms shall be worn in a professional manner. All buttons shall be properly secured at all times. Hats, when worn, shall be worn squarely on the head, two (2) fingers above the eye. Trouser cuffs must hang neatly over boots or shoes. Long sleeve cuff buttons must remain buttoned at all times and sleeves may not be rolled up, including Class C and polo style shirts. Black crew neck T-shirts shall be worn, sleeves shall not be visible.

#### **1046.7 MAINTENANCE OF UNIFORMS AND EQUIPMENT**

Prescribed uniforms and equipment shall be maintained at all times in a clean and serviceable condition, ready for immediate use. Leather equipment shall be kept dyed black and clean.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

### **1046.8 INSPECTION OF UNIFORMS**

Commanders are responsible for ensuring subordinates properly wear and maintain their uniforms and equipment.

### **1046.9 REPLACEMENT OF UNIFORMS AND EQUIPMENT**

Articles of apparel and equipment shall be replaced as described below or when they are considered unserviceable. "Unserviceable" is defined as being so worn or damaged as to no longer present an acceptable appearance, or are in such condition that they no longer meet current specifications.

The following replacement schedule applies to uniform and/or equipment items issued or provided by the department:

1. Class "A", Class "B" or Class "C" annually at an allotment of any two (2) style approved shirts and an optional Class "A" long sleeve shirt
2. Class "D" shirts annually at an allotment of two (2)
3. Class "E" shirts annually at an allotment of three (3)
4. Class "E" pants annually at an allotment of three (3)
5. Pants, wool or Daily Utility style annually at an allotment of two (2) pairs
6. Ball cap annually
7. Jacket - when no longer serviceable
8. Leather gear - when no longer serviceable
9. Nylon gear - when no longer serviceable
10. Ballistic vest and carrier - five years from date of issue

### **1046.10 RESTRICTIONS ON WEARING OF UNIFORMS AND EQUIPMENT**

The following restrictions apply to all personnel while wearing Departmental uniforms:

1. Personnel wearing Departmental uniforms may travel to and from work provided no distinguishable part of the uniform is visible unless authorized by the Sheriff-Coroner or their designee.
2. When armed, deputies not in uniform shall conceal weapons from public view.
3. Uniformed personnel shall wear the class of uniform specified for their rank and assignment, and no part of apparel or equipment not specified shall be worn while on duty. No distinguishable part of the official uniform shall be worn in conjunction with civilian dress, except as authorized.
4. Nylon gear shall not be worn with the Class "A" uniform.
5. Nylon gear shall not be worn on the basket weave leather duty belt. Leather gear shall not be worn on the nylon duty belt.
6. No part of the prescribed uniform shall be displayed off duty, except when authorized.



# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Uniform and Equipment*

---

7. Sworn personnel and SSO personnel on light duty shall not wear clothing or uniform accessories that identify them as a law enforcement officer while in public places or places accessible to the public. This includes donning a uniform, gun belt, badge, and/or firearm. The public has an expectation that uniformed personnel will act when the need arises. Dressing in business attire will avoid the perception that personnel on light-duty assignments can assist when their physical limitations prohibit them from doing so. If being accommodated in a position outside of the public view, the proper attire is at the discretion of the respective Division Commander (See Policy 1054 for further details regarding modified duty assignments).
8. Non-Sworn and Professional personnel on light or modified duty shall wear business appropriate attire. Apparel other than business appropriate wear may be modified at the direction of an assigned supervisor or manager.

#### **1046.11 HELMETS**

Sworn personnel shall have Department issued safety helmets readily available for deployment. The chinstrap shall be secured at any time the helmet is worn..

#### **1046.12 BODY ARMOR**

Sworn personnel, Reserve Deputy Sheriffs, Sheriff's Special Officers, Community Service Officers, Deputy Coroners and Crime Scene Investigations Field personnel shall wear Department-issued body armor or their own Department-approved body armor as directed in Policy 1024. The wearing of the external carrier is not authorized with the Class "A" or Class "B" uniform. Law Enforcement managers are exempt from this provision.

##### **1046.12.1 BODY ARMOR OUTER CARRIER**

The exterior carrier for the ballistic vest shall have the Sheriff's sworn or non-sworn star, and name tape affixed to the front with the applicable back patch affixed to the back of the carrier. The wearing of an American flag patch affixed to the outer carrier may be worn. The patch will be Department issued consisting of OD green and black subdued design. The flag patch shall be worn on the left side of the outer carrier below the name strip. No other variations of the flag patch is authorized.

No other patches, pins or symbols are authorized to be worn or affixed to the outer ballistic carrier.

#### **1046.13 HEAD WEAR**

Standard issue black ball cap with "Orange County Sheriff" embroidered in black block letters. No other types or variations of ball caps will be authorized without approval of the Sheriff or the Sheriff's designee. Ball caps are issued from Quartermaster.

1. Wearing of ball caps will not be permitted with the Class "A" uniform or during the following events:
  - (a) Ceremonies
  - (b) Funerals

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

2. At no time will a ball cap be worn in substitute of the Department formal service cap and cap piece.
3. Wearing of watch caps, or beanies, is NOT permitted.
4. This policy does not apply to Special Operations Division.

The authorized cap for department members wearing the "Crye" style uniform will be an OD green ball cap with black embroidered sheriff's star with OD green background and "Orange County Sheriff's Department" arced above the star in black letters.

Bureau approved boonie hats are authorized for Members assigned and working Harbor Patrol.

### **1046.14 BATON**

Deputies and SSOs shall be issued the 26" black wooden straight baton. Deputies and SSOs shall, in addition, be issued the 36" baton. Upon graduation from the Basic Academy, deputies and SSOs may be issued the 26" collapsible baton with holder. Deputies shall at all times, when on duty, carry their batons.

### **1046.15 CHEMICAL AGENTS**

Sworn personnel, Sheriff's Special Officers (SSO), Community Service Officers (CSO), Correctional Services Technician (CST) and Correctional Service Assistants (CSA) shall, when on duty, carry an authorized chemical agent, unless their duty assignment precludes the carrying of a chemical agent or is exempt (see Policy Section 1046.4).

1. Sworn personnel, SSO's, CSO's, CST's and CSA's shall carry only those types of chemical agents authorized by the department and must have successfully completed Department-approved training.
2. It is the responsibility of the individual to exchange/return the chemical agent canister upon expiration to their respective division for replacement.

### **1046.16 TACTICAL RESCUE KNIFE**

All sworn personnel working in a "Field" environment may carry an authorized tactical rescue knife while on duty whether in uniform or in plainclothes. The purchasing or acquiring of the Tactical Rescue Knife will be at the expense or responsibility of the employee.

#### **1046.16.1 AUTHORIZED TACTICAL RESCUE KNIFE CRITERIA**

1. The knife should be a quality folding knife with locking blade.
2. The blade should not exceed four (4) inches in length.
3. The blade can be straight serrated or a combination of both straight and serrated.
4. The Tactical Rescue Knife must not violate any Federal or State laws.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

### 1046.16.2 USE OF A TACTICAL RESCUE KNIFE

1. Tactical Rescue Knives are primarily carried to provide a cutting tool for employees to use in an emergency rescue, suicide intervention, utility cutting chores, package opening for searches, and other miscellaneous uses.
2. The Tactical Rescue knife may be used as a weapon when other means of defense are not reasonably available and deadly force is authorized.
3. The Tactical Rescue Knife shall not be displayed in an offensive or threatening manner. The carrying location of the Tactical Rescue Knife shall be at the discretion of the employee. Retention, safety, and concealment of the knife from public view is the employee's responsibility. The knife should not appear to be menacing or threatening to the public.

### 1046.16.3 SPECIAL USE KNIVES

1. A Special Use Knife is a knife that does not violate any Federal or State laws and is not defined as a Tactical Rescue Knife. An example of a Special Use Knife is a fixed blade knife carried in a sheath.
  - (a) Employees working a unique or special assignment may carry a Special Use Knife with their Commander's approval.

### **1046.17 RAIN GEAR**

Department issued rain gear shall be maintained and used for official use only. Rain gear is replaced when no longer serviceable.

Cap covers and waterproof footwear is optional and shall be provided by the individual department member.

### **1046.18 SHOES AND BOOTS**

Shoes and boots shall be provided by the individual department member and shall conform to the type specified for each class of uniform. Shoes and boots shall be black in color and kept clean and polished.

Boots may be provided at Department cost and issued to only authorized special assignments and may be discontinued at the discretion of the Sheriff or the Sheriff's designee. These special assignments are:

1. Hazardous Devices Section (including rubber boot cover)
2. S.W.A.T.
3. K9
4. Air Support Bureau
5. Motor Boots (To be paid by contract city)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

### **1046.19 HANDGUNS**

The carry of Department issue or private purchase handguns by deputies, Sheriff Special Officers and Deputy Coroners for official and off-duty use shall conform to the regulations outlined in Policy 380.

#### **1046.19.1 DEPUTY SHERIFF**

Deputies shall, when on duty, carry or possess an authorized handgun in a clean, usable condition, unless their duty assignment precludes the carrying or possessing of a handgun, or unless they have been exempted by the Sheriff-Coroner.

#### **1046.19.2 HANDGUNS - RESERVE DEPUTIES**

Reserve deputies shall not carry off duty handguns unless a CCW permit has been issued.

Reserve deputies who wish to apply for a CCW permit should do so with the Orange County Sheriff-Coroner's Department regardless of the jurisdiction in which they reside.

#### **1046.19.3 HANDGUNS - ON DUTY (SPECIAL OFFICERS AND DEPUTY CORONERS)**

Special Officers and Deputy Coroners shall, when on duty, carry or possess an authorized handgun in a clean, usable condition unless their duty assignment precludes the carrying or possessing of a handgun, or unless they have been exempted by the Sheriff-Coroner.

### **1046.20 RESTRAINT EQUIPMENT**

1. Handcuffs
  - (a) Sworn personnel shall, while on duty, carry on their person or have immediately available at least one (1) pair of handcuffs meeting the specifications of standard Department issue. Administrative managers are exempt.
  - (b) Plastic flex cuffs may be utilized as an appropriate means of restraint. \*Note: flex cuffs should be used only when there is access to an appropriate tool for the immediate removal of the flex cuffs.
2. Leg Restraints
  - (a) Deputies may carry their own leg restraints provided they meet the specifications of those authorized for use in Custody & Inmate Services and Corrections & Court Operations Commands.
3. Waist Restraints
  - (a) Deputies may carry their own waist restraints provided they meet the specifications of those authorized for use in Custody & Inmate Services and Corrections & Court Operations Commands.

### **1046.21 HOLSTERS**

1. Uniformed personnel will carry only the Department-approved holsters. The Department will provide a duty holster to personnel who carry a department issued

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

firearm.. Those department members who choose to carry their own optional handgun on duty must purchase the corresponding holster at their own expense. The optional holster must meet the following minimum specifications:

- (a) Semi-Automatic handgun holster meeting Security Level II or higher.
  - (b) The holster must be designed for the specific handgun being carried.
  - (c) Must be black with basket weave design for wear with the Class "A" or Class "B" uniform. May be plain black for wear with the Class "C" uniform.
  - (d) Modifications outside the original manufacture's specifications are not authorized.
2. Based on duty assignment, personnel may be permitted to utilize an optional paddle style holster. All personnel choosing to do so must comply with the minimum holster specifications listed in sub-section (a) of this section. Additionally, the holster is required to have a belt, or clothing, retention capability that will prevent the holster from being easily removed. Holsters using internal friction as the only retention system (Level I) are not authorized.
  3. Drop down style holsters may only be worn with the Class "C" uniform.
  4. "Leg Rig" style holsters may only be worn with the Class "C" uniform and shall be secured to the thigh.

### **1046.22 PROHIBITED EQUIPMENT**

Items of restraint not described in this chapter are prohibited, except as individually approved by the Sheriff-Coroner.

Deputies shall not obtain or possess additional badges or identification cards unless approved or issued by the Department.

Wearing of any pin or insignia such as fraternal organization on the uniform is prohibited, except for items listed in 1046.23.

### **1046.23 SPECIALTY AND SERVICE AWARD PINS**

Specialty and Service Award pins are to be worn on the Class "A," Class "B" and Class "C" uniform only. Members of the following specialty units may wear the appropriate pin for that unit. The pin will be worn on the right shirt pocket flap, one-half inch below the top of the pocket flap, centered in the outer 1/4 of the flap, closest to the heart.

Recipients of medals for valor, courage, merit, distinguished deputy, the Sheriff's Award or contract city service awards, may display the accompanying award bar over the left breast pocket of the uniform. Order of presentation will be left to right (valor, courage, lifesaving, merit, other) when more than one award bar is displayed. Award bars will be centered and resting over the uppermost edge of the pocket flap.

#### Service Award Pins:

1. Valor

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Uniform and Equipment

---

2. Courage
3. Lifesaving
4. Merit
5. Distinguished Deputy
6. Purple Heart

### Specialty Service Pins:

1. Canine
2. Mounted
3. SWAT
4. CNT
5. HDS
6. Air Support
7. Dive Team
8. Critical Incident Response Team (CIRT)
9. FTO
10. TAC
11. Honor Guard
12. Commemorative/Earned pins-Will be worn on the right shirt pocket flap, centered and one-half inch below the top of the pocket flap. Authorized Commemorative/Earned Pins include:
  - (a) Years of Service (5, 10, 15 years, etc.)
  - (b) Facility Pins (CJX, TLF, etc.)
  - (c) 10851 Pin
  - (d) Drug Use is Life Abuse (DUILA)
  - (e) DUI Pin
  - (f) MADD
  - (g) Peace Officers Memorial
  - (h) Red Ribbon
  - (i) Gold Star

### Combination Flag/Military Service Pins:

1. U.S. Army
2. U.S. Air Force
3. U.S. Navy

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

4. U.S. Marine Corps
5. U.S. Coast Guard

Field Training Officers may wear their FTO pin on the right shirt pocket flap, one-half inch below the top of the pocket flap, centered in the outer 1/4 of the flap.

A small replica of the American flag may be worn on the left shirt pocket flap, centered one-half inch below the top of the pocket flap. Combination pins consisting of military branch and American flag may be worn in place of the American flag pin.

The Sheriff-Coroner may authorize the wearing of an insignia, medal or pin for special events, occasions or assignments, or black mourning bands.

Marksmanship Qualification Program Pins will be worn on the left shirt pocket flap, one-half inch below the top of the pocket flap, centered in the outer 1/4 of the flap.

### **1046.24 UNIFORM RANK INSIGNIA**

1. Uniformed deputies shall wear the following appropriate insignia:
  - (a) Sheriff-Coroner: Four (4) joined silver stars
  - (b) Undersheriff: Three (3) joined silver stars
  - (c) Assistant Sheriff: Two (2) joined silver stars
  - (d) Commander: One (1) silver star
  - (e) Captain: Two (2) silver bars
  - (f) Lieutenant: Single silver bar
  - (g) Sergeant: Three (3) stripe chevron
  - (h) Investigator: Two (2) stripe chevron
  - (i) Master Field Training Officer: One (1) stripe chevron
2. Dress Jacket
  - (a) The Department does not authorize the wear of the dress "Ike" jacket except for the Chaplain classification.
3. Patrol Jacket
  - (a) Sergeant: Chevrons shall be worn on both jacket sleeves. They shall be located vertically centered on the jacket shoulder strap one half inch below the Department shoulder patch.
  - (b) Investigator: Chevrons shall be worn on both jacket sleeves. They shall be located vertically centered on the jacket shoulder strap one half inch below the Department shoulder patch.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

- (c) Master Field Training Officer: Chevrons shall be worn on both jacket sleeves. They shall be located vertically centered on the jacket shoulder strap on half inch below the Department shoulder patch.

### 4. Shirts

- (a) The insignia of grade, shall be worn on both sides of the collar of the Class "A," Class "B" and Class "C" shirt. The Sheriff-Coroner, Undersheriff, Assistant Sheriffs and Commanders insignia will be centered between the top and bottom edge of the collar, with the leading or forward edge of each insignia being approximately one inch from the front edge of the collar. One ray of each star shall point toward the top edge of the collar.
- (b) Captain: Two joined silver bars on each side of the shirt collar, with the front edge of the bar three-eighths inch from and parallel with the front edge of the collar and centered on the collar.
- (c) Lieutenant: Single silver bar on each side of the shirt collar, with the front edge of the bar one-half inch from and parallel with the front edge and centered on the collar.
- (d) Sergeant: Chevrons shall be worn on both shirt sleeves. They shall be located vertically centered on the shirt crease one-half inch below the Department patch.
- (e) Investigator: Chevrons shall be worn on both shirt sleeves. They shall be located vertically centered on the shirt crease one-half inch below the Department patch.
- (f) Master Field Training Officer: Chevrons shall be worn on both shirt sleeves. They shall be located vertically centered on the shirt crease one-half inch below the Department shoulder patch.

### **1046.25 DEPARTMENT SHOULDER PATCHES**

The appropriate Department issued shoulder patch shall be worn with all Class uniforms when the patch is required.

### **1046.26 DEPARTMENT NAME BADGES**

All uniformed personnel shall wear the Department issued name badge on the shirt or the jacket per Penal Code § 830.10.

### **1046.27 INDIVIDUAL FIRST AID KIT (IFAK)**

The IFAK is a resource to be used in emergency medical situations where traditional medical care (paramedics, nurses, doctors) is not available or is delayed. The IFAK is designed for self-care, buddy-care, or to treat any person(s) needing immediate lifesaving treatment. The IFAK is designed to help control severe bleeding. Its use must be accompanied by sound officer safety practices.

1. The IFAK shall consist of these essential elements:



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Uniform and Equipment*

---

- (a) Latex medical gloves
  - (b) Sheers, J-hook or strap cutter
  - (c) Hemostatic gauze
  - (d) Compressed gauze pads
  - (e) Chest seals (self-adherent dressing designed for treating open chest wounds).
  - (f) Modular bandages
  - (g) Tourniquet(s)
  - (h) IFAK pouch
2. Member Responsibilities
- (a) Personnel should have the IFAK readily available and easily accessible at all times in the field.
  - (b) Members are responsible for maintaining the IFAK and its essential contents.
  - (c) In addition to initial training (OCSD Dashboard Training Video), employees will also receive biennial training (CPR-First Aid) that addresses the IFAK policy.

---

## Emergency Notifications

### 1049.1 PURPOSE

California Government Code §3100, designates all public employees as Disaster Service Workers. This policy establishes guidelines for issuing mass notifications to Members regarding catastrophic incidents affecting the Orange County Sheriff-Coroner Department. Emergency notifications shall be initiated providing Department Members with essential emergency information and potential emergency employee recall. These notifications shall not be used for day-to-day operations.

### 1049.2 COMMUNICATION TYPES

The Orange County Sheriff-Coroner Department shall use any available communication types to relay information to Members. This process includes the activation of the "AlertOC" mass notification system. This allows responsible parties to deliver notifications over multiple communication types including voice, email and text. While this tool may be used by the Department to relay emergency information, Members are encouraged to monitor local media outlets for additional information regarding emergency conditions.

### 1049.3 MEMBER INFORMATION

The AlertOC system contains Member contact information to notify Members and their families with essential emergency information using various communication types. This system requires regular maintenance to ensure Members and family members can be contacted in an emergency. This contact information shall be managed by the Department Commander, or designee in compliance with OCSD Policy §215, and shall strictly be used for notification of a significant event.

### 1049.4 MEMBER EXPECTATIONS

When a notification is received that requires Member action, all required Members shall respond to the notification directions. The notifications shall allow the Department Commander, or designee to determine Member safety, and staffing of emergency related positions.

## Nepotism and Conflicting Relationships

### 1050.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between Members of this Department. These employment practices include, but are not limited to, all of the following: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline, workplace safety, and security.

#### 1050.1.1 DEFINITIONS

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture or other transaction, where the Department Member's annual interest, compensation, investment or obligation is \$500 or more.

**Conflict of interest** - Any actual, perceived, or potential conflict of interest in which it reasonably appears that a Department Member's action, inaction or decisions are or may be influenced by the Member's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives over others in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation or to whom authority has been delegated.

**Relative** - A Member's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

**Subordinate** - A Member who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - A Member who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate Member.

### 1050.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department shall not prohibit all personal or business relationships between Members. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940(a)):

1. Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other Member who is a relative or with whom they are involved in a personal or business relationship.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Nepotism and Conflicting Relationships*

---

- (a) If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved Member to an uninvolved supervisor.
  - (b) When personnel and circumstances permit, the Department shall attempt to make every reasonable effort to avoid placing Members in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any Member to another position within the same classification in order to avoid conflicts with any provision of this policy.
2. Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a Member who is a relative or with whom they are involved in a personal or business relationship.
3. Whenever possible, FTOs and other trainers shall not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any Member they are assigned to train until such time as the training has been successfully completed and the Member is off probation.
4. To avoid actual or perceived conflicts of interest, Members of this Department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.
5. Except as required in the performance of official duties or, in the case of immediate relatives, Members shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive or registered sex offender or who engages in serious violations of state or federal laws.

#### 1050.2.1 MEMBER RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance which the Member knows or reasonably should know could create a conflict of interest or other violation of this policy, the Member shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any Member is placed in circumstances that would require the Member to take enforcement action or provide official information or services to any relative or individual with whom the Member is involved in a personal or business relationship, the Member shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the Member shall promptly notify dispatch to have another uninvolved Member either relieve the involved Member or minimally remain present to witness the action.

#### 1050.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Sheriff of such actual or potential violations through the chain of command.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Nepotism and Conflicting Relationships*

---

### 1050.2.3 EXCEPTIONS

Exceptions to this policy may be based on the nature of assignment and job classifications.

Exceptions to this policy may be granted only by the approval of the Sheriff-Coroner.

---

## Department Badge(s) / Identification Card

### 1052.1 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department badge, identification card and uniform patch as well as the likeness of these items and the name of the Orange County Sheriff-Coroner Department are property of the Department and their use shall be restricted as set forth in this policy.

### 1052.2 POLICY

This policy applies to all badges and identification cards, property of the Orange County Sheriff-Coroner Department, issued to active and retired Department Members, as well as professional staff, volunteers, and contract Members.

Department badges and identification cards shall be issued to Department Members as a symbol of authority and the use and display of Departmental badges shall be in strict compliance with this policy. Only authorized badges and identification cards issued by this Department shall be displayed, carried or worn by Members while on duty or otherwise acting in an official or authorized capacity.

### 1052.3 DEPARTMENT IDENTIFICATION CARD (ISSUANCE)

All active and "Honorably Retired" Members of the Orange County Sheriff-Coroner Department shall be issued a Department identification card. "Honorably Retired" Members are those peace officers who have qualified for, and have accepted, a service or disability retirement. "Honorably Retired" does not include an officer who has agreed to a service retirement in lieu of termination (CPC 16690). The identification card shall only be used and/or displayed for purposes of official Department business. Identification cards are property of the Department and shall be surrendered at the direction of the Sheriff.

#### 1052.3.1 TYPES OF DEPARTMENT IDENTIFICATION CARDS

Department Identification Cards will be issued in accordance with the following guidelines and shall reflect the position of the assigned Member (e.g. Deputy Sheriff, Radio Dispatcher, Office Specialist).

1. Green with Sheriff's Star - Sworn Personnel and Sheriff's Special Officers: All sworn OCSD personnel, both full-time and reserve and Sheriff's Special Officers.
2. Dark Blue with Sheriff's Seal - Professional Staff: All non-sworn and uniform professional, full-time OCSD personnel.
3. Yellow with County Seal - Contractor: Personnel from companies vending or contracting goods or services to OCSD.
4. Purple with County Seal - OC HCA: Orange County Health Care Agency staff assigned to OCSD Jail Facilities.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Badge(s) / Identification Card*

---

5. Dark Red with County Seal - Volunteer: Interns, Explorers, and Professional Service Responders.
6. Black with Generic Sheriff's Star - Outside Agency: Both sworn and non-sworn members of other law enforcement agencies.

### **1052.4 OFFICIAL DEPARTMENT UNIFORM BADGE (PIN-ON)**

The official uniform badge of a Deputy Sheriff is prescribed as a metal, gold-colored, six-point star with rounded tips, textured border and curved for uniform wear. The badge's centerpiece consists of two curved banners engraved with the wearer's rank and the Department's location, with decorative scrollwork between the banners. A triangular plate for the badge number is beneath the lower banner. The round seal of the state of California is mounted on top of the centerpiece. If the wearer has a rank higher than that of a Deputy Sheriff, their badge also includes a rank banner across the top point of the base plate.

The official badge worn by Sheriff's Special Officers (SSO) have a banner across the top indicating such. The official uniform badge shall be worn on the Class A uniform shirt, uniform jacket or outer most garment.

#### 1052.4.1 OFFICIAL DEPARTMENT FLAT BADGE

The official flat badge is identical in appearance to the uniform badge, manufactured flat for use as wallet identification. The use of a flat badge is subject to all the same provisions of Department policy as the uniform badge.

#### 1052.4.2 CLOTH BADGE

The cloth badge is prescribed as a machine stitched, gold six-point star. The center of the badge shall be circumscribed by blue letters containing the words "Deputy Sheriff" and "Orange County." The inner circle shall contain the seal of the state of California.

#### 1052.4.3 POCKET LUCITE BADGE

The pocket Lucite badge is an encased badge that is designed to fit the front pocket of a dress shirt/coat for purposes of providing identification while wearing professional attire.

### **1052.5 BADGE ISSUANCE**

The Orange County Sheriff-Coroner Department has an obligation to strict adherence to California statute, public faith and law enforcement's ethical standards in issuance of Department badges. Members of the Orange County Sheriff-Coroner Department shall be issued a Department badge (Uniform and/or Flat) based on their specific job classification and duties required.

Department Members at the rank of Lieutenant or higher may be issued Pocket Lucite Badges based on need and approval of the PSD Commander.

#### 1052.5.1 HIRE / APPOINTMENT

The following is a list of Department job classifications that shall be issued an Official Uniform (pin-on) and/ or Flat badge by means of equipment issue from Professional Standards:

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Badge(s) / Identification Card*

---

1. Deputy I-Sheriff (CPC 830.1)
2. Sheriff's Special Officer / SSO
3. Deputy Coroner (CPC 830.35)
4. Reserve Deputy (CPC 830.6)

All other uniformed job classifications shall be issued a cloth badge (Policy Manual Section 1052.6).

### 1052.5.2 PROFESSIONAL SERVICE RESPONDERS

Professional Services Responders who have at least 10 years of volunteer service will be eligible for issuance of an Identification Card indicating "Honorably Served" and dates of service to the Department along with a Certificate of Appreciation from the Sheriff.

### 1052.5.3 LUCITE ENCASED BADGES

All Department Members retiring / separating with at least 10 years of service to the Department, and honorably separated Reserves who have been approved by the Sheriff to receive a flat badge, may be eligible to purchase, at their own expense, a badge(s) encased in Lucite commemorating their years of service. Sworn Members may include service to other law enforcement agencies in determining eligibility (10 years).

**Department Members being "Terminated" or retiring / separating "In Lieu of Termination" (Policy Manual Section 1052.6.2 (D)) will not be eligible.**

### 1052.6 "SPECIAL PRESENTATION" BADGES

"Special Presentation" Badges may be presented to dignitaries and/or persons as determined by the Sheriff. All "Special Presentation" Badges will be encased in a Lucite plaque and tracked by the Professional Standards Division.

### 1052.7 LOST / STOLEN BADGES / IDENTIFICATION CARDS

Department Members whose Badge and/or Identification are lost or stolen shall adhere to the following:

1. Prepare a Sheriff's Department Memorandum to their Commander detailing the circumstances.
2. Complete a Department Report (DR) when applicable or submit a copy of an investigating Police/Sheriff's Department's report.
3. Submit copies of documentation indicated in (a) & (b) to the Professional Standards Division.

*If the Member's Commander determines there was negligence and/or poor judgment exercised on the part of the Member, a Personnel Investigation may be initiated.*



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Department Badge(s) / Identification Card*

---

### 1052.7.1 REPLACEMENT BADGES / IDENTIFICATION CARDS

Department Members shall be issued a replacement badge and identification card upon presentation of the documentation in Policy Manual Section 1052.8. Duplicate badge numbers will not be created, as replacement badges will contain a new number. *If the lost/stolen badge or identification card is located, they must be surrendered to the Professional Standards Division immediately.*

### **1052.8 UNAUTHORIZED USE**

Department badges and/or identification cards issued to all sworn and professional staff Members and reserves are for official use only. The Department badge, identification card, patch or likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, identification card, uniform patch or Department name for all material (printed matter, products or other items) developed for Department use shall be subject approval by the Sheriff.

Members and reserves shall not loan his/her Department badge and/or identification card to another and shall not permit the badge or identification card to be reproduced or duplicated.

### **1052.9 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the Department badge shall not be used without the expressed authorization of the Sheriff and shall be subject to the following:

1. The employee association(s) may use the likeness of the Department badge for merchandise and official association business provided they are used in a clear representation of the association and not the Orange County Sheriff-Coroner Department. The following modifications shall be included:
  - (a) The text on the upper and lower ribbons is replaced with the name of the employee association.
  - (b) The badge number portion displays the acronym of the employees association.
2. The likeness of the Department badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.

## Retirement and Separation

### 1053.1 PURPOSE AND SCOPE

The purpose of this policy is to identify procedures for those Department Members who are retiring and/or separating from service. This policy will cover the issuance of identification cards, badges, carry concealed weapon endorsements (CCW), and other Department issued items.

Note: Department identification and badges described in this policy shall only be used in accordance with guidelines listed in Policy §1052.

#### 1053.1.1 DEFINITIONS

**Honorably Retired:** The California Penal Code defines “honorably retired” as those peace officers who have qualified for, and have accepted, a service or disability retirement. “Honorably retired” also includes a retired level I reserve officer who meets the requirements specified in CPC 26300(c)(2). “Honorably retired” does not include an officer who has agreed to a service retirement in lieu of termination (CPC §16690).

**Honorable Separation:** Department Members who separate from service to the Orange County Sheriff’s Department who have met Department standards during their service term, and who are separating with no pending administrative/Internal Affairs investigations or disciplinary actions, shall be considered “honorably separated.”

### 1053.2 DEPARTMENT IDENTIFICATION CARDS

All “honorably retired” sworn Members of the Orange County Sheriff’s Department shall be issued a Department identification card (CPC §25455). The identification card shall only be used and/or displayed for purposes of official Department business.

#### 1053.2.1 CCW ENDORSEMENTS

If applicable, the Department identification card shall be endorsed for CCW provisions (Policy §220).

#### 1053.2.2 REVOCATION

The agency from which a peace officer is honorably retired may, upon initial retirement of that peace officer, or at any time subsequent thereto, deny or revoke for good cause the retired officer’s privilege to carry a concealed firearm (CPC §25470, Policy §220).

### 1053.3 RETIREMENT BADGES

Peace officer Members who are “honorably retired” or honorably separated from service from the Orange County Sheriff’s Department may be issued Department badges in accordance with the guidelines set forth in this policy. The Department shall not issue any Sheriff’s Department badge that is not permanently affixed to a plaque or other memento, and clearly marked as “Retired”.

Note: California statute does not mandate the issuance of badges/flat badges to peace officers who retire or separate from service (CPC §538(d)(1)). It is in the Sheriff’s discretion whether to issue retirement flat badges to departing Members.

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Retirement and Separation*

---

#### **1053.4 RETIREMENT/SEPARATION (PEACE OFFICER/NON-RESERVE)**

Peace officer (non-reserve) Members may be provided the following upon “honorable retirement” and/or honorable separation. Members may include service to other law enforcement agencies in determining eligibility. **Any exception to these requirements must be authorized by the Sheriff.**

##### 1053.4.1 REGULAR SERVICE RETIREMENT

20 or more years of California law enforcement service, with the last 10 years of service to the Orange County Sheriff’s Department; OR at least 50 years of age and have 10 or more years of service to the Orange County Sheriff’s Department prior to retirement. The Member is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. Identification card with CCW endorsement (CPC §25455)
3. Flat badge attached to wallet – labeled “Retired”

##### 1053.4.2 HONORABLE SEPARATION

1. 10 or more years of service but less than 50 years of age. The Member is eligible to receive the following:
  - (a) Recognition plaque (laser engraved)
  - (b) Identification card indicating “Honorably Served” with the dates of service to the Department (may apply for CCW license - CPC §26150)
  - (c) NO flat badge
2. Less than 10 years of service. The Member is eligible to receive the following:
  - (a) Certificate of appreciation from the Sheriff
  - (b) NO identification card (may apply for CCW license - CPC §26150)
  - (c) NO flat badge

##### 1053.4.3 TERMINATION/AGREEMENT TO RETIRE IN LIEU OF TERMINATION

The Member is eligible to receive the following:

1. NO recognition plaque or certificate
2. NO identification card (may apply for CCW license - CPC §26150)
3. NO flat badge

##### 1053.4.4 REGULAR SERVICE RETIREMENT (WITH PENDING ADMINISTRATIVE/INTERNAL AFFAIRS INVESTIGATION OR DISCIPLINARY ACTION)

The Member is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. Identification card (CCW endorsement subject to Sheriff approval)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Retirement and Separation*

---

3. NO flat badge (unless approved by Sheriff)

### 1053.4.5 SEPARATION (WITH PENDING ADMINISTRATIVE/INTERNAL AFFAIRS INVESTIGATION OR DISCIPLINARY ACTION)

The Member is eligible to receive the following:

1. Recognition plaque (laser engraved) only with 10 or more years of service
2. NO identification card (may apply for CCW license - CPC §26150)
3. NO flat badge

### 1053.4.6 DISABILITY RETIREMENT (NON-PSYCHOLOGICAL REASONS)

The Member is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. Identification card with CCW endorsements (CPC §25455)
3. Flat badge attached to wallet – labeled “Retired”

### 1053.4.7 DISABILITY RETIREMENT (PSYCHOLOGICAL IMPAIRMENT)

The Member is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. Identification card (NO CCW endorsement per CPC §26305(a))
3. NO flat badge

## **1053.5 RETIREMENT/SEPARATION (SHERIFF'S SPECIAL OFFICER)**

Sheriff's Special Officers (SSO) are eligible to receive the below upon “honorable retirement” and/ or honorable separation. **Any exception to these requirements must be authorized by the Sheriff.**

### 1053.5.1 HONORABLE RETIREMENT/HONORABLE SEPARATION

10 or more years of service and at least 50 years of age OR 20 or more years of service at any age. The Member is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. Identification card indicating “Honorably Retired” - The back of the identification card will read: "The bearer of this identification card attests, and available Department records indicate, that he/she is an honorably retired law enforcement officer. This credential does not delegate any law enforcement authority."
3. May apply for CCW license (CPC §26150)
4. NO flat badge

## **1053.6 RESERVE STATUS SEPARATION**

Reserve personnel are eligible to receive the below upon honorable separation. **Any exception to these requirements must be authorized by the Sheriff.**

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Retirement and Separation*

---

#### 1053.6.1 HONORABLE SEPARATION FROM RESERVE STATUS - LEVEL 1

10 or more years of continuous service and at least 50 years of age OR 20 or more years of continuous service at any age (refer to Policy §350.8). The Reserve is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. Identification card with CCW endorsement (CPC §26300(c)(2))
3. Flat badge attached to wallet – labeled “Honorably Served Reserve Deputy” (subject to Sheriff approval)

#### 1053.6.2 HONORABLE SEPARATION FROM RESERVE STATUS - LEVELS 2 AND 3

1. 10 or more years of continuous service and at least 50 years of age OR 20 or more years of continuous service at any age. The Reserve is eligible to receive the following:
  - (a) Recognition plaque (laser engraved)
  - (b) Identification card (subject to Sheriff approval)
  - (c) Flat badge attached to wallet – labeled “Honorably Served Reserve Deputy” (subject to Sheriff approval)
2. 10 or more years of continuous service and less than 50 years of age. The Reserve is eligible to receive the following:
  - (a) Recognition plaque (laser engraved)
  - (b) NO identification card
  - (c) NO flat badge
  - (d) May apply for CCW license (CPC §26150)
3. Less than 10 years of continuous service. The Reserve is eligible to receive the following:
  - (a) Certificate of appreciation from the Sheriff
  - (b) NO identification card
  - (c) NO flat badge
  - (d) May apply for CCW license (CPC §26150)

#### 1053.6.3 RESERVE STATUS "INJURED IN THE LINE OF DUTY" (NO LONGER PERFORMS ESSENTIAL FUNCTIONS AND DOES NOT MEET THE REQUIREMENTS SPECIFIED IN 1053.8.1 OR 1053.8.2)

The Reserve is eligible to receive the following:

1. Recognition plaque (laser engraved)
2. NO identification card
3. NO flat badge
4. May apply for CCW license (CPC §26150)

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Retirement and Separation*

---

### 1053.6.4 TERMINATION OR LESS THAN HONORABLE SEPARATION

The Member is eligible to receive the following:

1. NO identification card
2. NO flat badge
3. May apply for CCW license (CPC §26150)

### 1053.6.5 PROFESSIONAL SERVICE RESPONDERS (PSR)

10 or more years of volunteer service. The PSR is eligible to receive the following:

1. Certificate of appreciation from the Sheriff
2. Identification card indicating "Honorably Served"

### **1053.7 LUCITE ENCASED BADGES**

All Department Members who honorably retire and/or honorably separate with at least 10 years of service, and honorably separated reserves who have been approved by the Sheriff to receive flat badges may be eligible to purchase, at their own expense, badges encased in Lucite commemorating their years of service. Sworn Members may include service to other law enforcement agencies in determining eligibility.

### **1053.8 NON-ELIGIBLE MEMBERS**

Department Members that have been terminated or have retired/separated in lieu of termination are not eligible.

## Modified Duty Assignments

### 1054.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for assigning Members to modified duty. Temporary modified-duty assignments may be available to Members who have incurred a duty-related illness or injury and, due to restrictions or limitations, are unable to perform their regular assigned duties. Non-duty related illnesses or injuries may also be considered for eligibility in accordance with this policy. Eligibility for modified-duty assignment is subject to the approval of the Sheriff or his/her designee.

Modified-duty assignments are intended to provide a Member with the ability to continue working within the limits of his/her restrictions and limitations on a temporary basis while providing the Department with a productive Member during the interim period.

The Department shall engage in a good faith interactive process to consider reasonable accommodations for any Member with a temporary or permanent disability.

#### 1054.1.1 DEFINITIONS

**Modified Duty:** A temporary, limited-term assignment not requiring performance of the full range of duties associated with the regular job classification. Modified duty also may be termed as light-duty assignments.

### 1054.2 LIMITATIONS

Modified-duty assignments are a management prerogative and not a Member right. Modified-duty assignments shall be subject to continuous re-assessment dependent upon Department need and the Member's ability to perform in a modified-duty capacity.

An injured Member may be assigned to a modified-duty position outside of his/her normal assignment or duties if it becomes available. If the injury or illness is non-duty related, the Member shall be given the option to either accept the position or continue to draw on sick leave or other leave accounts as applicable.

1. If a Member cannot adequately perform in a modified-duty assignment, such assignment may be modified or terminated.
2. The lack of Department need or a change in priorities may result in the Member's removal from or modification of a modified-duty assignment.
3. The Department may place conditions as deemed appropriate upon any modified-duty assignment.
4. Members accommodated in modified duty assignments are expected to respond to subpoenas and provide court testimony as necessary. Members who are unable to appear and testify in response to a subpoena because of an industrial or non-industrial injury or illness must provide written documentation from their health care provider indicating their inability to appear and testify.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Modified Duty Assignments*

---

### **1054.3 PROCEDURE**

Members may request assignment to modified duty by providing a signed statement from their health care provider describing their restrictions, limitations, and expected duration to their Commander or his/her designee and the Return to Work Unit. The statement must also indicate if the Member requires any workplace accommodations, mobility aids, or medical devices.

The Commander shall determine what modified-duty assignments may be available based on the needs of the Department, limitations of the Member, and suitability of the Member to work a particular assignment.

#### **1054.3.1 MODIFIED-DUTY SCHEDULES**

The schedules of Members assigned to modified duty may be adjusted to suit medical appointments or Department needs at the discretion of the Commander.

The Member and his/her supervisors should be informed in writing of the schedule, assignment, limitations, and restrictions as determined by the Member's health care provider.

#### **1054.3.2 ACCOUNTABILITY**

1. Members on modified duty are responsible for coordinating required doctor visits and physical therapy appointments in advance with their supervisor to appropriately account for any duty time taken. Doctor visits and appointments for treatment of injuries or illnesses shall be arranged during off-duty time or otherwise charged to the Member's sick leave or other leave accounts as applicable.
2. Members shall promptly submit a status report for each visit to their treating health care provider and shall immediately notify their supervisor and the Return to Work Unit of any change in restrictions or limitations as determined by their health care provider. A Member assigned to a modified-duty assignment shall provide a duty status report to the Return to Work Unit no less than once every 30 days while the Member is on modified duty.
3. Supervisors shall keep the Commander apprised of the Member's status and ability to perform the modified-duty assignment. Modified-duty assignments that extend beyond 60 days shall require a written status report and a request for an extension to the Commander with an update of the Member's current status and anticipated date of return to regular duty. Extensions require approval of the Sheriff or his/her designee.
4. When it is determined that a Member on modified duty shall return to regular duty, all training and certification necessary for return to duty shall be reviewed and updated as necessary.

#### **1054.3.3 MEDICAL EXAMINATIONS**

The Department reserves the right to require, prior to returning to full-duty status, a fitness-for-duty examination of any Member assigned to a modified-duty assignment or of any Member having been on such assignment. Such examinations shall be at the expense of the Department.



# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Modified Duty Assignments*

---

Prior to returning to full-duty status, Members shall be required to provide a statement signed by their health care provider indicating that they are medically cleared to perform the basic and essential job functions of their assignment without restriction or limitation.

### **1054.4 MAINTENANCE OF CERTIFICATION AND TRAINING**

Members assigned to modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided the certification, training, or qualifications are not in conflict with any limitations or restrictions. Members who are assigned to modified duty shall inform their supervisor of any inability to maintain any certification, training, or qualifications.

---

## Social Media

### 1055.1 PURPOSE

The purpose of this policy is to define the process for creating and approving social media accounts related to the Orange County Sheriff's Department, as well as to provide guidelines for branding, content, and administration of those accounts. This policy shall ensure a unified brand in the realm of social media that is consistent with the Orange County Sheriff's Department mission and purpose.

This policy is not intended to interfere with the rights of Members of the Orange County Sheriff's Department to form, join, and participate in the activities of recognized Member organizations of their own choosing for the purpose of representation on all matters of employee-employer relations or to refrain from such activities. It is also not intended to interfere with, restrain, or prevent Member communications regarding wages, hours, or other terms and conditions of employment.

For policy regarding personal social media accounts, refer to Policy 1058.

### 1055.2 MISSION

The Orange County Sheriff's Department seeks to create a dynamic virtual online community that embodies our core values: integrity without compromise, service above self, professionalism in the performance of duty, and vigilance in safeguarding the community. The Orange County Sheriff's Department welcomes positive engagement that seeks to inform and educate the public.

### 1055.3 AUTHORIZED AND UNAUTHORIZED SOCIAL MEDIA ACCOUNTS

#### 1055.3.1 PRIMARY ACCOUNTS

A primary social media account refers to any authorized account that posts on behalf of the entire Orange County Sheriff's Department. This is currently limited to accounts representing the entire Department. Primary accounts must be authorized by the Public Affairs Bureau. The Public Affairs Bureau will create the accounts to ensure branding alignment. The Public Affairs Bureau must be included as an administrator and provided with account passwords. The Public Affairs Bureau also reserves the right to determine whether or not a social media account qualifies as primary.

#### 1055.3.2 SECONDARY ACCOUNTS

A secondary social media account refers to any authorized account that does not post on behalf of the entire Orange County Sheriff's Department. This includes any account that may represent groups, individuals, or canines within the OCSD community, but are not regularly administered by the Public Affairs Bureau. These accounts must adhere to the overall mission of the Department

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Social Media*

---

while providing a subgroup community to share content (e.g. Contract city police services of OCSD). Secondary accounts also must be authorized by the Public Affairs Bureau and follow the guidelines for secondary accounts in order to protect the integrity of the OCSD brand. The Public Affairs Bureau also reserves the right to determine whether or not a social media account qualifies as secondary. The Public Affairs Bureau will be the account administrator, will determine and approve additional OCSD Members as administrators, and will not be removed as an administrator. The Public Affairs Bureau will be provided with password information for all secondary accounts, and reserves the right to edit and delete posts, and/or terminate secondary accounts.

#### **1055.3.3 UNAUTHORIZED ACCOUNTS**

An unauthorized social media account refers to any account creating content related to OCSD which has not been authorized by the Public Affairs Bureau to post publicly on behalf of the Orange County Sheriff's Department. Such unauthorized accounts, may include, but do not have to include, actual misrepresentation of OCSD through branding, content, administration, etc. The existence of an unauthorized account may or may not be known to the Public Affairs Bureau (e.g. Retired OCSD personnel groups, supporters of OCSD, law enforcement watchdog groups, etc.). Anyone who discovers an unauthorized account is encouraged to alert the Public Affairs Bureau. The Public Affairs Bureau will work to determine what steps to be taken, if any.

Social media accounts created by recognized Member organizations are not considered unauthorized accounts.

#### **1055.4 CREATING AND APPROVING ACCOUNTS**

The Public Affairs Bureau will set up approved accounts to ensure branding alignment. Once an account is approved, the administrators must meet with the Public Affairs team for a training session. During the training session, the Public Affairs team will provide counseling regarding setting up the account, branding, creating a content calendar, photo guidelines, rules of engagement and more.

If a secondary account currently exists, the Department Member will contact the Public Affairs Bureau and provide them with the name of the account, a brief history of why it was started, when it was started, what it hopes to accomplish, and the names of administrators and passwords. The Public Affairs Bureau will review the account and decide if the account needs to be deleted or changed to adhere to this policy.

All accounts will be created and maintained with a Public Affairs Bureau approved email account. The Public Affairs Bureau will maintain a list of official primary and secondary accounts, as well as, recommended and approved social media platforms.

#### **1055.5 BRANDING, CONTENT AND ADMINISTRATION GUIDELINES**

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Social Media

---

### 1055.5.1 GUIDELINES FOR PRIMARY ACCOUNTS

1. Branding: A primary account uses the Orange County Sheriff's Department name in the title and clearly defines itself as an official voice of the Department. Official logos are used to visually identify its connection to the Orange County Sheriff's Department brand (e.g. Primary Facebook account- Orange County Sheriff's Department).
2. Content: Content for primary accounts may only be posted by approved administrators.
3. Administration: A primary account is administrated by the Public Affairs Bureau or approved individuals.

### 1055.5.2 GUIDELINES FOR SECONDARY ACCOUNTS

1. Branding; An authorized secondary account must clearly define itself as a group, Member, canine, or community related to the Orange County Sheriff's Department, without intimating that it represents official views of the Department as a whole. Accounts created and associated with a specific Department Member with the intention of distributing department information on the department's behalf are considered secondary accounts. The OCSD badge/city seal must be used as the profile picture with approval from both the OCSD Public Affairs Bureau and the City Manager for Contract City accounts and official Department portraits will be used for Member accounts. Administrators of secondary accounts are allowed and encouraged to take advantage of official Department colors and fonts (e.g. Contract city Facebook account- OCSD Laguna Hills Police Services).
2. Content: Postings must adhere to the Department's high standards and be aligned with its mission. Members representing OCSD via authorized secondary accounts must conduct themselves at all times as a representative of OCSD and in accordance with all Departmental policies.
  - (a) Photos posted on social media sites shall be from the view of the public's vantage point and not from within the incident scene (e.g. crime scenes, traffic collision scenes, etc.).
  - (b) Photos of identifiable juveniles shall not be posted unless approved by the Public Affairs Bureau.
  - (c) Photos of identifiable arrestees, including booking photos, shall not be posted unless approved by the Public Affairs Bureau.
  - (d) Photos of identifiable residential addresses, license plates, or any other easily identifiable personal information shall not be posted unless approved by the Public Affairs Bureau.

### 1055.6 RESPONSE POLICY AND REMOVED CONTENT

Operators of primary and secondary accounts should respond in a timely manner to questions and comments from our social media followers, when appropriate. The tone should be positive, factual and in line with the Department's mission. However, Members should not answer questions if they do not know the answer and they must consult the Public Affairs Bureau whenever they receive a comment or question that appears inappropriate.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## Social Media

---

The Orange County Sheriff's Department reserves the right to restrict or remove any content that is deemed in violation of the Department's social media comment policy. Listed below are guidelines for determining possible responses to comments:

1. **Assess and evaluate** - It is not necessary to respond to every comment, though the best practice involves erring on the side of open and two way communications. Is the person/account credible and is the post accurate? If it is an unhappy individual, do we have an opportunity to fix the situation?
2. **Monitor only** - We recommend simply monitoring posts involving "trolls" or sites dedicated to hostility. If it is determined that engaging can only cause more harm, do not engage.
3. **Correct errors** - If someone is misinformed, or otherwise posts erroneous information, correct the error(s) wherever appropriate (e.g. in the comment section or via a tweet).
4. **Communicate resolution** - In the case of an unhappy individual, if the Department took action to address the complaint, consider communicating the Department's actions to demonstrate to readers the services to the communities we serve (e.g., "In this case, we...").
5. **Remove posts or comments** if they contain any inappropriate form of content as set forth in the Department's social media comment policy.

### Procedure for Removing Content

Once content is deemed by an administrator as a violation of the Department's social media comment policy, the content may be removed. First, the administrator will document the original post in its entirety and the removable content in its entirety with screen shots. The administrator will send the screen shots to the Public Affairs Manager and include the date/time of removal. This information will be stored by the Public Affairs Manager for a period of no less than two years. If any questions arise, the Public Affairs Manager shall be notified.

### 1055.7 SOCIAL MEDIA COMMENT POLICY

The following social media comment policy will be displayed to users of all OCSD social media sites or pages or made available by hyperlink:

#### **OCSD'S SOCIAL MEDIA COMMENT POLICY**

**PLEASE DO NOT REPORT EMERGENCIES OR ASK FOR ASSISTANCE ON SOCIAL MEDIA PAGES. IN AN EMERGENCY, CALL 911.**

By posting or commenting on any OCSD social media site/page, you agree to the terms of use of the OCSD's social media comment policy as provided herein.

Comments containing any of the following inappropriate form of content shall not be permitted on OCSD social media sites and are subject to removal and/or restriction by OCSD:

# Orange County Sheriff-Coroner Department

## Orange County SD Policy Manual

### *Social Media*

---

1. Comments not related to the original topic, including random or unintelligible comments.
2. Profane, obscene, or pornographic content and/or language.
3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, gender, marital status, national origin, physical or mental disability or sexual orientation.
4. Libelous or defamatory comments.
5. Threats to any person or organization.
6. Conduct in violation of any federal, state or local law.
7. Encouragement of illegal activity.
8. Information that may tend to compromise the safety and security of the public or public systems.
9. Content that violates a legal ownership interest, such as posting copyrighted or trademarked material.
10. Content that advertises, promotes or offers to trade any goods or services, except in areas specifically designated for such purpose.
11. Content which constitutes harassment and/or facilitates stalking.
12. Content which violates the right to privacy.
13. Encouragement of violence.
14. Repetitive content.
15. Comments which may reasonably interfere with, inhibit or compromise law enforcement investigations, tactics, responses to incidents and/or the safety of law enforcement officers and staff.
16. Posts or comments that are apparent spam.
17. Posts or comments that contain external links.
18. Posts or comments that transmit viruses or other disruptive or destructive files, material or code.

A comment posted by a Member of the public on any OCSD social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by OCSD, nor do such comments necessarily reflect the opinions or policies of OCSD. Further, OCSD does not guarantee or warrant that any information posted by users on this site is correct, and disclaims any liability whatsoever for any loss or damage resulting from reliance on such information.

OCSD reserves the right to deny access to OCSD social media sites for any individual who violates OCSD's social media comment policy at any time and without prior notice.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Social Media*

---

Comments posted to this site will be monitored and inappropriate content, as defined above, will be removed as soon as possible and without prior notice. Please note that our social media settings will automatically hide a comment if profanity is used within the post.

Users of this site do not retain any rights over their postings. Postings are intended for public view and any information posted constitutes a waiver of any rights to privacy or confidentiality.

### **1055.8 MEDIA AND SENSITIVE INFORMATION**

The Orange County Sheriff's Department primary and secondary social media efforts are focused on utilizing Facebook, Instagram, Twitter, Nextdoor, Periscope, and Youtube platforms. Any additional platforms that are intended to be used shall be cleared by the Public Affairs Bureau in advance.

The Department has access to a significant amount of private information, such as records, arrest information, mug shots, and police reports. Such material shall not be released unless approved by the Public Affairs Manager or Public Information Officer (PIO). Divulging private matters, including internal operations or gossip, is strictly prohibited.

### **1055.9 DISCOVERY AND PUBLIC RECORDS ACT**

All postings on social media sites are subject to discovery and Public Records Request Acts.

Any Social Media Post made by a member of the Department that is associated with an OCSD case will be saved in the Field Based Reporting system (FBR) under the appropriate DR.

1. [The post will be saved in the Related Case Attachment template and will include the following language:](#)
  - (a) [The OCSD created a social media post related to this DR. The post can be located via the following URLs:](#)
  - (b) [If the post has been deleted or cannot be accessed in its entirety, please contact the OCSD Social Media Specialist at \[publicaffairs@ocsd.org\]\(mailto:publicaffairs@ocsd.org\).](#)

# Individual Development Plan

## 1057.1 PURPOSE AND SCOPE

The Individual Development Plan is designed to be a proactive process to improve a Member's performance in identified areas, as described in Policy 1056 Personnel History Index. The overall goal of the policy is to assist our Members by providing individualized training, supervision, and guidance in those performance areas that have been identified as warranting attention. In doing so, the policy shall help to manage risk and improve work product, thereby benefiting the participants and the Department as a whole.

## 1057.2 OVERVIEW

This policy is implemented to ensure our Members remain productive members of the Department, performing their duties and responsibilities in a manner that reflects our core principles.

The Department is committed to (1) ensuring all Members perform at an acceptable level and (2) taking action in the event performance indicators reveal that an Individual Development Plan will benefit the Member. Placement on an Individual Development Plan is not disciplinary in nature.

The individual Development Plan shall provide a means for Division Commanders to address specific performance deficiencies by placing the Member on an Individual Development Plan. The Individual Development Plan may include, but is not limited to the following:

1. Mentoring;
2. Coaching;
3. Training;
4. Peer support referral;
5. Employee Assistance Program referral;
6. Chaplain Corps referral; or
7. Performance Improvement Plan.

## 1057.3 DEPARTMENT RESPONSIBILITIES

The S.A.F.E. Division shall prepare a Threshold Notification Report for each Member that meets a Personnel History Index (PHI) threshold. The Threshold Notification Report shall include a basic overview of the incident that caused the Member to meet the threshold, as well as relevant historical Personnel History Index data specific to the relevant performance indicator category. The Threshold Notification Report shall be forwarded to the Member's Division Commander.

Division Commanders shall review the Threshold Notification Report to determine if an Individual Development Plan is appropriate. The Division Commander may place the Member on an Individual Development Plan.

The Bureau/Unit Commander shall prepare a Performance History Audit Report for all Members placed on an Individual Development Plan. The Bureau/Unit Commander is responsible



## *Individual Development Plan*

---

for establishing and documenting Individual Development Plan parameters, timelines, and expectations. The Division Commander and Bureau/Unit Commander shall have access to the Member's Personnel History Index for the duration of the Individual Development Plan. Once the Member has completed the goals set forth in his or her Individual Development Plan, the Division Commander shall review the Plan for effectiveness. The Division Commander may decide to continue the Plan, or remove the Member from the Plan if the Plan fails to successfully address the identified performance issues. In all cases, the Division Commander shall notify S.A.F.E. with the final disposition and the respective threshold shall then be reset.

If the Division Commander determines that an Individual Development Plan is not appropriate, he or she shall notify S.A.F.E. and the respective threshold shall be reset.

### **1057.4 INDIVIDUAL DEVELOPMENT PLAN PROCESS**

1. Member reaches an established threshold in the Personnel History Index (PHI);
2. S.A.F.E Division notifies the Member's Division Commander and provides a Threshold Notification Report;
3. Division Commander reviews the Threshold Notification Report to determine if an Individual Development Plan is appropriate;
4. Division Commander may (A) place the Member on an Individual Development Plan, or (B) notify S.A.F.E to reset the threshold;
5. Bureau/Unit Commander prepares a Performance History Audit Report;
6. Bureau/Unit Commander develops the Individual Development Plan tailored to the Member and based on the Performance History Audit Report;
7. Bureau/Unit Commander provides designated performance updates (weekly, monthly, quarterly) as required by the Division Commander;
8. The Division Commander notifies S.A.F.E once the Member completes the Individual Development Plan and the threshold is then reset.

### **1057.5 PERFORMANCE HISTORY AUDIT REPORT**

The Performance History Audit Report may include but is not limited to the following:

1. Documentation of incidents related to the threshold;
2. A copy of the Member's Personnel History Index;
3. Last two performance evaluations;
4. Work history; and
5. An overview of any ancillary concerns contributing to the performance issues.

### **1057.6 MEMBER RESPONSIBILITIES**

Members placed on an Individual Development Plan shall cooperate to fulfill the goals, terms, and conditions of the Individual Development Plan as directed by the Division Commander.

---

# Employee Speech, Expression and Social Networking

## 1058.1 PURPOSE AND SCOPE

Public employees are public servants and are entrusted with the public trust. Because of this public trust, law enforcement personnel are held to a higher standard of professionalism than private citizens. Law enforcement personnel must work hard to gain the trust and confidence of the community they serve. This policy applies to all members of the Department, including sworn and professional staff, volunteers, contract employees, and Reserve personnel.

This policy is intended to address workplace privacy expectations, and issues associated with the necessary regulation and balancing of Member speech and expression (including social networking and other electronic communication) with the legitimate operational needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under the Constitution of the United States and the Constitution of the State of California, labor statutes and regulations (e.g., Meyers-Milias-Brown Act), and other applicable laws. For example, this policy does not restrict a Member from engaging in protected labor-speech and activities.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1058.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including e-mail, news services, social networking, social media, instant messaging, text messaging, blogs, podcasts, forums, video and other file-sharing sites.

## 1058.2 POLICY

Public employees, especially deputy sheriffs and Department personnel, occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies, performance, and legitimate operational interests of this Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that Members of this Department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Orange County Sheriff-Coroner Department will carefully balance the individual rights of Members against the Department's needs and interests when exercising a reasonable degree of control over its Members' speech and expression.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Employee Speech, Expression and Social Networking*

---

### **1058.3 SAFETY**

Members should carefully consider the implications of their speech or any other form of expression, particularly when using the Internet and other technology that can be widely disseminated. Speech and expression that negatively affects the safety of Orange County Sheriff's Department Members, such as posting personal information in a public forum, can result in compromising a Member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any Member, or a Member's family or associates. Examples of this type of information that, depending on the circumstances, could reasonably be expected to compromise Member safety include:

1. Disclosing a photograph and name or address of a Member who is working undercover.
2. Disclosing the home address and other personal contact information (e.g. telephone number or personal email address) of another Member.
3. Publicly disclosing where another Member can be located off-duty.
4. Publicly identifying another Member's family as having a relationship with the law enforcement community.

While such conduct is not expressly prohibited in every circumstance, Members are cautioned to exercise reasonable judgment before providing another Member's personal information to any outside party to the extent such information could threaten or adversely affect the other Member's safety.

### **1058.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the Department's safety, performance, and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, a Member speaking as a private citizen on a matter of public concern, or as an authorized member of a recognized bargaining unit):

1. Speech or expression made pursuant to an official job duty that tends to compromise or damage the mission, function, reputation, professionalism, or the ability of the Orange County Sheriff-Coroner Department or its Members to serve the public. The determination of whether speech is made pursuant to an "official job duty" is made on a case-by-case basis. *Garcetti v. Ceballos*, 547 U.S. 410 (2006).
2. Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Orange County Sheriff-Coroner Department and tends to compromise or damage the mission, function, reputation or professionalism of the Orange County Sheriff-Coroner Department or its Members. Examples may include:
  - Statements that indicate disregard for the law or the state or U.S. Constitution.
  - Expression that demonstrates support for criminal activity.
  - Participating in sexually explicit photographs or videos for compensation or distribution.

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Employee Speech, Expression and Social Networking*

---

3. Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the Member as a witness. For example, posting statements or expressions to a public website that glorify or endorse dishonesty by the Member, endorse unlawful discrimination, express racial bias, or promote illegal behavior may compromise a Member's credibility as a witness.
4. Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the Members of the Orange County Sheriff's Department. For example, a statement on a blog that provides specific details as to how and when a tactical operation will be made could reasonably be foreseen as potentially jeopardizing Members by informing criminals of details that could facilitate an armed response or escape by the target of the operation. Similarly, advising a suspect that s/he is under surveillance could threaten officer safety.
5. Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Orange County Sheriff-Coroner Department.
6. Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department, and not otherwise available to the public, without the express authorization of the Sheriff or the authorized designee, including for financial or personal gain. (Penal Code § 146g.)

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the Member (e.g., social or personal website). In order for the Member to remove such content, reasonable accommodations shall be made as necessary to permit the Member to access his/her personal accounts in a manner that will not compromise the privacy rights of the Member.

### 1058.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Members are not restricted from engaging in any political endorsements or social activities as private citizens, or as authorized members of a recognized bargaining unit. While nothing in this policy shall prevent a Member from identifying himself or herself as a member of a law enforcement agency in conjunction with his or her political speech, Members may not represent that their political, social, or other personal views are those of the Orange County Sheriff-Coroner Department. Unless specifically authorized by the Sheriff, Members shall not identify themselves in any way that could be reasonably perceived as speaking on behalf of, or officially representing the Orange County Sheriff's Department in order to do any of the following:

1. Endorse, support, oppose or contradict any political campaign or initiative.
2. Endorse, support, oppose, or contradict any social issue, cause or religion.
3. Endorse, support or oppose any product, service, company or other commercial entity.
4. Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Members retain their right to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized

# Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

## *Employee Speech, Expression and Social Networking*

---

bargaining unit, on political subjects and candidates at all times while off-duty. However, Members may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. (5 USC § 1502.)

### **1058.5 PRIVACY EXPECTATION**

The Department retains the right to require a Member to divulge social media reasonably believed to be relevant to an investigation of allegations of Member misconduct or Member violation of applicable laws and regulations, provided that the social media information is used solely for purposes of that investigation or a related proceeding.

The Department also retains the right to require a Member to disclose a username, password, or other method for the purpose of accessing an employer-issued electronic device.

The Department will not request or require a Member to disclose his or her username or password for the purpose of accessing personal social media. Also, when unrelated to an investigation or related proceeding, the Department will not request the Member to access personal social media in the presence of the Department. The Department will not discharge, discipline, threaten to discharge or discipline, or otherwise retaliate against a Member solely for not complying with a request to access his or her personal media in the presence of the Department.

Members are cautioned that they should have no expectation of privacy regarding any communication or information accessed, transmitted, reviewed, or received over any technology issued or maintained by the Department, including but not limited to the Department e-mail system, computer network, department-issued cellular phones, laptops, or tablets. The Department reserves the right to access, audit and disclose any such information or communication. This includes records of all key strokes or web-browsing history made at any Department computer or over any Department network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if accessed through a Department computer or network.

Members are advised that the content of personal cameras and audio recording devices acquired by a Member while acting in an official capacity at a crime scene, accident, or natural disaster shall be provided to the Department as case evidence in a manner that will not compromise the privacy of other personal or unrelated content maintained on the device. Absent the express authorization of the Sheriff, a Member shall not make available to any member of the public such content provided to the Department as case evidence.

Members should also be aware that even where the Department recognizes a Member's privacy interest, certain communications may nonetheless be legally subject to disclosure. (For example, under the Public Records Act or civil or criminal discovery rules, etc.)

## Attachments

## **ICS 204-Division Unit-Assignment List.JPG**





**ICS 214-UNIT LOG.JPG**

