SHERIFF'S INTRODUCTION TO THE DEPARTMENT STANDARDS MANUAL
This Department Standards Manual is a living document that is subject to constant change. This manual was prepared with technical and professional guidance while taking into consideration laws, court decisions, county ordinances, and best practices of law enforcement agencies throughout the state. The Department Standards Manual will be the subject of continual review of these considerations and will experience future revisions where necessary and appropriate.

No set of policies and procedures, no matter how complete, can hope to address all the situations that may be encountered by members of this Department. There will be situations that occur that must be left to the good judgment and discretion of the personnel involved. Such discretion must be employed with a reasonableness standard that is the standard for governmental actions.

It is the responsibility and duty of every member to become thoroughly familiar with the contents of this manual. The information contained in the manual should be followed as closely as circumstances permit.

Upon distribution of this manual in its entirety, all previously issued Department Directives and General Orders are revoked.
MISSION STATEMENT
In partnership with the public, we serve to protect the public by the suppression and prevention of crime, and the reduction of criminal recidivism; and,

Perform all mandates of the Office of Sheriff as provided in the U.S. Constitution and laws of the State of California, including the investigation and enforcement of violations of federal and state laws and local ordinances in a fair and reasonable manner; and,

Serve the state courts by providing court security, service of civil process, and execution of lawful orders of the court; and,

Maintain the county jails and prisoners committed therein as prescribed by law in a fair and humane manner; and

Effectively and efficiently provide medically oriented death investigations, fully utilizing a network of medical specialists, investigative staff, and support personnel.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff's Introduction to the Department Standards Manual</td>
<td>1</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Chapter 1 - Law Enforcement Role and Authority</td>
<td>6</td>
</tr>
<tr>
<td>100 - Law Enforcement Authority</td>
<td>7</td>
</tr>
<tr>
<td>101 - Riverside County Sheriff's Department Value Statement</td>
<td>12</td>
</tr>
<tr>
<td>102 - Law Enforcement Code of Ethics</td>
<td>14</td>
</tr>
<tr>
<td>103 - Correctional Deputy Code of Ethics</td>
<td>15</td>
</tr>
<tr>
<td>104 - Chief Executive Officer</td>
<td>16</td>
</tr>
<tr>
<td>105 - Oath of Office</td>
<td>17</td>
</tr>
<tr>
<td>107 - Department Standards Manual</td>
<td>18</td>
</tr>
<tr>
<td>Chapter 2 - Organization and Administration</td>
<td>21</td>
</tr>
<tr>
<td>200 - Organizational Structure and Management</td>
<td>22</td>
</tr>
<tr>
<td>201 - Orders</td>
<td>25</td>
</tr>
<tr>
<td>208 - Training Policy</td>
<td>26</td>
</tr>
<tr>
<td>214 - Administrative Communications</td>
<td>28</td>
</tr>
<tr>
<td>219 - Retired Deputy CCW Endorsements</td>
<td>30</td>
</tr>
<tr>
<td>Chapter 3 - General Operations</td>
<td>33</td>
</tr>
<tr>
<td>300 - Use of Force</td>
<td>34</td>
</tr>
<tr>
<td>306 - Handcuffing and Restraints</td>
<td>40</td>
</tr>
<tr>
<td>308 - Control Devices: Baton, PepperBall, and Chemical Agents</td>
<td>45</td>
</tr>
<tr>
<td>309 - Conducted Energy Device</td>
<td>51</td>
</tr>
<tr>
<td>311 - Flying While Armed</td>
<td>57</td>
</tr>
<tr>
<td>313 - Deputy Response to Calls</td>
<td>61</td>
</tr>
<tr>
<td>314 - Vehicle Pursuits</td>
<td>64</td>
</tr>
<tr>
<td>320 - Domestic Violence</td>
<td>79</td>
</tr>
<tr>
<td>322 - Search and Seizure</td>
<td>96</td>
</tr>
<tr>
<td>324 - Temporary Custody of Juveniles</td>
<td>102</td>
</tr>
<tr>
<td>326 - Adult / Elder Abuse</td>
<td>113</td>
</tr>
<tr>
<td>327 - Discriminatory Harassment and Workplace Violence</td>
<td>124</td>
</tr>
<tr>
<td>328 - Registered Offender Information</td>
<td>125</td>
</tr>
<tr>
<td>331 - Identity Theft</td>
<td>129</td>
</tr>
<tr>
<td>333 - Private Persons Arrests</td>
<td>130</td>
</tr>
<tr>
<td>338 - Hate Crimes</td>
<td>132</td>
</tr>
<tr>
<td>340 - Standards of Conduct</td>
<td>136</td>
</tr>
<tr>
<td>343 - Information Technology Use</td>
<td>146</td>
</tr>
<tr>
<td>344 - Report Preparation</td>
<td>150</td>
</tr>
<tr>
<td>345 - Native American Graves Protection and Repatriation</td>
<td>154</td>
</tr>
<tr>
<td>358 - Incident Notifications</td>
<td>156</td>
</tr>
<tr>
<td>367 - Anti-Reproductive Rights Crimes Reporting</td>
<td>160</td>
</tr>
<tr>
<td>371 - Communications with Persons with Disabilities</td>
<td>162</td>
</tr>
<tr>
<td>Chapter</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>373</td>
<td>Mandatory Employer Notification of Arrest</td>
</tr>
<tr>
<td>375</td>
<td>Biological Samples</td>
</tr>
<tr>
<td>382</td>
<td>Service Animals</td>
</tr>
<tr>
<td>383</td>
<td>Station or Bureau K-9 Volunteer Program - Trial</td>
</tr>
<tr>
<td>385</td>
<td>Department Use of Social Media</td>
</tr>
<tr>
<td>387</td>
<td>Gun Violence Restraining Orders</td>
</tr>
<tr>
<td>388</td>
<td>Off-Duty Law Enforcement Actions</td>
</tr>
<tr>
<td><strong>Chapter 4</strong></td>
<td><strong>Patrol Operations</strong></td>
</tr>
<tr>
<td>401</td>
<td>Patrol Function</td>
</tr>
<tr>
<td>402</td>
<td>Briefing Training</td>
</tr>
<tr>
<td>404</td>
<td>Ride-Along Program</td>
</tr>
<tr>
<td>406</td>
<td>Bias-Based Policing</td>
</tr>
<tr>
<td>407</td>
<td>Policing Tribal Lands</td>
</tr>
<tr>
<td>409</td>
<td>Mobile Data Computer Use</td>
</tr>
<tr>
<td>411</td>
<td>Public Recording of Law Enforcement Activity</td>
</tr>
<tr>
<td>413</td>
<td>Crime and Disaster Scene Integrity</td>
</tr>
<tr>
<td>414</td>
<td>Medical Aid / Naloxone Protocols</td>
</tr>
<tr>
<td>415</td>
<td>First Amendment Assemblies</td>
</tr>
<tr>
<td>419</td>
<td>Cite and Release Policy</td>
</tr>
<tr>
<td>421</td>
<td>Hazardous Material Response</td>
</tr>
<tr>
<td>434</td>
<td>Aircraft Accidents</td>
</tr>
<tr>
<td>435</td>
<td>Employee-Involved Traffic Collisions</td>
</tr>
<tr>
<td>440</td>
<td>Homeless Persons</td>
</tr>
<tr>
<td>445</td>
<td>Immigration Violations</td>
</tr>
<tr>
<td><strong>Chapter 5</strong></td>
<td><strong>Traffic Operations</strong></td>
</tr>
<tr>
<td>504</td>
<td>Impaired Driving</td>
</tr>
<tr>
<td><strong>Chapter 6</strong></td>
<td><strong>Investigation Operations</strong></td>
</tr>
<tr>
<td>604</td>
<td>Eyewitness Identification</td>
</tr>
<tr>
<td><strong>Chapter 7</strong></td>
<td><strong>Equipment</strong></td>
</tr>
<tr>
<td>700</td>
<td>Department Owned &amp; Personal Property</td>
</tr>
<tr>
<td>704</td>
<td>Vehicle Maintenance</td>
</tr>
<tr>
<td>708</td>
<td>Cash Handling, Security and Management at Bureaus, Stations and Facilities</td>
</tr>
<tr>
<td><strong>Chapter 8</strong></td>
<td><strong>Support Services</strong></td>
</tr>
<tr>
<td>800</td>
<td>Crime Analysis</td>
</tr>
<tr>
<td>802</td>
<td>Sheriff's Dispatch</td>
</tr>
<tr>
<td>810</td>
<td>Records Maintenance and Release</td>
</tr>
<tr>
<td><strong>Chapter 10</strong></td>
<td><strong>Personnel</strong></td>
</tr>
<tr>
<td>1012</td>
<td>Drug- and Alcohol-Free Workplace</td>
</tr>
<tr>
<td>1013</td>
<td>PEER SUPPORT PROGRAM</td>
</tr>
<tr>
<td>1018</td>
<td>Smoking and Tobacco Use</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>1022 - Seat Belts</td>
<td>304</td>
</tr>
<tr>
<td>1024 - Soft Body Armor</td>
<td>306</td>
</tr>
<tr>
<td>1025 - Hard Body Armor (Rifle Plates)</td>
<td>307</td>
</tr>
<tr>
<td>1028 - Transfer Requests</td>
<td>310</td>
</tr>
<tr>
<td>1030 - Employee Speech, Expression and Social Networking</td>
<td>312</td>
</tr>
<tr>
<td>1035 - Lactation Breaks</td>
<td>316</td>
</tr>
<tr>
<td>1036 - Payroll Records</td>
<td>318</td>
</tr>
<tr>
<td>1045 - Personal Appearance Standards</td>
<td>320</td>
</tr>
<tr>
<td>1046 - Tattoos, Brandings, and Scarifications</td>
<td>323</td>
</tr>
<tr>
<td>1048 - Badges - Issuance and Use</td>
<td>327</td>
</tr>
<tr>
<td>1051 - Nepotism and Conflicting Relationships</td>
<td>331</td>
</tr>
<tr>
<td>1058 - Illness and Injury Prevention</td>
<td>333</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>338</td>
</tr>
<tr>
<td>SAL.pdf</td>
<td>339</td>
</tr>
<tr>
<td>org.pdf.url</td>
<td>340</td>
</tr>
<tr>
<td>Use of Force Continuum.pdf</td>
<td>341</td>
</tr>
<tr>
<td>POLICY-C10.pdf</td>
<td>342</td>
</tr>
<tr>
<td>NOTIFICATION TEMPLATE EMPLOYEE.pdf</td>
<td>343</td>
</tr>
<tr>
<td>NOI TEMPLATE EMPLOYEE.pdf</td>
<td>344</td>
</tr>
<tr>
<td>NOI TEMPLATE.pdf</td>
<td>345</td>
</tr>
<tr>
<td>Ride Along Application-Form 213-701.pdf</td>
<td>346</td>
</tr>
<tr>
<td>BCIA 8371_ARRC.pdf</td>
<td>347</td>
</tr>
<tr>
<td>NOTIFICATION TEMPLATE.pdf</td>
<td>348</td>
</tr>
<tr>
<td>NOI TEMPLATE (2).pdf</td>
<td>349</td>
</tr>
<tr>
<td>OpsPackage.pdf</td>
<td>350</td>
</tr>
<tr>
<td>Chemical Agent Warning Form 465.pdf</td>
<td>351</td>
</tr>
</tbody>
</table>
Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
The purpose of this policy is to affirm the authority of the members of the Department to perform their functions based on established legal authority.

100.2 POLICY
It is the policy of the Riverside County Sheriff's Office to limit its members to only exercise the authority granted to them by law.

While this Department recognizes the power of peace officers to make arrests and take other enforcement action, Deputies are encouraged to use sound discretion in the enforcement of the law. This Department does not tolerate the abuse of law enforcement authority and shall take into consideration both the letter, and the spirit of the law in all its duties and enforcement activities.

100.3 CONSTITUTIONAL AUTHORITIES AND CONSTRAINTS
All employees shall observe and comply with every person's clearly established rights under the United States and California Constitutions, clearly understand the powers granted to them within those documents, and clearly understand and respect the constraints upon their authority as outlined in those documents.

100.4 AUTHORITY AND DUTY OF THE SHERIFF
The Sheriff derives his authority from the Constitution of the State of California and State Statutes, mainly found in the Government Code and the Penal Code, which briefly state:

(a) Article XI, Section 6 of the State Constitution-Municipal Corporations are formed under general law.

(b) Government Code Section 24000-Designation and Definition of a County officer. The Sheriff is a county officer. A county officer is a public officer and may be defined as one who fills a ministerial position in the county, and who is selected by the political subdivision of the State known as the county. The Sheriff is elected to carry out specific acts on behalf of the public.

(c) Government Code Section 26600-Preservation of Peace. The Sheriff shall preserve the peace, and to accomplish this objective may sponsor, supervise or participate in any project of crime prevention, or suppression of delinquency.

(d) Government Code Section 24004-Prohibited Activities of the Sheriff, Clerk, or Deputies. A Sheriff, Clerk, or Deputy shall not do the following:
   1. Practice law where a conflict of interest may be present.
   2. Act as a collector or perform this task for any collection agency in the county where they reside and hold office.
   3. Have as a partner, a lawyer or collector or anyone who acts as a lawyer or collector for a collection agency.
Law Enforcement Authority

(e) Government Code Section 26601- Duty to Arrest. Arrest and take before the nearest magistrate for examination all persons who attempt to commit, or who have committed a public offense.

(f) Government Code Section 26602-Public Order. Prevent and suppress any affrays, breaches of the peace, riots and insurrections that may come to his knowledge, and investigate public offenses that have been committed.

(g) Government Code Section 26603-Duties in Court. Attend all Courts held within the County, and obey all lawful orders and directions of all Courts held in the County.

(h) Government Code Section 26604-Command Aid. Command the aid of as many inhabitants of the County as he may think is necessary in the execution of these duties.

(i) Government Code Section 26605-County Jail Facilities. Take Charge of and keep the County Jail and the prisoners in it.

(j) Government Code Section 26608-Legal Processes. Serve all processes and notices in the manner prescribed by law.

100.5 AUTHORITY OF THE CORONER

Pursuant to Government Code Section 27491, it shall be the duty of the coroner to inquire into and determine the circumstances, manner, and cause of specified deaths including:

(a) Violent, sudden, or unusual deaths;

(b) Unattended deaths;

(c) Deaths wherein the deceased has not been attended by a physician in the 20 days before death;

(d) Deaths related to or following known or suspected self-induced or criminal abortion;

(e) Known or suspected homicide, suicide, or accidental poisoning; and

(f) Other deaths as detailed in Government Code section 27491.

Inquiry pursuant to this section does not include those investigative functions usually performed by other law enforcement agencies. In any case in which the coroner conducts an inquiry pursuant to this section, the coroner or a deputy shall personally sign the certificate of death. If the death occurred in a state hospital, the coroner shall forward a copy of his or her report to the state agency responsible for the state hospital.

The coroner shall have discretion to determine the extent of inquiry to be made into any death occurring under natural circumstances and falling within the provisions of this section, and if inquiry determines that the physician of record has sufficient knowledge to reasonably state the cause of a death occurring under natural circumstances, the coroner may authorize that physician to sign the certificate of death.

For the purpose of inquiry, the coroner shall have the right to exhume the body of a deceased person when necessary to discharge the responsibilities set forth in this section.
Pursuant to California Health and Safety Code 102860, the coroner shall state on the certificate of death the disease or condition directly leading to death, antecedent causes, other significant conditions contributing to death and other medical and health section data as may be required on the certificate, and the hour and day on which death occurred.

100.6  THE SHERIFF AND THE ARREST AUTHORITY OF DEPUTIES

The Sheriff is the Chief Executive Officer of the Department and is subject to the qualifications set forth in Government Code Section 24004.3. The Sheriff is the final authority in all matters dealing with the Department. The Sheriff may delegate authority to his executive staff.

100.6.1  ARREST AUTHORITY INSIDE THE JURISDICTION OF THE RIVERSIDE COUNTY SHERIFF'S OFFICE

The arrest authority within the jurisdiction of the Riverside County Sheriff's Office includes (Penal Code § 830.1; Penal Code § 836):

(a) When the deputy has probable cause to believe the person has committed a felony, whether or not committed in the presence of the deputy.

(b) When the deputy has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the deputy.

(c) When the deputy has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the deputy and the deputy reasonably believes there is an immediate danger to person or property, or of escape.

(d) When the deputy has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the deputy such as certain domestic violence offenses.

(e) In compliance with an arrest warrant.

100.6.2  ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE RIVERSIDE COUNTY SHERIFF'S OFFICE

The arrest authority outside the jurisdiction of the Riverside County Sheriff's Office includes (Penal Code § 830.1; Penal Code § 836):

(a) When the deputy has probable cause to believe the person committed a felony.

(b) When the deputy has probable cause to believe the person has committed a misdemeanor in the presence of the deputy and the deputy reasonably believes there is immediate danger to person or property or of escape.

(c) When the deputy has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of the deputy such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.
Law Enforcement Authority

(d) When authorized by a cross jurisdictional agreement with the jurisdiction in which the arrest is made.
(e) In compliance with an arrest warrant.

On-duty arrests will not generally be made outside the jurisdiction of this office except in cases of hot or fresh pursuit, while following up on crimes committed within this county or while assisting another agency.

On-duty deputies who discover criminal activity outside the jurisdiction of this county should, when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

100.6.3 DELIVERY TO NEAREST MAGISTRATE
When a deputy makes an arrest pursuant to a warrant with bail set, and the warrant was issued in a county other than where the person was arrested, the deputy shall inform the person in writing of the right to be taken before a magistrate in the county where the arrest occurred (Penal Code § 821; Penal Code § 822).

100.6.4 TIME OF MISDEMEANOR ARRESTS
Deputies shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):
(a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
   1. A misdemeanor committed in the presence of the deputy
   2. Misdemeanor domestic violence offenses (see the Domestic Violence policy)
(b) The arrest is made in a public place
(c) The arrest is made with the person in custody pursuant to another lawful arrest
(d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night

100.6.5 OREGON AUTHORITY
Sworn members of this department who enter the state of Oregon in order to provide or attempt to provide law enforcement assistance have Oregon peace officer authority within 50 miles from the California-Oregon border (ORS 133.405). Such authority shall only apply when deputies are acting:
(a) In response to a request for law enforcement assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer or member of the Oregon State Police.
(b) In response to a reasonable belief that emergency law enforcement assistance is necessary to preserve life, and circumstances make it impractical for Oregon law enforcement officials to formally request assistance.
(c) For the purpose of assisting Oregon law enforcement officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents
or other similar public safety situations, regardless of whether an Oregon law enforcement official is present at the scene of the incident.

Riverside County deputy sheriffs have no authority to enforce Oregon traffic or motor vehicle laws. Whenever practicable, deputies should seek permission from a department supervisor before entering Oregon to provide law enforcement services. As soon as practicable, sworn employees exercising law enforcement authority in Oregon shall submit any appropriate written reports concerning the incident to the Oregon agency having primary jurisdiction over the area in which the incident occurred.

100.7 CALIFORNIA PEACE OFFICER POWERS
Sworn members of this Department shall be considered peace officers pursuant to Penal Code § 830.1. The authority of any such peace officer extends to any place in the State of California, as follows:

(a) 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

(b) Where the peace officer has the prior consent of the chief of police, or person authorized to give consent, if the place is within a city; or of the sheriff, or person authorized to give such consent, if the place is within a county; or

(c) 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.

100.7.1 POLICING TRIBAL LANDS
Refer to the Patrol Operations chapter, policy #403 for details.

100.8 INTERSTATE PEACE OFFICER POWERS
Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When a deputy sheriff enters an adjoining state in close or fresh pursuit of a person believed to have committed a felony (ARS § 13-3832; NRS 171.158; ORS 133.430).

The person arrested out of state must be taken without unnecessary delay before a magistrate of the county in which the arrest was made (ARS § 13-3833; NRS 171.158; ORS 133.440).
Riverside County Sheriff's Department Value Statement

101.1 VALUE STATEMENT
The Department has adopted a Value Statement, written by the employees. It is each employee's responsibility to read, understand, and uphold their role within the context of the Value Statement.

The members of the Riverside County Sheriff's Department, fill a variety of difficult and demanding roles as we provide law enforcement and related services to our communities. We recognize that trust and support are not automatically granted, but must be earned.

To achieve and maintain superior service we proudly commit ourselves to exercise and display the following values:

I. INTEGRITY
We are dedicated to honesty and integrity in all our actions and will uphold our ethical beliefs regardless of the consequences. Our actions must be above reproach. We will:

• Promote and recognize ethical behavior and actions.
• Demand honesty and loyalty.
• Prevent abuse of the laws and violation of civil rights.
• Report and confront employees who violate laws and the basic values of the organization.

II. LOYALTY
We are dedicated and loyal to the citizens of our communities, our Department, and our coworkers. Above all, we will be loyal to the Law Enforcement Code of Ethics. We will:

• Reward and recognize those who contribute to the development of more effective ways of providing the policing service.
• Take all reasonable steps and precautions to protect both the employees' and the Department's interest in incidents that present either danger or civil exposure.

III. PROFESSIONALISM
We will serve with honor and vitality. Our professionalism dictates critical self-appraisal and objective analysis, with a commitment to community betterment. We will maintain the position of honor entrusted to us by those we serve. We will:

• Openly discuss both ethical and operational issues.
Riverside County Sheriff's Department Value Statement

• Promote an atmosphere that encourages reasonable risk-taking and recognizes that growth and learning may be spawned by honest mistakes.

• Recognize that it is our duty to prevent, report, and investigate crimes, and to pursue, apprehend, and prosecute lawbreakers.

• Require professional performance for all members of the Department.

IV. LEADERSHIP

We are mandated by law and public expectation to be leaders. We will lead by example and by adherence to our professional ethics and values. We will:

• Listen to and promote suggestions emanating from all levels of the Department.

• Review and react to individual performance based upon the totality of the circumstances surrounding a decision or action.

• Publicly acknowledge and praise employees who excel at their jobs.
Law Enforcement Code of Ethics

102.1 PURPOSE
To insure that all peace officers are fully aware of their individual responsibilities to maintain their own integrity and that of their agency, every peace officer, during basic training, or at the time of appointment shall be administered the Law Enforcement Code of Ethics, as prescribed in POST Regulation 1013.

102.2 LAW ENFORCEMENT CODE OF ETHICS
As a Law Enforcement Officer, my fundamental duty is to serve mankind; 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 men 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 to my chosen profession...law enforcement.

ADOPTED. 1956. THE PEACE OFFICERS' ASSOCIATION OF THE STATE OF CALIFORNIA
Correctional Deputy Code of Ethics

103.1 CORRECTIONAL DEPUTY CODE OF ETHICS
As a Correctional Deputy, it is my fundamental duty to honor the Correctional Deputy Code of Ethics and the Value Statement of the Riverside County Sheriff's Department. By doing so, I will demonstrate the true meaning of integrity, loyalty, professionalism, and leadership.

I will always be fair in the performance of my duties, never seeking to use my authority over others unjustly. I will perform my duties without prejudice or bias. I will maintain honesty of word and deed. I will act with integrity at all times, keeping my private life unsullied as an example. I will be exemplary in obeying the laws of the land and the regulations of my Department.

I will maintain calm in the face of ridicule and contempt, never employing more force than is necessary. I will never act officiously or permit personal feeling or friendship to influence me. I will always be aware of the safety and security of all those around me by maintaining a safe and secure environment. I will never use my position for personal gain, never accepting gratuities, nor will I exaggerate the limits of my authority.

I recognize the badge as a symbol of my profession and of the Department. I will maintain the integrity of my badge and position.

I will strive to achieve and embody the highest ideals and ethics of the Department, while always displaying the highest degree of professionalism ---As a Correctional Deputy.
Chief Executive Officer

104.1 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.

104.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS
Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

104.1.2 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

105.1 PURPOSE AND SCOPE
All Deputies of this Department are sworn to enforce the law and uphold and defend the federal and state constitutions, local and state laws, and the ordinances of Riverside County.

105.1.1 OATH OF OFFICE
Upon employment, all employees shall be required to affirm the following oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer:

"I so 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 reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."
Department Standards Manual

107.1 PURPOSE AND SCOPE
The Standards manual of the Riverside County Sheriff's Department is hereby established and shall be referred to as the "Department Standards Manual" (DSM). The Department Standards Manual is a statement of the current policies, procedures, rules, guidelines and expectations of this Department and its employees. All employees of this Department are to conform to the provisions of this DSM. All prior and existing manuals, orders and regulations which are in conflict with the published segments of this DSM 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.

Except where otherwise expressly stated, the provisions of this DSM are to be considered as Department guidelines and expectations. It is recognized, however, that law enforcement is not always predictable and circumstances may arise which warrant reasonable and defensible departure from these policies. It is the department's intent that the DSM be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this Department under circumstances faced that could not have been reasonably avoided, and with the information available or reasonably obtainable at the time of any incident or conduct.

107.2 RESPONSIBILITIES
The ultimate responsibility for the contents of the DSM rests with the Sheriff. Since it is not practical for the Sheriff to solely prepare and maintain the manual, the Research and Development Team will do so.

107.2.1 SHERIFF
The Sheriff shall be considered the ultimate authority for the provisions of the DSM and may continue to issue Departmental Directives until the completion of this standards manual. Any Departmental Directives shall remain in effect until replaced by a corresponding policy within this manual.

107.2.2 EXECUTIVE STAFF
The Executive Staff shall consist of the Sheriff, the Undersheriff, the Assistant Sheriffs and the Chief Deputy from each division. The Executive Staff shall review all recommendations regarding proposed changes to the DSM at periodic staff meetings.

107.2.3 OTHER PERSONNEL
All Department employees suggesting revisions to the Department Standards Manual shall forward their suggestion and any supporting research, in writing, to their Station Commander who will consider the recommendation and forward it to their supervisor if appropriate.

107.3 STANDARDS MANUAL DEFINITIONS AND ABBREVIATIONS
Abbreviations and definitions used in the Department Standards Manual include the following:
107.3.1 DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from
the content that they have a different meaning.

**Adult** - Shall mean any person eighteen years of age or older.

**Bureau** - Shall refer to a department location with a specialized function such as Cal-ID or Special
Investigations Bureau, for example.

**CD** - Shall refer to a Correctional Deputy.

**CHP** - Shall refer to the California Highway Patrol.

**Department/RCSD** - Shall mean the Riverside County Sheriff's Department.

**Deputy** - Applies to those employees, regardless of rank, who are sworn employees of the
Riverside County Sheriff's Department.

**DMV** - Shall refer to the Department of Motor Vehicles.

**DSM** - Shall refer to the Riverside County Sheriff's Department Standards Manual and its contents.

**Employee/Member** - Term applied to all persons who are employed by the Sheriff's Department
and shall include sworn deputies and civilian employees. This includes reserve deputies and
volunteers.

**Facility** - Shall Refer to a jail or correctional facility within the Corrections Division.

**Manual/Standards Manual** - Shall refer to the Riverside County Sheriff's Department Standards
Manual.

**Minor/Juvenile** - Shall mean any person under the age of eighteen years.

**Off-Duty** - Shall mean any time an employee is not expected to be on-duty by the department,
is not being compensated, or to a time period when an employee does not have prior approval
(and/or departmental expectation) to be on-duty.

**OIS** - Shall refer to an officer involved shooting.

**On-Duty** - Shall mean any time an employee is engaged in the performance of his or her assigned
duties during a scheduled or otherwise approved time period with applicable compensation as
approved and required.

**Order** - A legal instruction, either written or verbal, issued by a superior that is to be immediately
complied with absent any reasonable claim that the order is illegal.

**POBOR** - Shall refer to the Peace Officer Bill of Rights (Government Code §3300 et seq.).

**Rank** - Shall mean the title within the classification held by a deputy or other non-sworn employee.

**Shall** - Indicates a mandatory action that is to be carried-out or abided by, regardless of minor or
unreasonable reasons not to, and regardless of a subordinate’s unwarranted objection.
Should - Indicates a permissive or discretionary action that is encouraged to be carried-out or completed unless extenuating circumstances warrant reasonable deviation.

Station - Refers to a patrol station.

107.4 STANDARDS MANUAL ACKNOWLEDGMENT
All employees are required to read and obtain necessary clarification of the policies and expectations contained within the DSM. All employees are required to acknowledge that they have received a copy, or have been provided access to the Department Standards Manual and understand they are responsible to read and properly interpret its contents.

107.4.1 REVISIONS TO POLICIES
All employees are responsible for keeping abreast of all DSM revisions. All changes to the DSM will be made known to all employees via the Lexipol website and an intra-departmental e-mail to them. Each employee shall review the revisions, seek clarification as needed, and acknowledge their understanding.

Each commander/manager will ensure that employees under his/her command are acknowledging new policies as they are released. No changes shall be made to the DSM without authorization from the Sheriff or the authorized designee.

107.5 ACCESS TO THE STANDARDS MANUAL
An electronic version of the DSM will be made available to all members on the department network for viewing, research, and printing. Any employee who is unable to access the manual, shall notify a supervisor as soon as practical. In addition, all portions of the DSM that would be released pursuant to a California Public Records Act request are accessible to the public via the department's website, beginning on January 1, 2020 (SB 978). The department may update, edit, or replace policies contained on the website as needed.

107.6 PERIODIC REVIEW OF THE STANDARDS MANUAL
The Sheriff will ensure that the Department Standards Manual is periodically reviewed and updated as necessary to comply with new laws, to notify of new or changing mission priorities, to address personnel matters, or to comply with training mandates.
Chapter 2 - Organization and Administration
Organizational Structure and Management

200.1 PURPOSE AND SCOPE

The organizational structure of this Department is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public.

200.2 OPERATIONAL AREAS

The Sheriff is responsible for administering and managing the Department. The Department is divided into three major operational areas as follows:

- Field Operations
- Corrections
- Support
  - Courts/ Administration/ Coroner and Public Administrator

200.3 ORGANIZATIONAL STRUCTURE AND ASSIGNMENT

Each area of responsibility and the name of the commander is outlined in the Department Organization Chart located on the Sheriff's Department Intranet site:

200.4 CHAIN OF COMMAND

The Sheriff is the Chief Executive Officer of the Department and, for the effective operation of the Department, must delegate and assign some duties to other Departmental personnel. The chain of command identifies not only the authority a member has to perform the duties of the Sheriff, but also assigns the responsibility for those duties. Each member of the Department is governed by the chain of command and, in the proper and effective execution of assigned duties, is responsible to one designated supervisor. The chain of command identifies the avenues of communications and the rank structure within the Department. A member of the Department must follow that structure when dealing with matters of the Department, with some limited exceptions.

Nothing in this section shall prohibit a member of the Department from diverting from the established chain of command in an emergency situation, or when confronted with exigent circumstances.

200.5 ASSISTANT SHERIFFS

Each of the operational areas is assigned to one of three Assistant Sheriffs, who are responsible for the general management, direction, and control of their respective commands as follows:

(a) The Assistant Sheriff of Field Operations is responsible for the following divisions:

1. Field Operations - Patrol Stations;
2. Field Support - Enforcement teams who work in support of the patrol mission
(b) The Assistant Sheriff of Corrections is responsible for the following divisions:
   1. Corrections Operations - Jails
   2. Corrections Support - Units that work in support of headcount and program management
   3. Professional Standards Bureau (PSB) - Internal Affairs Unit (IA)

(c) The Assistant Sheriff of Support Services is responsible for the following divisions and bureaus:
   1. Administration / Finance
      A. Dispatch
      B. Fleet
      C. Information Services Bureau (ISB)
      D. California Identification System (Cal-ID)
      E. Technical Services Bureau (TSB)
      F. Public Safety Enterprise Communication (PSEC)
      G. Ben Clark Training Center (BCTC)
      H. Personnel Bureau
      I. Concealed Weapons Permits (CCW)
      J. Research and Development Team (R&D)
      K. Finance
   2. Media Information Bureau
   3. Professional Standards Bureau (PSB) - Civil Litigation Unit
   4. Courts
   5. Coroner / Public Administrator

200.6 CHIEF DEPUTIES
A Chief Deputy is responsible for command and control of a division. The six divisions of the Department are:

- Field Operations
- Corrections
- Courts
- Support
- Coroner / Public Administrator
- Administration
Organizational Structure and Management

200.7 COMMANDERS
A Commander is a Captain or Lieutenant. The Commander is the top level of authority at a Station, Bureau, or Facility and is responsible for the operation therein. A classified employee may be charged with command responsibility over a specific technical or support service operation. A Captain may be a sworn peace officer or a non-sworn Correctional Captain.

200.7.1 TEMPORARY COMMAND
Employees placed in command during a stated or lengthy absence such as vacation, leave, or illness of the Commander, possess full authority and responsibility of the command.

200.8 LIEUTENANTS
A Lieutenant is a mid-level manager and generally serves as the second in command in most Stations, Bureaus, and Correctional Facilities and may command the activities of a facility or subdivision of the Department. A Lieutenant may be a sworn peace officer or a non-sworn Correctional Lieutenant. Managers at this level may also be civilian employees overseeing personnel in a variety of support positions within the department.

200.9 SERGEANTS / SUPERVISORS
A Sergeant is responsible for the work-related activities of subordinates. A sergeant may be a sworn peace officer or a non-sworn Correctional Sergeant. Civilian employees may also have the title of supervisor within specific areas and job classifications throughout the department.

200.10 ALL EMPLOYEES
All employees are responsible for the proper execution of their assigned duties; the maintenance of proper community relations; adherence to policies, procedures, rules, and regulations of the Department and the County of Riverside; proper care, control, and use of any Departmental resources; and enforcement of the aforementioned among subordinates.
Orders

201.1 DEFINITION
An order is an instruction, either written or verbal, issued by a superior officer or supervisor.

201.2 LAWFULNESS OF ORDERS
All orders, when issued by a superior, are presumed to be lawful. All members of the Department shall obey orders promptly and willingly.

201.2.1 SUPERVISOR RESPONSIBILITIES
No supervisor shall knowingly and willfully issue an order in violation of any law or any policy, procedure, rule, or regulation of the Department.

Nothing in this section authorizes a supervisor to issue an order that is contrary to Departmental policies. Emergencies or exigent circumstances may justify reasonable and defensible deviance from this rule, and require written justification to the Commander regarding the circumstances requiring the issuance of any order contrary to policy.

201.2.2 INSUBORDINATION
The failure or deliberate refusal to obey an order given by a superior officer of the Department shall be deemed insubordination. All members of the Department shall refrain from public criticism or comment on orders received. Flouting the authority of any superior officer by wanton disrespect or by disputing the order is also insubordination. Insubordination may be cause for dismissal from the Department.

201.3 CONFLICTING OR UNJUST ORDERS
A member who has been given an order and subsequently given a second and conflicting order shall inform the person giving the second order. The superior giving the second order has the authority to direct the sequence in which the orders shall be accomplished. The right of appeal exists only after orders have been carried out.

A member who has been given an order that they feel is unjust or in contradiction to any policy shall first obey the order to the best of their ability, and then may appeal the order.

An appeal to an order shall be made in writing to the member's Commander. If the Commander is unable to satisfy the appeal, it will proceed through the chain of command. The appeal must state the circumstances and justify the reason(s) for the appeal.
Training Policy

208.1 PURPOSE AND SCOPE
The policy of the Riverside County Sheriff's Department is to administer a training program that will provide for the professional growth and continued development of its personnel. By so doing, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

The Department shall adhere to the training and background requirements as set by the California Commission on Peace Officer Standards and Training (POST) and the Standards and Training for Correctional Officers (STC). The department may provide training for its members as the sheriff deems necessary for the proper execution of assigned duties.

The Support Services Division Chief shall be responsible for the development and maintenance of Departmental training.

208.2 PHILOSOPHY
The Riverside County Sheriff's Department seeks to provide on-going training and encourages all personnel 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 will use courses certified by the California Commission on POST.

208.3 OBJECTIVES
The objectives of the Riverside County Sheriff's Department's training program are to:

(a) Enhance the level of law enforcement and related services to the public;
(b) Increase the technical expertise and overall effectiveness of our personnel;
(c) Provide for continued professional development of Department personnel;
(d) Practice sound risk-management strategies and minimize liability through training.

208.4 TRAINING PLAN
A training plan will be developed and maintained by the Training Coordinator. It is the responsibility of the Commander of the Training and Education Bureau to maintain, review, and update the Training Plan on an annual basis. The plan will address the following areas:

(a) Legislative changes and case law;
(b) State mandated training;
Training Policy

(c) Critical issues training.

208.4.1 COMMANDER RESPONSIBILITIES
The commander of each station or bureau within the department shall ensure that members of all classifications within their command receive training necessary to perform their duties. Commanders may designate a training coordinator to record, track, and assist with scheduling of all assigned training. All training shall be consistent with the standards established and approved by the Training and Education Bureau.

208.4.2 INITIAL TRAINING PROGRAMS
The Department administers and maintains a variety of training programs related to an employee's initial assignment to one of the Sheriff's primary functions. Station or Bureau training personnel shall adhere to policies and procedures set forth in the applicable training manual and shall remain aware of current training mandates as required by POST or the Training and Education Bureau.

208.4.3 SUPPLEMENTAL TRAINING
The Sheriff or designee, may assign any department employee to attend supplemental training, in addition to what is mandated, for the purpose of improving overall performance or a specific skill. Such assignment to supplemental training may be to reduce the likelihood of misconduct or unsatisfactory performance, to minimize civil liability and practice sound risk management, to meet/maintain the requirements of a specialized license or enforcement authority, or to prepare an employee for a specific assignment or task.

208.4.4 SPECIAL ORDERS AND ASSIGNED TRAINING
Special orders, as published by the department, are orders from the Sheriff to attend training. Such orders may direct department members to a location away from their assigned duty station. The assigned location is the department member's duty station for the prescribed time period. Attendance is not optional and assigned personnel shall communicate with their supervisors regarding the orders.

If released from any training more than one hour before its scheduled end time, department members shall call an on-duty supervisor for instructions regarding the remaining time.

208.5 TRAINING NEEDS ASSESSMENT
The Training Bureau will conduct an on-going needs assessment of the Department training component. This assessment will be conveyed to the Chief Deputy of the Training and Education Bureau and will, in part, form the basis for the training plan for the fiscal year.
Administrative Communications

214.1 PURPOSE AND SCOPE
The administrative communications of this Department are governed by the following policies and shall be retained according to applicable retention schedules, if any.

214.2 DEPARTMENT DIRECTIVES (DD)
A Department Directive is a written directive issued by the Sheriff or at his direction. A Department Directive provides for immediate direction regarding a specific issue or topic. Department Directives are to be considered a direct order from the Sheriff and unless otherwise indicated are effective immediately upon issuance. Department Directives may temporarily modify or alter Department Policies or Standards.

214.3 OTHER ADMINISTRATIVE COMMUNICATIONS

214.3.1 DEPARTMENTAL MEMORANDUMS (DM)
Departmental Memorandums may be issued by the Sheriff or at his direction. A Departmental Memorandum is informational - advising announcements, suggestions, or Department information on various topics or issues and may be directed outside the Department.

214.3.2 SPECIAL ORDERS (SO)
A Special Order is an order issued by the Sheriff, or at his direction, which affects any portion or all of the Department on a temporary basis for a specific incident or event. Special Orders are not permanent and expire when the specific incident or event passes. Special orders are typically used for assignment of personnel to training or related activities.

214.3.3 CORRESPONDENCE
All external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Sheriff. Personnel should use Department letterhead only for official business and with approval and signature of the station commander or above.

214.3.4 DEPARTMENT SURVEYS
All surveys made in the name of the Riverside County Sheriff’s Department shall be authorized by the Sheriff before being conducted.

214.3.5 INTERNAL COMMUNICATIONS
All internal communications shall be sent via chain of command except in situations otherwise provided for in the Department Standards Manual.

214.4 NUMBERING PROTOCOL FOR SPECIFIED COMMUNICATIONS
Specific types of administrative communications shall be numbered consecutively starting with abbreviation for the type of communication, the last two digits of the year, followed by the number
"001", etc. For example, DD 19-001 would be the first Department Directive for 2019. This numbering system shall apply to the following types of administrative communications:

- Department Directives
- Departmental Memorandums
- Special Orders
Retired Deputy CCW Endorsements

219.1 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.

219.2 QUALIFIED RETIREES
Any full time sworn member of this Department who was authorized to, and did, carry a concealed firearm during the course and scope of their employment may be issued an identification card with a "CCW Approved" endorsement upon honorable retirement. (Penal Code § 25460(c)). Reserve Deputies who have served 10 or more consecutive years may be issued an identification card with a "CCW Approved" endorsement upon honorable retirement from the Department in compliance with CA Penal Code 26300(a)(2).

(a) 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 member who retires in lieu of termination. Reserve Deputies may be "Honorably retired" after 10 years of consecutive service as referenced above.

(b) No "CCW Approved" endorsement shall be issued to any member retiring because of a psychiatric disability.

219.3 MAINTAINING A CCW ENDORSEMENT
In order to maintain a "CCW Approved" endorsement on an identification card, the retired member shall:

(a) Qualify annually with a firearm (in compliance with HR 218) at a course approved by this Department at the retired member's expense. The qualification course must be done by a certified NRA instructor or active duty Range Master from a law enforcement agency.

(b) Remain subject to all Department rules and policies as well as all federal, state and local laws. (Penal Code § 26305(b)).

219.4 CARRYING FIREARMS OUT OF STATE
Subject to 18 USC 926C and Department Standards Manual Policy qualified retired deputies of this Department may be authorized to carry a concealed weapon in other states.

219.4.1 HR218 LAW ENFORCEMENT OFFICER’S SAFETY ACT OF 2004
Pursuant to HR218, the Law Enforcement Officer's Safety Act of 2004, qualified retired Deputies from this Department may be authorized to carry a concealed firearm in other states. A separate identifying card will be issued showing compliance with HR218 for those retirees who meet the qualifications under HR218.
Retired Deputy CCW Endorsements

This card will minimally include the date of the retiree's last qualification and the type of firearm authorized for carry such as semi-automatic or revolver.

219.5 IDENTIFICATION CARD FORMAT
The identification card issued to any qualified and honorably retired member shall be 2 x 3 inches and minimally contain the following (Penal Code § 25460(c).):

(a) Photograph of the retiree;
(b) Retiree's name, home address, and date of birth;
(c) Date of retirement;
(d) Name and address of this Department;
(e) A stamped endorsement "CCW Approved" along with the date by which the endorsement must be renewed (not more than one year) or, in the case in which a CCW endorsement has been denied or revoked, the identification card shall be stamped "No CCW Privilege".

219.6 DENIAL OR REVOCATION OF CCW ENDORSEMENT
The CCW endorsement for any member 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:

(a) In the event that a CCW endorsement is initially denied, the retired member 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)).

(b) 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 § 26315(c)).
   1. The retiree shall have 15 days from the Department's verification of service to file a written request for a hearing.
   2. The failure to submit a timely written request for a hearing shall be deemed a waiver of such right.

(c) 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)).
   1. The decision of such hearing board shall be binding on the Department and the retiree. (Penal Code 26320(b))
   2. 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 will then reissue a new identification card which shall be stamped "No CCW Privilege"
Retired Deputy CCW Endorsements
Chapter 3 - General Operations
Use of Force

300.1 PURPOSE AND SCOPE
This policy recognizes that the use of force by law enforcement requires constant evaluation. Even at its lowest level, the 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. The Department considers the use of force to be defensive in nature and to be used only when objectively reasonable under the totality of the circumstances known at the time.

300.1.1 DEFINITIONS
Definitions related to this policy include:

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

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

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

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

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE
Any department member present and observing another department member or allied agency personnel using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. Any department member who observes another employee or allied agency personnel use force that exceeds the degree of force permitted by law or policy should promptly report these observations to a supervisor.
300.3 USE OF FORCE

Deputies shall use only that amount of force that reasonably appears necessary given the facts and totality of the circumstances known to or perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose (Penal Code § 835a).

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which deputies reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by the Department. Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree that its use accomplished a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer may use objectively reasonable force to effect an arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or to overcome resistance. Retreat does not mean tactical repositioning or other de-escalation techniques (Penal Code § 835a).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) The apparent immediacy and severity of the threat to officers or others (Penal Code § 835a).
(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
(d) The conduct of the involved officer (Penal Code § 835a).
(e) The effects of drugs or alcohol.
(f) The individual's apparent mental state or capacity (Penal Code § 835a).
(g) The individual's apparent ability to understand and comply with officer commands (Penal Code § 835a).
(h) Proximity of weapons or dangerous improvised devices.
(i) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
(j) The availability of other reasonable and feasible options and their possible effectiveness (Penal Code § 835a).
(k) Seriousness of the suspected offense or reason for contact with the individual.
(l) Training and experience of the officer.
(m) Potential for injury to officers, suspects, and others.
(n) Whether the person appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
(o) The risk and reasonably foreseeable consequences of escape.
(p) The apparent need for immediate control of the subject or a prompt resolution of the situation.
(q) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
(r) Prior contacts with the subject or awareness of any propensity for violence.
(s) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES
Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers should only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.
(b) Whether the person can comply with the direction or orders of the officer.
(c) Whether the person has been given sufficient opportunity to comply.

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

300.3.4 CAROTID CONTROL HOLD
The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:
Use of Force

(a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control a person in any of the following circumstances:

1. The person is violent or physically resisting.
2. The person, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Those known to be pregnant
2. Elderly
3. Obvious juveniles
4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities, malformations, or visible neck injuries
5. Morbidly obese
6. After the use of any chemical agent
7. Someone who has already had the carotid control hold applied to them twice within the last 24 hours

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and shall be continuously monitored until such examination takes place.

(e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the subject lost consciousness as a result. The Corrections Division may require patrol personnel to obtain an "okay to book" before booking.

(f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE
In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Deputies should consider the severity of the crime and the value of retrieving the evidence against the force necessary to retrieve it.

300.4 DEADLY FORCE APPLICATIONS
If an objectively reasonable deputy would consider it safe and feasible to do so under the totality of the circumstances, deputies should evaluate the use of other reasonably available resources and techniques when determining whether to use deadly force. The use of deadly force is only justified in the following circumstances (Penal Code § 835a):

   (a) A deputy may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury to the deputy or another person.

   (b) A deputy may use deadly force to apprehend a fleeing person for any felony that threatened or resulted in death or serious bodily injury, if the deputy reasonably believes that the person will cause death or serious bodily injury to another unless immediately apprehended. Where feasible, the deputy 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 deputy has objectively reasonable grounds to believe the person is aware of those facts.

Deputies shall not use deadly force against a person based on the danger that person poses to him/herself, if an objectively reasonable deputy would believe the person does not pose an imminent threat of death or serious bodily injury to the deputy 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 deputy 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 deputy or another person. A deputy’s subjective fear of future harm alone is insufficient as an imminent threat. An imminent threat is one that from appearances is reasonably believed to require instant attention (Penal Code § 835a).

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES
Shots fired at or from a moving vehicle are rarely effective. Deputies should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. A deputy should only discharge a firearm at a moving vehicle or its occupants when
Use of Force

the deputy reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the deputy or others.

Deputies should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.4.2 MEDICAL ATTENTION FOR INJURIES SUSTAINED USING FORCE

As soon as it is safe to do so, medical assistance shall be summoned for or applied to, by deputies at the scene, any person who has sustained visible injury, expressed a complaint of pain, or who has been rendered unconscious. Any person exhibiting signs of physical distress after an encounter should be continuously monitored until they can be medically assessed.

Based on the initial member’s assessment of the nature and extent of the person’s injuries, the appropriate medical assistance required here may consist of examination by fire personnel, paramedics, hospital staff, or medical staff at the jail. If any such person refuses medical attention, it shall be fully documented in related reports and, whenever practicable, should be witnessed by another member and/or medical personnel. If a recording is made of the contact or interview with the person, any refusal should be included in the recording, if possible.

The on-scene supervisor or a deputy shall inform attending medical personnel the person was subjected to force, and shall include a description of the force used and any other circumstances the member reasonably believes would present potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

Persons who exhibit extreme agitation and/or violent, irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and impervious to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple members to be brought under control, may be at an increased risk of sudden death. Members who reasonably suspect a medical emergency shall request medical assistance as soon as practicable and have medical personnel stage away if appropriate.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The deputy should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.
Handcuffing and Restraints

306.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

306.2 USE OF RESTRAINTS
Only members who have successfully completed Riverside County Sheriff's Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, deputies should carefully balance officer safety concerns with factors that include but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

The routine use of approved mechanical restraints on any person or prisoner in accordance with this policy, shall not be considered a use of force except where the restraints are applied to overcome significant resistance and the method or tension of the restraints would reasonably constitute force.

306.2.1 RESTRANST OF DETAINES
Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of deputies and others.

When deciding whether to remove restraints from a detainee, deputies should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

306.2.2 RESTRAINT OF PREGNANT PERSONS
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the deputy has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property. If handcuffs are used, pregnant arrestees shall be handcuffed in the front before being brought into a jail.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized
determination that such restraints are necessary for the safety of the arrestee, deputies, or others (Penal Code § 3407; Penal Code § 6030).

306.2.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the deputy has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the deputy, or damage property. If a juvenile is restrained, they shall be kept away from unrestrained arrestees. Also see DSM 324.9 - Temporary Custody of Juveniles.

306.2.4 NOTIFICATIONS
Whenever a deputy transports a person with the use of restraints other than handcuffs, waistchains, or leg chains, the deputy shall, upon arrival, inform the jail staff that additional restraints were used. This notification should include information regarding any other circumstances the deputy reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

306.3 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person’s hands to ensure officer safety.

All persons in the custody of the Sheriff shall be restrained for their safety and the safety of others in a manner consistent with the individual's past and present behavior, the risk of violence or escape, security classification and the purpose of transport.

In most situations, handcuffs should be applied with the hands behind the person’s back. When feasible, handcuffs shall be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person’s size, deputies should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility. Arrestees shall be restrained before entering any correctional facility.

306.3.1 MEDICAL CONSIDERATIONS
Prior to booking or release, medical assistance shall be obtained for any person(s) who has sustained significant injury, expressed a complaint of significant pain, requests medical attention, is, in the judgement of any on-scene department member, in need of medical attention, or who has been rendered unconscious. 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
Handcuffing and Restraints

deputy and/or medical personnel. If an audio recording of any refusal is made, or a refusal is heard during an interview with the person, such refusal should be included in a report.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, unusually high tolerance to pain or who require 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.

306.4 APPLICATION OF SPIT HOODS
Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the deputy reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Deputies utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and so that the restrained person can breathe normally. Deputies should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Deputies should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head, and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

306.5 APPLICATION OF AUXILIARY RERAINT DEVICES
Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.
306.6 APPLICATION OF LEG RESTRAINT DEVICES
Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest, or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, deputies should consider:

(a) Whether the deputy or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting deputy while handcuffed, kicking at objects or deputies).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

306.6.1 GUIDELINES FOR USE OF LEG RESTRAINTS
When applying leg restraints, the following guidelines should be followed:

(a) The RIPP Hobble manufactured by RIPP Restraints, Inc., Orange City, Florida is the only authorized restraint and deputies shall only use the RIPP hobble supplied by the department.

(b) The restraint shall be used only after a person has been handcuffed.

(c) If practicable, deputies should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(d) Hobbled suspects may be transported in a Sheriff's unit. When it is safe, the restrained person should be seated in an upright position and shall be secured by a seatbelt. The long lead of the restraint will be placed outside the rear door and wrapped around the door pillar bringing it up through the passenger front door to prevent the lead from dragging on the ground.

(e) Once applied, absent a medical or other emergency, restraints should remain in place until the deputy arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(f) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person’s ability to breathe.

(g) The restrained person should be continually monitored by a deputy while in the leg restraint. The deputy should ensure that the person does not roll onto and remain on his/her stomach.

(h) The deputy should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(i) When transported by emergency medical services, the restrained person should be accompanied by a deputy when requested by medical personnel or when necessary in the judgement of those deputies at the scene. The transporting deputy should
Handcuffing and Restraints

describe to medical personnel any unusual behaviors or other circumstances the deputy reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

(i) At no time will a person be restrained by a device or combination of devices which binds their hands and legs together.

(k) Deputies shall inform jail staff that the arrestee was restrained by a hobble, however briefly.

306.7 REQUIRED DOCUMENTATION

Deputies should document the following information in reports, as appropriate, when restraints other than handcuffs or waistchains are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained, as determined by an informed estimation or log entry, if any.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person’s behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

306.8 TRAINING

Subject to available resources, the Chief Deputy should ensure that deputies receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.
Control Devices: Baton, PepperBall, and Chemical Agents

308.1 PURPOSE AND SCOPE
To reduce and minimize altercation-related injuries to deputies and suspects, and to enable the arrest of resistant suspects, the Department authorizes the use of selected control devices. Certain control devices are provided in order to control violent or potentially violent suspects. It is intended that the use of these devices will generally result in fewer altercation-related injuries to deputies and suspects. The policies described below are for the use and maintenance of control devices (e.g., baton, Pepperball Systems, Oleoresin Capsicum (OC) spray, and Chlorobenzylidenemalononitrile (CS) gas). Only those control devices that have been approved by the Sheriff or designee are authorized to be carried by members of this Department. A list of authorized control devices will be maintained by the Commander of the Ben Clark Training Center. Other weapon systems are approved for use in other department operations such as SWAT and the Corrections Division, for example. Comply with current policies for your assignment regarding any weapon system not specifically addressed here.

308.1.1 WHEN CONTROL DEVICES MAY BE USED
When a decision has been made to restrain or arrest a suspect, an approved control device may only be used when its use appears objectively reasonable under the totality of the circumstances. These devices are not listed in any specific order, nor is this listing intended to describe a suggested or mandatory ladder of force escalation. The circumstances, what is known at the time, characteristics of each individual suspect(s) and, if present, a supervisor's direction, should combine to guide each deputy toward the most reasonable and effective force option. Whenever force is used, its effectiveness shall be continually evaluated and these evaluations shall be used by personnel at the scene to adjust, alter, increase, decrease, or cease the type and level of force used. See attachment: Use of Force Continuum.pdf

A deputy's body-worn camera shall be activated whenever a use of force can be reasonably anticipated.

All uses of force shall be followed by the swift application of appropriate medical attention when it is safe to do so.

308.1.2 REPORTING
Department members shall report any discharge of a control device, for other than training or qualification, to their supervisor by the fastest method possible. Additionally, the facts and circumstances surrounding the use of the weapon shall be completely and accurately described in any and all reports or memorandums written pertaining to the incident.
Control Devices: Baton, PepperBall, and Chemical Agents

308.2 BATON GUIDELINES: CARRYING / TRAINING / USE
A Department approved baton (the Rapid Containment Baton or RCB) shall be carried by sworn uniformed personnel during their assigned shift or during duties that may reasonably require enforcement action or contact with suspects. The baton shall be carried on a deputy's person in its authorized holder on the equipment belt, or secured in a load bearing vest, except in facilities where weapons are prohibited. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

The use of an RCB is subject to the following requirements and/or restrictions:

(a) The need to immediately control a suspect must be weighed against the risk of causing serious injury. A suspect's level and degree of resistance shall be weighed against the use of a baton.

(b) The head, neck, throat, spine, heart, kidneys, groin and knees should not be intentionally targeted except when the deputy reasonably believes the suspect poses an imminent threat of causing serious bodily injury or death to the deputy or another.

(c) Where practical, a deputy's body-worn camera shall be activated whenever a use of force can be reasonably anticipated.

(d) All uses of force shall be followed by the swift application of appropriate medical attention when safe to do so.

(e) Only authorized personnel, who have also completed the required certification course, may possess and carry the RCB.

(f) All personnel authorized to carry an RCB shall attend a recertification course every two years, or as deemed necessary by the department.

(g) Personnel may purchase their own holster and may attach a larger end cap consistent with uniform regulations and as approved by the department.

308.3 CS GAS USE GUIDELINES
The use of Chlorobenzylidenemalononitrile (CS) gas for crowd control/dispersal/area denial or against barricaded suspects shall be based on the circumstances, but are most typically used during SWAT operations or Mobile Field Force (MFF) deployments. The incident commander may authorize the delivery and use of CS gas, evaluating all conditions known at the time and determining that lesser force would not reasonably appear to result in the safe control of the suspect(s) or crowd. Where practical, fire personnel should be alerted or summoned to the scene to control any fires and to assist in providing medical aid or gas evacuation when the scene is safe. Only personnel formally trained in the use of CS gas weapons should discharge such devices.

308.4 PEPPERBALL LAUNCHER SYSTEMS GUIDELINES: DEPLOYING / NOTIFICATIONS / TRAINING
PepperBall® systems are authorized for use by sworn and correctional deputies upon successful completion of the required training course.
Control Devices: Baton, PepperBall, and Chemical Agents

PepperBall projectiles are plastic, frangible spheres that are usually filled with oleoresin capsicum (OC) powder. Alternate projectiles are available including water-filled rounds (most often used during riot-control efforts), training rounds filled with inert powder, and glass-breaking rounds. A high-pressure air launcher delivers the projectiles with enough force to release the OC powder, or break glass. Although classified as a less-lethal device, the potential exists for the projectiles to inflict injury when they strike the face, eyes, neck, spine or groin. Therefore, personnel deploying the PepperBall system shall avoid intentionally striking those body areas except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to a peace officer or others.

The deployment of any PepperBall System is subject to the following requirements and/or restrictions:

(a) Only qualified, trained, and authorized personnel shall deploy and use any PepperBall System. (Personnel must be re-certified every 2 years);

(b) Deputies encountering a situation that requires the use of a PepperBall System shall notify a supervisor as soon as practical;

(c) The supervisor shall respond to any incident where a suspect or other person has been struck by a projectile or exposed to chemical agents and ensure that all notifications and reports are completed as required by Department Use of Force Policies (see section 308.6);

(d) Where practical, a deputy’s body-worn camera shall be activated whenever a use of force can be reasonably anticipated;

(e) Any firing of a PepperBall launcher shall be reported to a supervisor as soon as possible.

308.4.1 PEPPERBALL LAUNCHER SYSTEM GUIDELINES: USE

(a) It should be used only in situations where such force appears objectively reasonable under the totality of the circumstances;

(b) When practical, loud verbal warnings should be given before firing the PepperBall launcher. A description of the warning given, or the reasons one was not given, shall be documented in the users report. Such warnings will provide:
   1. the person with a reasonable opportunity to comply.
   2. other deputies and persons with a warning that Pepperball round(s) will be fired.

(c) Specific PepperBalls shall be used only for their intended purpose. For example, PepperBalls containing OC are intended for use on dangerous suspects, as a means of crowd control, or on vicious animals; glass-breaking rounds are solely intended for that purpose and shall not be shot at suspects unless there is a reasonable belief that the suspect(s) pose an imminent threat of causing serious bodily injury or death to a peace officer or others; the water-filled round is most appropriate for use during civil disobedience and crowd control; and training rounds shall only be used in training environments; See Corrections Division Policy 503.03 for approved projectiles in jail environments.
Control Devices: Baton, PepperBall, and Chemical Agents

(d) PepperBalls shall not be intentionally shot at the face, eyes, neck, spine, or groin of a suspect. The intended target should be 'center mass' of a suspect. The need and justification for deadly force may justify deviation from this subsection;

(e) Firing projectiles at a person, shall be followed by the swift application of appropriate medical attention when safe to do so;

(f) PepperBall systems may be used to prevent an imminent attack, or stop an attack by a vicious animal if other means of prevention, containment, or avoidance of the animal are not reasonable;

(g) PepperBall launchers shall not be used to "clear" rooms, buildings, or spaces wherein a suspect is not known to be. Firing PepperBall rounds into an area is not a substitute for properly and safely searching a space, room, or building;

(h) When possible, a deputy or deputies should be assigned to a deadly force option should the suspect(s) be unaffected by the Pepperballs AND then present a threat of death or serious bodily injury to those at the scene.

308.5 OLEORESIN CAPSICUM (OC) SPRAY GUIDELINES: CARRYING / TRAINING / USE
Only authorized personnel may possess and carry Department issued oleoresin capsicum (OC) spray. These authorized job classifications includes all sworn personnel, correctional deputies, and Community Services Officers. Any OC spray carried must be department-issued.

Uniformed personnel, while working in an assignment that may reasonably lead to taking enforcement action, or contacting, detaining, or arresting suspects must carry OC spray in its approved holster on the equipment belt. Plainclothes and non-field personnel may carry the OC spray as authorized, consistent with the needs of their assignment or at the direction of their supervisor.

The carrying and use of OC is subject to the following requirements and/or restrictions:

(a) It should be used only in situations where such force appears objectively reasonable under the totality of the circumstances;

(b) All personnel authorized to carry OC spray shall complete the required course of instruction prior to possessing and using it;

(c) OC spray is used to minimize the potential for injury to deputies, citizens, or offenders;

(d) Before its use, considerations should be given to the effects of cross-contamination upon other deputies, the size and ventilation of the space, and whether any prior use of OC during the incident was effective;

(e) A deputy's body-worn camera shall be activated whenever a use of force can be reasonably anticipated and all uses of force shall be followed by the swift application of appropriate medical attention when safe to do so;

(f) OC spray may be used on vicious animals to prevent being bitten or otherwise injured by the animal. When practical, deputies should attempt to avoid, contain, or distract an animal before using chemical agents;
Control Devices: Baton, PepperBall, and Chemical Agents

Although RSD-issued OC spray is water-based and non-flammable, personnel deploying a TASER device should be mindful that another agency's OC spray may be oil-based and present a fire danger.

308.5.1 TREATMENT FOR OC SPRAY OR PEPPERBALL EXPOSURE
Persons who have been affected by the use of OC spray / powder should, as soon as practicable, be provided with fresh water sufficient to cleanse the affected areas. Those persons who complain of further severe effects shall be afforded a medical examination by medical personnel.

308.5.2 NOTICE OF CHEMICAL AGENT USE TO PROPERTY OCCUPANTS / OWNERS
Whenever CS gas or OC has been introduced into a residence, building interior, vehicle, or other enclosed area, deputies should provide the owners or available occupants with written notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. See attachment: Chemical Agent Warning Form 465.pdf

Information regarding the method of notice and the individuals notified should be included in related reports.

Before leaving the scene, photographs shall be taken of any affected or damaged areas and all information to properly complete an Accord form, if required, shall be obtained.

308.6 SUPERVISOR RESPONSIBILITIES
When available, supervisors should respond to calls when they reasonably believe there is a likelihood a control device may be used. Upon a supervisor's arrival, they shall access the circumstances, take command of the scene if necessary, expand or reduce resources as necessary, direct personnel actions, and later review each incident to insure compliance with department policy and the law. Other actions should include:

(a) Photographs of each person upon which a control device was used shall be taken to document injury and the absence of injury;
(b) Contact the Professional Standards Bureau for a liability assessment or response;
(c) All witnesses shall be interviewed;
(d) Area canvas for witnesses(s) shall be conducted when practical;
(e) Preservation of BWC recordings, jail facility video, or nearby surveillance video;
(f) Review all department use of force reporting forms and ensure their submission to the proper entity;
(g) Required notifications shall be made.

308.7 CONTROL DEVICES - MAINTENANCE
All of these devices require maintenance and care to maximize their reliability and safe function.
308.7.1 ARMORER RESPONSIBILITIES
Each Station, Facility, or Bureau Commander shall designate a supervisor to issue and maintain the inventory of all control devices. All damaged, inoperative, and/or expended control devices shall be returned to the designated supervisor for disposition, repair, or replacement. All normal maintenance, charging or cleaning of control devices is the responsibility of personnel using the various devices. Commanders may also designate a specific staff member to assume these tasks for weapon systems that are shared or checked-out on a periodic basis.

308.7.2 DEPUTY RESPONSIBILITIES

Deputies carrying OC spray shall periodically inspect their supply for proper function, level, and expiration date, as well as the canister's holster for wear and proper retention function. Deputies shall quickly rectify any failures discovered.

Deputies carrying an RCB shall periodically inspect the baton for proper function, as well as the baton's holster for wear and proper retention function. Deputies shall quickly rectify any failures discovered.

Deputies carrying/deploying a PepperBall launcher shall thoroughly inspect the device for proper function, appropriate type and quantity of rounds, air pressure/supply, and the weapon's action/function before taking the weapon into the work environment.
Conducted Energy Device

309.1 PURPOSE AND SCOPE
This policy provides guidelines for the issuance and use of TASER® devices.

309.2 POLICY
The TASER is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to deputies and suspects.

309.3 ISSUANCE AND CARRYING TASERS
Only members who have successfully completed department-approved training may be issued and carry the TASER.

TASERs are issued for use during a member’s current assignment. Those leaving a particular assignment may be required to return the device to the Department’s inventory.

Deputies shall only use the TASER and cartridges that have been issued by the Department. Uniformed deputies who have been issued the TASER shall wear the device in an approved holster on their person. Non-uniformed deputies may secure the TASER in the driver’s compartment of their vehicle.

Members carrying the TASER shall perform a spark test on the unit prior to every shift.

When carried while in uniform deputies shall carry the TASER on their support side in a cross-draw configuration only. This includes the duty belt holster, tactical vest, and drop-down holster configurations.

(a) All TASERs shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
(b) Whenever practicable, deputies should carry two or more cartridges on their person when carrying the TASER.
(c) Deputies shall be responsible for ensuring that their issued TASER is properly maintained and in good working order.
(d) Deputies should not hold both a firearm and the TASER at the same time.

309.4 VERBAL AND VISUAL WARNINGS
A verbal warning of the intended use of the TASER should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.
(b) Provide other deputies and individuals with a warning that the TASER device may be deployed.
Conducted Energy Device

If, after a verbal warning, an individual is unwilling to voluntarily comply with a deputy’s lawful orders and it appears both reasonable and feasible under the circumstances, the deputy may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device), or the laser in a further attempt to gain compliance prior to the application of the TASER. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair their vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the TASER in the related report.

309.5 USE OF THE TASER
The TASER has limitations and restrictions requiring consideration before its use. The TASER should only be used when the subject is within the operational range of the device. Although the TASER is generally effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

309.5.1 APPLICATION OF THE TASER
The TASER may be used in any of the following circumstances (i.e., when the circumstances perceived by the deputy at the time indicate that such application is reasonably necessary to control a person):

(a) The subject is violent or,

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm deputies, him/herself or others.

Mere flight from a pursuing deputy, without other known circumstances or factors, is not good cause for the use of the TASER to apprehend an individual.

309.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS
The use of the TASER on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the deputy, the subject, or others, and the deputy reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
Conducted Energy Device

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from elevated positions, operating vehicles).

The use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a technique to gain separation between deputies and the subject, thereby giving deputies time and distance to consider other force options or actions.

The TASER shall not be used to psychologically torment, elicit statements, or to punish any individual.

309.5.3 TARGETING CONSIDERATIONS
Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the deputy to limit the application of the TASER probes to a precise target area, deputies should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

309.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE
Deputies should apply the TASER for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Absent exigent circumstances, deputies should not apply more than four effective applications per incident, either in drive stun or probe mode, whether from a single or a combination of multiple TASERS. An application is considered effective if both probes are making contact with, or attached to, the subject at the time of activation and the subject's reaction is consistent with an effective application (e.g., stiffening of the body, verbalizations, or involuntary muscle contraction).

If the first application of the TASER appears to be ineffective in gaining control of an individual, the deputy should consider certain factors before additional applications of the TASER, including:

(a) Whether the probes are making proper contact.
(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
(c) Whether verbal commands, other options or tactics may be more effective.

Deputies should generally not intentionally apply more than one TASER at a time against a single subject, and should limit the time of each discharge to no more than the automatically cycled five seconds, unless exigent circumstances are present.

309.5.5 ACTIONS FOLLOWING DEPLOYMENTS
Deputies shall notify a supervisor of all TASER discharges. The expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.
309.5.6 DANGEROUS ANIMALS
The TASER 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 alternative methods are not reasonably available or would likely be ineffective.

309.5.7 OFF-DUTY CONSIDERATIONS
Deputies are not authorized to carry Department TASERs while off duty.
Deputies shall ensure that TASERs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

309.6 DOCUMENTATION
Deputies shall document all intentional and accidental TASER discharges in the related incident/use of force report. Notification shall also be made to a supervisor in compliance with the Use of Force Policy.

309.6.1 REPORTS
Items that shall be included in the incident/use of force report form are:
   (a) The type and brand of TASER and cartridge and cartridge serial number.
   (b) Date, time and location of the incident.
   (c) Whether any display, laser or arc deterred a subject and gained compliance.
   (d) The number of TASER activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
   (e) The range at which the TASER was used.
   (f) The type of mode used (probe or drive-stun).
   (g) Location of any probe impact.
   (h) Location of contact in drive-stun mode.
   (i) Description of where missed probes went.
   (j) Whether medical care was provided to the subject.
   (k) Whether the subject sustained any injuries.
   (l) Whether any deputies sustained any injuries.
   (m) Identification of all personnel who fired a TASER
   (n) Identification of all witnesses
   (o) Medical care provided to the subject
   (p) Observations of the subject's physical and physiological actions
   (q) Any known or suspected drug use, intoxication, or medical problems
Conducted Energy Device

The TASER Committee / Use of Force Committee should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The TASER Committee / Use of Force Committee should also conduct audits of data downloads and reconcile TASER report forms with recorded activations. TASER information and statistics, with identifying information removed, should periodically be made available to the public.

309.7 MEDICAL TREATMENT
Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER probes from a person's body. Used TASER probes shall be treated as a Sharps biohazard, similar to a used hypodermic syringe, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.
(b) The person may be pregnant.
(c) The person reasonably appears to be in need of medical attention.
(d) The TASER probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. Any refusal of medical attention shall be made to qualified medical personnel at a medical facility. Such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If a recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER.

309.8 SUPERVISOR RESPONSIBILITIES
When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER may be used. A supervisor should respond to all incidents where the TASER was deployed.

A supervisor should review each incident where a person has been exposed to an activation of the TASER. The device's activity log shall be downloaded by a supervisor or their designee and included with the related incident/use of force report. Photographs of probe sites should be taken and witnesses interviewed.
309.9 TRAINING
Personnel who are authorized to carry the TASER shall be permitted to do so only after successfully completing the initial department-approved training.

Proficiency training for personnel who have been issued TASERs should occur every year. A reassessment of a deputy’s knowledge and/or practical skill may be required at any time if deemed appropriate by a supervisor. All training and proficiency for TASERs will be documented in the deputy’s training file.

Command staff, supervisors and investigators should receive TASER training as appropriate for the investigations they conduct and review.

Deputies who do not carry TASERs should receive training that is sufficient to familiarize them with the device and with working with deputies who use the device.

The employee’s supervisor is responsible for ensuring their subordinates who carry TASERs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of the TASER during training could result in injury to personnel and is not mandatory for certification.

Initial and periodic training on the TASER should include:

(a) A review of this policy.
(b) A review of the Use of Force Policy.
(c) Performing cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest, and groin.
(e) Handcuffing a subject during the application of the TASER and transitioning to other force options.
(f) De-escalation techniques.
(g) Restraint techniques that do not impair respiration following the application of the TASER.
Flying While Armed

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

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Deputy Response to Calls

313.1 PURPOSE AND SCOPE
This policy provides for the safe and appropriate response to emergency and non-emergency situations whether dispatched or self-initiated.

313.2 RESPONSE TO CALLS
Deputies approved to respond 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 should only respond Code-3 when circumstances reasonably indicate an emergency response is required and is approved by a supervisor. Deputies not authorized to respond Code-3 shall observe all traffic laws and proceed without the use of emergency lights and siren.

313.3 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 imminent 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 Dispatch.

If circumstances permit, the requesting deputy should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

313.3.1 NUMBER OF UNITS ASSIGNED
Normally, only one deputy should respond to an emergency call "Code 3" unless the on-duty supervisor authorizes an additional unit(s).

313.4 INITIATING CODE 3 RESPONSE
A deputy may initiate a "Code 3" response and must advise dispatch immediately when doing so.

Dispatch is required to notify the on-duty supervisor for approval for the deputy to continue the "Code 3" response based on the information available at the time.
When responding "Code 3," deputies must adhere to all Vehicle Code sections regarding the operation of an emergency vehicle.

Generally, only one unit should respond "Code 3" to any situation. The on-duty supervisor will make a determination as to whether one or more deputies driving "Code 3" is appropriate. The supervisor will approve or deny all "Code 3" responses based upon the guidelines listed in 313.7. The supervisor will coordinate and monitor all "Code 3" responses.

"Code 3" response of a vehicle is limited to sworn staff. This includes reserve deputies as outlined in 313.4.1. Classified employees shall not operate a vehicle in "Code 3" mode.

313.4.1 RESERVE DEPUTY(S) RESPONDING "CODE 3"
Level III reserve deputies shall not operate a Department marked vehicle in "Code 3" mode. Level I and II reserve deputies may operate a Department vehicle in "Code 3" mode as follows:

(a) Level I reserve deputy in compliance with this policy for a full-time deputy sheriff.
(b) Level II reserve deputy only when accompanied by a full time deputy sheriff and in compliance with this policy.

313.5 RESPONSIBILITIES OF RESPONDING DEPUTIES
Deputies shall exercise sound judgment and care with due regard for life and property when operating a patrol vehicle. When responding to an emergency, deputies shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the deputy. If, in the deputy's judgment, the roadway conditions or traffic congestion does 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 Dispatch. A deputy shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, a deputy shall immediately give the location from which he/she is responding.

313.6 COMMUNICATIONS RESPONSIBILITIES
A dispatcher shall facilitate a Code-3 response when a deputy requests emergency assistance. In all other circumstances, the dispatcher shall provide pertinent information to the Watch Commander so they can assign units Code-3. The dispatcher shall:

(a) Attempt to identify the closest available unit to the location requiring assistance
(b) Immediately notify the Watch Commander
(c) Confirm the location from which the unit is responding
(d) Notify and coordinate allied emergency services (e.g., fire and ambulance)
(e) Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated
Deputy Response to Calls

(f) Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Commander or field supervisor

313.7 SUPERVISORY RESPONSIBILITIES
Upon being notified that a Code-3 response has been initiated, the Watch Commander shall verify the following:

(a) The proper response has been initiated
(b) No more than those units reasonably necessary under the circumstances are involved in the response
(c) Affected outside jurisdictions are being notified as practical

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned a Code-3 response, the supervisor may do so.

It is the 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 Watch Commander or the field supervisor should consider the following:

• The type of call
• The necessity of a timely response
• Traffic and roadway conditions
• The location of the responding units

313.8 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 supervisor or dispatch of the equipment failure so that another unit may be assigned to the emergency response.
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 disciplined 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 will 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. Deputies' conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable deputy would do under the circumstances. An unreasonable 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 (as indicated by hand motions or eye contact, for example) failing to yield to a deputy’s signal to stop.

314.1.2 FAILURE TO YIELD DEFINED
Refers to the actions of a vehicle operator who fails to stop or respond to the emergency light(s) and siren of a law enforcement vehicle. Generally, the vehicle operator continues to travel forward at or below the speed limit, observes applicable rules of the road, does not change the direction of travel in an evasive manner, and does nothing to indicate their knowledge of your attempt to stop them.

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
Vehicle Pursuits

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.

The pursuit operation of a vehicle is limited to sworn personnel. This includes Level I and Level
II reserve deputies. Level II reserve deputies must be accompanied by a full-time deputy sheriff.
Classified employees shall not operate a vehicle in pursuit mode.

314.2.1 WHEN TO INITIATE A PURSUIT

Deputies are authorized to initiate a pursuit when it is reasonable to believe that a person in or on a
motor vehicle has committed a felony offense or the driver is operating the motor vehicle under the
influence of alcohol and/or drugs and attempts to evade arrest or detention by fleeing in a vehicle.

The following factors individually and collectively shall be considered in deciding whether to initiate
a pursuit:

(a) Seriousness of the known or reasonably suspected crime and its relationship to
community safety.

(b) The importance of protecting the public and balancing the known or reasonably
suspected offense and the apparent need for immediate capture against the risks to
deputies, innocent motorists, and others.

(c) Apparent nature of the fleeing suspect(s) (e.g., whether they represent a serious threat
to public safety).

(d) The identity of the suspect(s) has been verified and there is comparatively minimal
risk in allowing the suspects to be apprehended at a later time.

(e) 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.

(f) 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.

(g) Weather, traffic, and road conditions that substantially increase the danger of the
pursuit beyond the worth of apprehending the suspect.

(h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds
and other conditions of the pursuit.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, hostages,
etc.).

(k) Availability of other resources such as helicopter assistance.

Pursuits shall not be undertaken with prisoners, civilians, volunteers, explorers, or ride-alongs in
the sheriff's unit.
Vehicle Pursuits

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 When to Initiate a Pursuit of this policy are expressly included herein and will 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.

In addition to the factors listed in When to Initiate a Pursuit of this policy, the following factors should also be considered in deciding whether to terminate a pursuit:

(a) 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.
(b) Pursued vehicle’s location is no longer definitely known.
(c) Deputy’s pursuit vehicle sustains any type of damage that renders it unsafe to drive.
(d) There are hazards to uninvolved bystanders or motorists.
(e) 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.
(f) Pursuit is terminated by a supervisor.

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:

(a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
(b) Pursuit speeds have exceeded the driving ability of the deputy.
(c) 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 (two units and a supervisor); however, the number of units involved will 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.

314.3.1 MOTORCYCLE OFFICERS
A distinctively marked patrol vehicle equipped with emergency overhead lighting should replace a police motorcycle as primary and/or secondary pursuit unit as soon as practical. In the event that such a unit is unavailable, a distinctively marked patrol vehicle or "stealth" patrol vehicle equipped with emergency lights and sirens should replace a motorcycle unit until a unit with overhead emergency lights can replace it.

314.3.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT
Vehicles not equipped with a red light and siren are generally prohibited from initiating or joining in any pursuit. Deputies in such vehicles, however, may become involved in emergency activities involving serious crimes or 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 when the required emergency equipment is not in use.

314.3.3 PRIMARY UNIT RESPONSIBILITIES
The initial pursuing unit will be designated as the primary pursuit unit and will 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 Central Dispatch that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:

(a) Reason for the pursuit.
(b) Location and direction of travel.
(c) Speed of the fleeing vehicle.
(d) Description of the fleeing vehicle and license number, if known.
(e) Number of known occupants.
(f) The identity or description of the known occupants.
(g) Information concerning the use of firearms, threat of force, injuries, hostages, or other unusual hazards.
(h) The weather and road conditions
(i) Whether assistance from any allied agency is necessary
Vehicle Pursuits

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 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. The primary deputy shall assume command at the termination point of the pursuit unless relieved by a supervisor.

If the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating the suspect(s). The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspect(s) fleeing on foot.

314.3.4 SECONDARY UNITS RESPONSIBILITIES

The second deputy in the pursuit is responsible for the following:

(a) The deputy in the secondary unit should immediately notify the dispatcher of entry into the pursuit.

(b) 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.

(c) The secondary deputy should be responsible for broadcasting the progress of the pursuit unless the situation indicates otherwise.

314.3.5 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:

(a) Deputies, considering their driving skills and vehicle performance capabilities, will 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.

(b) Pursuing units should exercise due caution when proceeding through controlled intersections.

(c) 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:

1. Requesting assistance from an air unit.
2. Maintaining visual contact with the pursued vehicle by paralleling it on the correct side of the roadway.
3. Requesting other units to observe exits available to the suspects.
4. Notifying the California Highway Patrol (CHP) and/or other jurisdictional agency.

(d) 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.
Vehicle Pursuits

314.3.6 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT
There should be no paralleling of 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. Deputies should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

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 lights and siren) unless other units are assigned to the pursuit by a supervisor.

314.3.7 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 will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

314.3.8 ASSISTANCE TO RELIEVING AGENCY
In the event that the initiating unit from this agency relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission from the supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

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 will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

314.3.9 HELICOPTER/AIRCRAFT ASSISTANCE
When access to aircraft assistance is available, it should be requested. The primary and secondary ground units should consider the participation of aircraft assistance when determining whether to continue the pursuit.

(a) Maximum use of any law enforcement aircraft should be made as quickly as possible;
(b) The flight crew shall notify Dispatch as soon as they are in position to follow the pursued vehicle. When feasible, the aircraft becomes responsible for communicating the progress of the pursuit after communications is established between the air and ground units confirming the transfer of that responsibility;
(c) Flight crews will broadcast the following information:
Vehicle Pursuits

1. Location, speed, and direction of travel of the pursued vehicle;
2. Traffic conditions and information relevant to the pursuit;
3. Any criminal act by the suspect observed from the air;
4. When sufficient patrol units are involved in the pursuit;
5. Any other information requested by the field units or supervisor.

(d) The flight crew shall follow the directives from the station supervisor who has overall responsibility for the pursuit;

(e) Air crews are not expected to follow directives that would jeopardize the safety of the aircraft or its crew;

(f) Option "Break Away" procedure.

1. The purpose of this procedure is to provide a preplanned alternative to continued pursuits, where aircraft are in position to continue to observe the suspect. The procedure can be invoked at the discretion of the pursuing ground units or by a supervisor controlling the pursuit. The gravity of the known violations, Department policy and other risk factors should be weighed prior to invoking this procedure.

2. Aircraft "Break Away" procedures:
   (a) Initial assessment - once overhead, direct reliable communications between the aircraft and pursuing units shall be established. The aircraft and pursuing units shall evaluate their ability to continue the surveillance based on fuel-on-board, weather, direction and speed involved, and other appropriate factors;
   (b) Radio notification - when appropriate conditions as outlined in paragraph "1" above (Purpose Statement) exist, the aircraft crew will notify the ground units they are in position to invoke the "Break Away" option. This notification will be accomplished utilizing the radio notification "Break Away option available." If "Break Away" procedures are not invoked by the ground units, the aircraft will continue to provide only those services requested;

3. Ground Unit "Break Away" procedures:
   (a) Decision to invoke "Break Away." Ground units receiving the notification "Break Away option available" shall have the discretion to:
      i. Based on all the circumstances, advise the aircraft that the "Break Away" procedures will not be utilized, or;
      ii. Initiate "Break Away" procedures.
   (b) Initiating "Break Away" procedures - pursuing ground units will initiate the procedure with the order, "All units break way." All pursuing units will discontinue ground pursuit and will terminate Code 3 operations. The aircraft will continue surveillance of the suspect vehicle, advising appropriate agencies of the continued movement of the suspect vehicle.
However, they should avoid any actions that could alert the suspects to the aircraft's continuing surveillance.

(c) Pursuit/surveillance termination - Wherever possible, the aircraft will notify available ground units in the vicinity when the suspect(s) abandon the vehicle. The aircraft will advise arriving units of the circumstances involved and request assistance in apprehending the suspect(s). The originating unit may continue in the direction of the surveillance, or return to its jurisdiction, at the discretion of the supervisor. Once the surveillance is terminated, the originating agency should be advised of the results and allowed the opportunity to respond to the termination point and assume control of any apprehended suspect(s).

(g) 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 will 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 will be responsible for the following:

(a) 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.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) 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.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is unjustified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that aircraft are requested if available.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.

(i) Controlling and managing RCSD units when a pursuit enters another jurisdiction.

(j) Preparing post-pursuit critique and analysis of the pursuit for training purposes.

Whenever practical, the supervisor shall proceed promptly to the termination point of the pursuit, and shall ensure:

(a) Medical aid is summoned promptly when needed;

(b) Adequate containment is in place and the scene is safe;
Vehicle Pursuits

(c) All members comply with Department policies and procedures;
(d) All law enforcement officers on scene comply with laws of arrest;
(e) Any use of force is within Department policy;
(f) Damage or traffic collisions associated with the pursuit are identified and properly handled;
(g) The pursuit is properly documented; and
(h) Proper notifications are made.

If an allied agency's pursuit ends in our area, the supervisor should go to the termination point, if possible, to provide supervision and on-scene coordination with the allied agency supervisory personnel. The supervisors present should determine each agency's responsibility for transporting, booking, and prosecution.

314.4.1 STATION COMMANDER RESPONSIBILITY
The station commander shall review all pertinent reports for content and forward them to the Pursuit Review Committee for review.

314.5 COMMUNICATIONS
If the pursuit is confined within the boundary limits of those areas or cities serviced by the Sheriff, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the responsible station's jurisdiction, or such is imminent, involved units should, whenever available, switch radio communications to the appropriate emergency channel as coordinated by the supervisor and Dispatch.

314.5.1 DISPATCH RESPONSIBILITIES
Upon notification that a pursuit has been initiated, Dispatch will:

(a) Coordinate pursuit communications of the involved units and personnel.
(b) Notify and coordinate with other involved or affected agencies as practicable.
(c) Ensure that a field supervisor is notified of the pursuit (contact a field supervisor from a neighboring station if the primary is not available).
(d) Assign an incident number and log all pursuit activities.
(e) Broadcast pursuit updates as well as other pertinent information as necessary.
(f) The deputy requesting approval shall be advised by Dispatch of the supervisor's direction as soon as possible.

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 or
supervisor 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 will discontinue the pursuit when advised that another agency has assumed the pursuit and assistance of the Riverside County Sheriff's 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.

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. All requests will be directed to the field supervisor for review and authorization regarding affected participation pursuant to Department policy.

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 shall ensure that Department criteria required to initiate a pursuit exists prior to authorizing our participation in that pursuit. Additionally, supervisors should consider these additional factors:

(a) Ability to maintain the pursuit
(b) Adequate staffing to continue the pursuit
(c) The public's safety within this jurisdiction
(d) Safety of the pursuing deputies

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch 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 will terminate at the Department’s jurisdictional 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...
Vehicle Pursuits

control, coordination and completion of supplemental reports and any other assistance requested or needed. The agency having or witnessing the most serious crime should retain custody of the violator.

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, tire deflation devices, blocking, boxing, Pursuit Intervention Technique (PIT), ramming, or roadblock procedures. The only approved pursuit intervention authorized by the Department is the deployment of Department approved tire deflation devices.

314.7.1 DEFINITIONS
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.

Tire Deflation Device - A device that extends across the roadway designed to puncture the tires of the pursued vehicle.

314.7.2 UNAUTHORIZED INTERVENTION
There shall be no attempt to stop pursued vehicles using any of the following techniques:

(a) Boxing in;

(b) Ramming;

(c) Heading off;

(d) Forcing off the road;

(e) Driving parallel to the pursued vehicle;

(f) Roadblocks leaving no avenue of escape;

(g) Use of the PIT maneuver;

(h) Any other type of legal intervention as specified in the State Collision Investigation Manual (HPM 110.), with the exception of deployment of the Department approved tire deflation device.

Off-road type vehicles shall not be pursued if the vehicle leaves the road.
314.7.3 USE OF FIREARMS
The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Deputies should not utilize firearms during an ongoing pursuit unless the conditions and circumstances dictate that such use reasonably appears necessary to protect life. Nothing in this section shall be construed to prohibit any deputy from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

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.

The supervisor may elect to deploy a Department approved tire deflation device to terminate a pursuit.

The tire deflation device is designed to be physically placed across the roadway, directly in the path of a fleeing vehicle. As the vehicle passes over the device, the hollow spikes pierce the tires, pull out of the strip and cause the tires to deflate. Tire deflation devices are typically ineffective in stopping large vehicles with thick tires.

The tire deflation device shall not be used to stop motorcycles, mopeds, or similar vehicles.

The tire deflation device should not be used to stop the following classes of vehicles unless the continued movement of the pursued vehicle would result in an unusual hazard to others:

(a) A vehicle transporting hazardous materials as defined in Vehicle Code § 2402.7;
(b) A passenger bus transporting passengers;
(c) A school bus transporting passengers;
(d) Any vehicle that would pose an unusual hazard to innocent parties;

Tire deflation device deployment plans shall include provisions for close coordination between pursuing units and the deputy deploying the device.

(a) Pursuing units shall notify the deploying unit as far in advance as possible.
(b) The unit with communications responsibility will ensure the deploying unit is monitoring the progress of the pursuit, and is specifically aware of when the pursuit is approximately two miles from the designated deployment location.
(c) The deploying deputy shall make every effort to notify all pursuing units (including allied agency personnel) when the tire deflation device is in place.
(d) The tire deflation device shall not be used in locations that increase risk of injury (e.g., near steep embankments, curves, potential oncoming traffic, etc.).
(e) The deputy shall seek protection immediately after deploying the tire deflation device.
Vehicle Pursuits

(f) Deployment locations should provide sufficient line of sight to ensure the deploying deputy can observe the pursuit and other traffic as it approaches.

(g) Care shall be given when deploying the device to reduce the possibility of damage to uninvolved vehicles.

(h) Prior to deployment, the deploying deputy must consider the likely path of the pursued vehicle after its tires have been deflated so as not to endanger anyone. Associated factors include, but are not limited to:
   1. The vehicle’s speed
   2. The layout of the roadway
   3. Nearby intersections and driveways
   4. Pedestrians
   5. Business districts

After each use of the tire deflation device, the pursuit supervisor will provide the station commander with a memo addressing the following topics:

(a) The location of deployment
(b) Adequacy of communications
(c) Assessment of device effectiveness
(d) Problems encountered
(e) Suggestions for improvement

Station commanders shall ensure that all supervision under their command is trained in the proper application and deployment of the tire deflation device.

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.

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:

(a) The primary deputy should complete appropriate crime/arrest reports.
(b) Other deputies involved in a pursuit may be required to submit supplemental reports.
(c) In the event of unusual pursuits involving more than one agency, each agency may request an evaluation of the pursuit from other agencies involved. The evaluations shall only address the need for amendments in the inter-agency pursuit guidelines,
Vehicle Pursuits

and not serve as a basis to critique the judgment and/or actions of personnel of another agency or the policies of another agency.

(d) The supervisor authorizing the pursuit shall ensure that a Pursuit Report with an attached CHP 187 form is completed and forwarded to the station commander and Pursuit Review Committee. The Pursuit Review Committee will ensure the CHP 187 form is filed with the CHP not later than 30 days following the pursuit (Vehicle Code § 14602.1).

(e) The Pursuit Report shall minimally contain the following information:

1. Whether a collision occurred (if so, the number of persons involved)
2. Whether anyone was injured
3. Identity of the injured and the nature of the injuries
4. Violation(s) that prompted the pursuit
5. Identity of the deputies involved in the pursuit
6. Means or methods used to stop the suspect
7. Charges filed
8. Duration of the pursuit and miles traveled
9. Weather conditions
10. Maximum speeds
11. Agencies involved
12. How the pursuit was terminated

After obtaining the available information, a field supervisor shall promptly complete a Supervisor's Log, briefly summarizing the pursuit, and submit it to his/her manager. This log should minimally contain the following information:

(a) Date and time of pursuit
(b) Length of pursuit
(c) Involved units and deputies
(d) Initial reason for the pursuit
(e) Starting and termination locations
(f) Name and disposition of arrestee
(g) Injuries and/or property damage
(h) Medical treatment
(i) Name of supervisor at scene
(j) A preliminary determination whether the pursuit appears to be in compliance with this policy and whether additional review or follow-up is warranted
Vehicle Pursuits

314.8.1 REGULAR AND PERIODIC PURSUIT TRAINING
In addition to initial and supplementary Peace Officer Standards and Training (POST) training on pursuits required by Penal Code § 13519.8, all sworn members of this department will 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. The POST attestation form, or an equivalent form, may be used to document the compliance and should be retained in the member’s training file.

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 and 2007 legislation (SB 719).

314.10 BODY-WORN CAMERAS
Employees involved in the pursuit shall activate their body-worn camera as soon as practicable, and follow the provisions outlined in the Body-Worn Camera policy.
Domestic Violence

320.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this Department to take enforcement action when appropriate, to provide assistance to victims, and to guide deputies in the investigation of domestic violence.

320.1.1 DEFINITIONS
Definitions related to this policy include:

Abuse - “Abuse” means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another (Penal Code §13700(a)).

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Deadly Weapon - Per Penal Code §16430, any weapon, the possession or concealed carrying of which is prohibited by any provision listed in Penal Code §16590.

Deputy - Any sworn member of the Department assigned to investigate a domestic violence case.

Domestic Violence - “Domestic violence” means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship (Penal Code § 13700(b)).

320.2 POLICY
The Department’s response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this Department to facilitate victims’ and offenders’ access to appropriate civil remedies and community resources whenever feasible. Collaboration with other organizations may be necessary to facilitate effective responses to certain cases, particularly when the victim is working through the complex process of leaving the abuser (often the most dangerous time for the victim and law enforcement officers).

The Department recognizes that domestic violence is often a patterned crime requiring continuing engagement with victims and offenders. The Department's policy emphasizes the importance of
obtaining the history of domestic violence by the suspect in the current and previous relationships in order to understand and appropriately respond to the danger and risk posed by offenders. Doing so ensures compliance with the law, assists in identifying the dominant aggressor, establishes a foundation for obtaining protective orders and/or bail enhancements, and ensures proper resources are activated (e.g., investigators, forensic services, victim services, children's services, etc.).

320.3 OFFICER SAFETY
The investigation of domestic violence cases often places deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise due caution and reasonable care in providing for the safety of any deputies and parties involved. When available and practicable, a two-unit response is recommended.

320.4 DISPATCH ASSISTANCE
All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Deputies should request that dispatchers check whether any of the involved persons are subject to the terms of a court order. Dispatchers should check for previous contacts, firearms registered to the involved parties, probation/parole status, etcetera, to facilitate officer safety and thorough investigations.

320.5 INVESTIGATIONS
When investigating domestic violence cases:

(a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 911 calls.

(b) Obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
   1. Trauma-informed interviewing techniques are ideal and should be utilized if the deputy is trained in such techniques. The goal is to ensure victims are able to fully communicate the details of the present and past abuse
   2. Follow-up interviews may be needed to obtain additional information and/or accommodate traumatized victims

(c) List the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
Domestic Violence

(d) Determine if other co-occurring, serial, and/or interconnected crimes have been committed (e.g., child abuse, stalking, kidnapping, false imprisonment, sexual assault, threats, victim/witness intimidation, animal abuse, fraud/extortion, vandalism, etc.)

(e) When practicable and legally permitted, video or audio record all significant statements and observations from the victim(s), witness(es), and suspect(s) at the scene, as well as any post-arrest interviews from the suspect(s).

(f) All injuries should be photographed, regardless of severity, taking care to preserve the victim’s personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the on-duty watch commander or Detective Bureau in the event that the injuries later become visible.

(g) Request that the victim complete and sign an authorization for release of medical records related to the incident when applicable to the present and/or previous case(s).

(h) Thoroughly examine the crime scene(s) for evidence and to assess the statements given by all parties.

(i) If the suspect is no longer at the scene, deputies should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest (or seek an arrest warrant) if appropriate. Deputies should use appropriate investigative techniques to maximize the ability to obtain truthful statements from the suspect, including a post-arrest Miranda statement whenever possible.

(j) Seize any firearms or other deadly weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).

(k) When completing an incident or arrest report for violation of a court order, deputies should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting deputy should attach a copy of the order to the incident or arrest report.

(l) Deputies or investigators shall investigate the history of violence, intimidation, and control committed by the suspect through interviews and review of past calls, court cases, restraining order applications, and other pertinent documents.

(m) Deputies should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the violence.
4. The potential financial or child custody consequences of arrest.
Domestic Violence

5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

(n) Investigations shall cover all pertinent / relevant incidents of domestic violence, intimidation, and control, regardless of whether they were previously unreported.

320.5.1 INVESTIGATORS
Investigators shall be assigned to review or follow-up on domestic violence cases with any of the following characteristics:

(a) Considerable history of abuse; or
(b) Reasonable threat of further abuse, injury, or death; or
(c) Current or previous strangulation; or
(d) Current or recent stalking; or
(e) Substantial effort is required to obtain statements and/or evidence; or
(f) Follow-up is beyond the capabilities or resources of patrol staff, or would take them away from their patrol responsibilities for an extended period of time.

The Investigations Bureau sergeant is responsible for tracking and assigning cases involving the above types of incidents. It is important to properly address any ongoing patterns of abuse. As such, pertinent incidents of prior domestic violence (whether reported or unreported) should be reviewed and/or investigated.

320.5.2 LETHALITY ASSESSMENTS
Senate Bill 1331 went into effect on January 1, 2019. The Bill requires law enforcement officers' training to include domestic violence lethality assessments. The assessment includes questions that officers can ask victims of domestic abuse to help determine their potential risk of homicide, serious injury, or further abuse. The questions are based on certain factors known to be linked to violence. Having the answers to these questions could help deputies identify victims who are at serious risk of harm and may provide deputies with the information needed to get victims additional resources from the Family Justice Center.

The Department has created a Lethality Assessment tool (Form 462) in compliance with POST recommendations. The Lethality Assessment is a mandatory form that will be attached to all domestic violence investigation reports. If the victim refuses to participate, it shall be noted in the report. The deputy shall review the answers to the questions with their supervisor (prior to clearing...
Domestic Violence

the call), who will determine if additional resources, such as the Investigations Bureau, victim advocates, EPOs, gun violence restraining orders, bail enhancements, etcetera, are necessary. The answers can also make the victim more aware of the danger they could be in.

320.5.3 STRANGULATION ASSESSMENTS
Deputies should facilitate a forensic strangulation examination for all strangulation victims. The Strangulation Worksheet (Form 461) is required when the victim reports any form of strangulation (or the deputy discovers strangulation by other means). This form is intended to assist deputies who are investigating strangulation incidents to ensure the victim is properly assessed for medical care needs and to assist the deputy in properly investigating a strangulation case. The form is not to be considered the report; it is to be attached to all domestic violence reports in which the victim reports strangulation, past or present. Per Penal Code § 13730(c)(4), all domestic violence reports are required to notate whether there were indications that the incident involved strangulation.

320.5.4 DOMESTIC VIOLENCE WORKSHEET
The Domestic Violence Worksheet (Form 460) is required on all domestic violence investigations. This form is intended to assist deputies who are investigating domestic violence incidents to ensure they are acting within the legal requirements of the multiple domestic violence reporting laws. This form is not to be considered the report; it is to be attached to all domestic violence reports.

320.5.5 PHOTOGRAPHS OF INJURIES
All visible injuries should be photographed regardless of severity. All victims shall receive proper medical care prior to being photographed, if needed or desired. SART nurses are available for domestic violence exams, which include a report and photographs of the victim.

Victims whose injuries are not visible at the time of the incident shall be advised to contact the on-duty watch commander or Detective Bureau in the event they become visible. A deputy or investigator may be assigned to ensure the injuries are photographed during the course of preparing the case for court.

320.6 ARRESTS
Deputies investigating a domestic violence report should consider the following:

(a) An arrest should be made when there is probable cause to believe that a felony or misdemeanor domestic violence offense has been committed (Penal Code § 13701). Any decision to not arrest an adult when there is probable cause to do so requires supervisor approval.

1. Deputies are only authorized to make an arrest without a warrant for a misdemeanor domestic violence offense if the arrest is made as soon as probable cause arises (Penal Code § 836).

(b) A deputy responding to a domestic violence call who cannot make an arrest will advise the victim of their right to make a private person’s arrest. The advisement should be made out of the presence of the suspect and shall include advising the victim how to safely execute the arrest. Deputies shall not dissuade victims from making a lawful
Domestic Violence

private person’s arrest. Deputies should refer to the provisions in the Private Persons Arrests Policy for options regarding the disposition of private person’s arrests (Penal Code § 836(b)).

(c) Deputies shall not cite and release a person for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1) (battery against spouse, cohabitant)
2. Penal Code § 273.5 (corporal injury on spouse, cohabitant, fiancé/fiancée, person of a previous dating or engagement relationship, mother/father of the offender’s child)
3. Penal Code § 273.6 (violation of protective order) if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party
4. Penal Code § 646.9 (stalking)
5. Other serious or violent felonies specified in Penal Code § 1270.1

(d) In responding to domestic violence incidents, including mutual protective order violations, deputies should generally be reluctant to make dual arrests. Deputies shall make reasonable efforts to identify the dominant aggressor in any incident. The dominant aggressor is the person who has been determined to be the most significant, rather than the first, aggressor (Penal Code § 13701). In identifying the dominant aggressor, a deputy shall consider:

1. The intent of the law to protect victims of domestic violence from continuing abuse.
2. The threats creating fear of physical injury.
3. The history of domestic violence between the persons involved.

(e) An arrest shall be made when there is probable cause to believe that a violation of a domestic violence court order has been committed (Penal Code § 13701; Penal Code § 836), regardless of whether the offense was committed in the deputy’s presence. After the arrest, the deputy shall confirm that a copy of the order has been registered, unless the victim provides a copy (Penal Code § 836).

320.6.1 FELONY ARRESTS
In accordance with state law, an arrest should be made when there is probable cause to believe a felony has occurred.

320.6.2 MISDEMEANOR ARRESTS
In accordance with state law, an arrest should generally be made when there is probable cause to believe a misdemeanor, including violations of court orders, has occurred.

(a) Deputies may make an arrest without a warrant for a misdemeanor assault or battery not committed in their presence when it is committed upon:
Domestic Violence

1. A current or former spouse;
2. A current or former cohabitant (Family Code § 6209 definition);
3. A fiance or fiancee;
4. A person with whom the suspect currently is having or has previously had an engagement or dating relationship;
5. A person with whom the suspect has parented a child;
6. A child of the suspect or a child of one of the above listed categories;
7. Any person who is 65 years of age or older and who is related to the suspect by blood or legal guardianship.

(b) Both of the following conditions must be present in order to make an arrest in this situation pursuant to Penal Code § 836(d):

1. The peace officer has probable cause to believe that the person to be arrested has committed the assault or battery, whether or not it has in fact been committed;
2. The peace officer makes the arrest as soon as probable cause arises to believe that the person to be arrested has committed the assault or battery, whether or not it has in fact been committed.

320.6.3 PRIVATE PERSONS ARRESTS
Deputies will advise the victim of their right to make a private person's arrest when a crime has been committed outside the deputy's presence which does not meet the requirements for deputy-initiated arrest either because it is not a felony or a qualifying misdemeanor offense under Penal Code § 836(d). Advisements regarding private person's arrests should be given out of the presence of the suspect. Deputies shall not dissuade victims from making a lawful private person's arrest. Deputies should refer to the provisions of the Private Persons Arrests policy for further options regarding the disposition of private person's arrests.

320.6.4 IF A SUSPECT IS ARRESTED
If a suspect is arrested, deputies should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.
(b) Provide the victim’s contact information to the jail staff to enable notification of the victim upon the suspect’s release from jail.
(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail (e.g., EPO, etc.).

320.6.5 FIELD RELEASES
Penal Code § 853.6 specifies that a field release may not be used if the deputy determines that there is a reasonable likelihood the offense would continue or that the safety of persons or property would be imminently endangered by release of the person arrested.

Any of the following may support the likelihood of a continuing offense:
Domestic Violence

(a) Whether the suspect has a prior history of arrests or citations involving domestic violence;
(b) Whether the suspect is violating a criminal court-issued Stay Away Order;
(c) Whether the suspect has previously violated, or is currently violating, a valid temporary restraining order;
(d) Whether the suspect has a prior history of other assaultive behavior (e.g., arrests or convictions for assault and battery or aggravated assaults);
(e) Statements taken from the victim that the suspect has a history of physical abuse towards the victim (whether or not it was previously reported);
(f) Statements taken from the victim expressing fear of retaliation or further violence should the suspect be released.

320.6.6 IF NO ARREST IS MADE
If no arrest is made, the deputy should:

(a) Determine if the situation merits an Emergency Protective Order (based on the totality of the circumstances of the present case and any history of violence).
(b) Advise the parties of any options, including but not limited to:
   1. Voluntary separation of the parties.
   2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
(c) Document the resolution in a report.
   1. A report is generally not required when there is no violation of law, no history of domestic violence (reported or unreported), and no indication of imminent abuse.

320.6.7 TENANCY ISSUES
Considerations for mitigating non-criminal domestic conflict:

(a) Deputies may request a person who is not in lawful possession of the premises to leave when:
   1. The complainant is in lawful possession of the premise (as exhibited by rent receipts, lease, deed, verification by apartment manager, etc.) and the other party has no legal standing to remain;
   2. The complainant has requested that the person leave the premises;
   3. (The deputy will stand by until the suspect removes essential belongings);
(b) If the suspect does not leave upon request, an arrest should be made under Penal Code § 602.5;
(c) If the complainant requesting removal of the suspect cannot show proof of lawful possession, the deputy should refer the complainant for a Temporary Restraining Order or other appropriate civil remedy;
Domestic Violence

(d) If appropriate, a domestic violence situation involving a tenancy issue may be resolved through the proper application for an Emergency Protective Order based on the current circumstances and/or past incidents of domestic violence.

320.7 COURT ORDERS

320.7.1 EMERGENCY PROTECTIVE ORDERS

The following applies to Emergency Protective Orders:

(a) Family Code § 6241 mandates the Superior Court to provide a judge, commissioner, or referee to hear applications and issue Emergency Protective Orders (EPOs) based on criteria outlined in Family Code § 6250(c). A judicial officer may issue an EPO whenever a law enforcement officer asserts reasonable grounds that:

1. A person is in immediate and present danger of domestic violence based upon the person's allegation of a recent incident of abuse or threat of abuse by the person against whom the order is sought.

2. A child is in immediate and present danger of abuse by a family or household member, based on an allegation of a recent incident of abuse or threat of abuse by the family or household member.

3. A child is in immediate and present danger of being abducted by a parent or relative, based on a reasonable belief that a person has intent to abduct a child or flee with the child from the jurisdiction or based on an allegation of a reasonable threat to abduct the child or flee with the child from the jurisdiction.

4. An elder or dependent adult is in immediate and present danger of abuse as defined in Welfare and Institutions Code § 15610.7 based on an allegation of a recent incident of abuse or threat of abuse by the person against whom the order is sought, except that no Emergency Protective Order shall be issued based solely on an allegation of financial abuse.

(b) Under Penal Code § 646.91, a peace officer may also obtain an Emergency Protective Order when the officer has reasonable grounds to believe that a person or the person's immediate family is in immediate and present danger of being stalked.

1. Any such Emergency Protective Order shall be reduced to writing, signed by the deputy and include all of the information required by Penal Code § 646.91(c).

2. Any deputy seeking such an order shall serve the order on the restrained person if such person can be reasonably located and shall provide the person protected with a copy of the order. A copy of the order shall also be filed with the court as soon as practicable after issuance.

3. Any deputy requesting such an order shall carry copies of the order while on duty and shall use every reasonable means to enforce the order.

(c) Emergency Protective Orders may be obtained by telephone to prohibit a suspect (who resides with a complainant) from:

1. Physically or verbally contacting the victim or disturbing their peace;
2. Remaining or returning to the victim’s residence, regardless of who holds legal title to, or leases the residence; or
3. Continuing a specified behavior as described in the order.

(d) Deputies investigating the scene of current or recent situations of domestic violence should remain cognizant of the potential for continued and escalated violence. An Emergency Protective Order should be sought if there is reason to believe, based on factual evidence such as a recent history of violence, that the victim may still be in danger.

(e) It is the policy of the Department to request an EPO if any of the following conditions exist:
   1. The victim requests an EPO (Family Code § 6275(a)); or
   2. The investigating deputy believes that the person requesting an EPO is in immediate and present danger (Family Code § 6275(b)).

320.7.2 STAY AWAY ORDERS
Stay-away orders are issued in criminal cases when the probability of victim intimidation exists. Violation of a stay-away order is a misdemeanor under Penal Code § 166(c)(1). Witness intimidation is also a violation of Penal Code § 136.1 and potentially a violation of Penal Code § 422. Examples of witness intimidation include attempting to prevent or dissuade a victim from attending or giving testimony at any proceeding, or using force or expressing or implying a threat of force or violence related to the court proceeding.

320.7.3 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe, or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court or foreign order shall be enforced, regardless of whether the order has been properly registered with this state (Family Code § 6403). Canadian domestic violence protection orders shall also be enforced in the same manner as if issued in this state (Family Code § 6452).

320.7.4 SERVICE OF COURT ORDERS
(a) A deputy who obtains an emergency protective order from the court shall serve it on the restrained person if the person can be reasonably located, and shall provide the person protected or the person’s parent/guardian with a copy of the order. The deputy shall file a copy with the court as soon as practicable and shall have the order entered into the computer database system for protective and restraining orders maintained by the Department of Justice (Family Code § 6271; Penal Code § 646.91).
Domestic Violence

(b) At the request of the petitioner, a deputy at the scene of a reported domestic violence incident shall serve a court order on a restrained person (Family Code § 6383; Penal Code § 13710).

(c) Any deputy serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm/ammunition be immediately surrendered (Family Code § 6389(c)(2)).

(d) During the service of a protective order any firearm discovered in plain view or pursuant to consent or other lawful search shall be taken into temporary custody (Penal Code § 18250).

(e) If a valid Canadian order cannot be enforced because the person subject to the order has not been notified or served with the order, the deputy shall notify the protected individual that reasonable efforts shall be made to contact the person subject to the order. The deputy shall make a reasonable effort to inform the person subject to the order of the existence and terms of the order and provide him/her with a record of the order, if available, and shall allow the person a reasonable opportunity to comply with the order before taking enforcement action (Family Code § 6452).

(f) If a deputy is unable to serve an emergency protective order during their shift, they shall give it to the oncoming shift sergeant who will assign a deputy to continue to attempt to serve the order. This process will continue until the order is served or expires.

320.7.5 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

1. If a determination is made that a valid foreign order cannot be enforced because the subject has not been notified or served the order, the deputy shall inform the subject of the order, make a reasonable effort to serve the order upon the subject, and allow the subject a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice (Family Code § 6403).

(b) Check available records or databases that may show the status or conditions of the order.

1. Registration or filing of an order in California is not required for the enforcement of a valid foreign order (Family Code § 6403).

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.
Domestic Violence

Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

320.7.6 PROOF OF SERVICE NOT VERIFIED
When the deputy verifies that a restraining order exists, but cannot verify proof of service or prior knowledge of the order by the suspect, the deputy should:

(a) Inform the suspect of the terms of the order;
(b) Admonish the suspect of the order, that the suspect is now on notice and that the violation of the order will result in arrest. If the suspect continues to violate the order after being advised of the terms, an arrest should be made;
(c) If the suspect complies after admonishment of the terms, the deputy shall complete a report showing the suspect was advised of the terms of the order, the specific terms of the order the suspect was advised about, the name of the deputy, and the date and time. The Department's copy of the restraining order will be updated to reflect the information listed above.

320.7.7 PROTECTIVE ORDER VIOLATIONS
Absent exigent circumstances, if probable cause exists to believe an offender has violated a protective order as defined in Penal Code § 13701(b), an arrest shall be made. These court orders involve the following:

(a) Prohibit threats, harassment, or violence;
(b) Exclusion of a party from a dwelling;
(c) Other prohibited behaviors specified by the court.

These protective orders pertain to parties labeled as petitioner and respondent who are married, formerly married, dating, formerly dated, engaged, formerly engaged, cohabiting, formerly cohabited or have had a child together.

Any deputy determining that there is probable cause to believe that a protective order issued by a tribunal of another state is valid shall enforce such order as if issued in this state.

Deputies shall determine if the case involves a single violation or a pattern of behavior that falls under the definition of stalking (Penal Code § 646.9) and respond accordingly.

320.7.8 KEEP THE PEACE CALLS
Deputies shall determine if a protective order is in effect when handling Keep the Peace calls. Deputies cannot facilitate the violation of a protective order by assisting the restrained party with any acts that are prohibited in the court order.

320.8 VICTIM ASSISTANCE
Victims of domestic violence are often physically and emotionally traumatized. Deputies should:
Domestic Violence

(a) Seek medical assistance as soon as practicable for the victim if they have sustained any injuries or have a complaint of pain.

(b) Recognize that a victim’s behavior and actions may be affected by domestic violence trauma (physical and emotional).

(c) Provide the victim with the Department’s domestic violence information handout, even if the incident may not rise to the level of a crime.

(d) Alert the victim to any available victim advocates, shelters, and community resources.

(e) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(f) Ask the victim if they have a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for their safety or if the deputy determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

The deputy shall advise an individual protected by a Canadian domestic violence protection order of available local victim services (Family Code § 6452).

320.8.1 VICTIM INTERVIEW SUPPORT

Victims of domestic violence or abuse have the right to have a domestic violence counselor (as defined in Evidence Code § 1037.1) and a support person of the victim’s choosing present at any interview by law enforcement authorities (Penal Code § 679.05)

The investigating deputy must advise the victim of their right to have an advocate and support person present at any subsequent interview(s), including additional interviews by the reporting deputy and/or investigator handling the case. The victim should be advised that any advocate working for the agencies listed on the Domestic Violence resource card would qualify.

(a) For the purposes of this section, an initial investigation by law enforcement to determine whether a crime has been committed and to determine the identity of the suspect(s) shall not constitute a law enforcement interview.

(b) The support person may be excluded from an interview if the law enforcement authority or the District Attorney determines the presence of that person would be detrimental to the purpose of the interview.

(c) The investigating deputy should articulate in the report that the victim was advised of their right to a counselor and/or support person.

320.9 WRITTEN NOTICE TO VICTIMS

Penal Code § 13701(c) requires that victims of domestic violence be furnished written notice including the following information:

(a) A statement informing the victim that despite official restraint of the person alleged to have committed domestic violence, the restrained person may be released at any time;
Domestic Violence

(b) A statement that provides information about a shelter they may contact in the area;
(c) A statement that provides information about other community services they may contact in the area;
(d) A statement informing the victim of domestic violence that he or she can ask the District Attorney to file a criminal complaint;
(e) A statement that "For further information about the California Victim's Compensation Program, you may contact 1-800-777-9229";
(f) A statement informing the victim of the right to go to the Superior Court and file a petition requesting any of the following orders for relief:
   1. An order restraining the attacker from abusing the victim and other family members;
   2. An order directing the attacker to leave the household;
   3. An order preventing the attacker from entering the residence, school, business, or place of employment of the victim;
   4. An order awarding the victim or the other parent custody of or visitation with a minor child or children;
   5. An order restraining the attacker from molesting or interfering with minor children in the custody of the victim;
   6. An order directing the party not granted custody to pay support of minor children, if that party has a legal obligation to do so;
   7. An order directing the defendant to make specified debt payments coming due while the order is in effect;
   8. An order directing that either or both parties participate in counseling;
(g) A statement informing the victim of the right to file a civil suit for losses suffered as a result of the abuse. This includes medical expenses, loss of earnings, and other expenses for injuries sustained and damage to property, and any other related expenses incurred by the victim or any agency that shelters the victim;
(h) In the case of an alleged violation of Penal Code §§ 261, 261.5, 262, 286, 288a, or 289, a Domestic Violence Information Card which shall include, but is not limited to, the following information:
   1. The names and locations of rape victim counseling centers within the county, including those centers specified in Penal Code § 13837, and their 24-hour counseling service telephone numbers;
   2. A simple statement on the proper procedures for a victim to follow after a sexual assault;
   3. A statement that sexual assault by a person who is known to the victim, including sexual assault by a person who is the spouse of the victim, is a crime;
Domestic Violence

4. A statement that domestic violence or assault by a person who is known to the victim, including domestic violence or assault by a person who is the spouse of the victim, is a crime.

320.10 FIREARMS

320.10.1 SEIZURE OF FIREARMS

Sworn personnel at the scene of a domestic violence incident involving a threat to human life or a physical assault shall do the following:

(a) Inquire as to the presence of firearms or other deadly weapons
(b) When appropriate and necessary, attempt to secure and conduct a legal search of the location to determine the presence of firearms and other deadly weapons
(c) Seize all firearms / deadly weapons located through legal means

Deputies who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt that includes the name and residential mailing address of the owner or person who possessed the weapon and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 18255; Penal Code § 33800; Family Code § 6389(c)(2)).

320.10.2 RETURN OF FIREARMS

When a firearm has been seized as part of a domestic violence investigation, the procedure for the release of the firearm shall be in accordance with section 804 of this policy manual. The following specific domestic violence considerations shall also be adhered to:

(a) If a firearm or other deadly weapon is not retained for use as evidence related to criminal charges brought as a result of the domestic violence incident and the deputy has no reason to believe that such firearm or weapon would further endanger the victim or person reporting the domestic violence, the Department shall notify the lawful owner or other person who was in lawful possession of the firearm or weapon of its availability within five days after the seizure. (Penal Code § 18265(b)).

(b) If, however, any deputy has any reasonable cause to believe that a firearm or other deadly weapon seized in a domestic violence incident would likely result in further danger to the victim or person reporting the domestic violence, the Department shall notify the owner or other person who was in lawful possession of the firearm or weapon that such firearm or weapon will be retained for up to 60 days of the seizure (Penal Code § 18400(a)).

(c) If, after 45 days, the Department has been unable to clear the firearm or other deadly weapon for release, the Department shall commence the process of preparing a petition to the Superior Court to determine if the firearm or other weapon should be returned. Such petition shall be filed within 60 days of the initial seizure or, upon timely application to the court for an extension, within no more than 90 days (Penal Code § 18400(a)).
Domestic Violence

(d) 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 which conforms to the provisions of Penal Code 33865(a).

(e) In no case in which a firearm or other deadly weapon is not retained as evidence shall the Department be required to retain such firearms 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).

320.11 LEGAL MANDATES AND RELEVANT LAWS
California law provides for the following:

320.11.1 PUBLIC ACCESS TO POLICY
A copy of this domestic violence policy will be provided to members of the public upon request (Penal Code § 13701).

320.11.2 REPORTS AND RECORDS
(a) A written report shall be completed on all incidents of domestic violence. All such reports should be documented on the appropriate form, which includes information and notations specific to domestic violence incidents as required by Penal Code §§ 13701 and 13730.

(b) Reporting deputies should provide the victim with the case number of the report. The case number may be placed in the space provided on the domestic violence victim information handout provided to the victim. If the case number is not immediately available, an explanation should be given regarding how the victim can obtain the information at a later time.

320.11.3 RECORD-KEEPING AND DATA COLLECTION
This Department shall maintain records of court orders related to domestic violence and the service status of each (Penal Code § 13710), as well as records on the number of domestic violence related calls reported to the Department, including whether weapons were used in the incident or whether the incident involved strangulation or suffocation (Penal Code § 13730). This information is to be reported to the Attorney General monthly. It shall be the responsibility of the lieutenant over the Crime Analysis Unit to maintain and report this information as required.

320.11.4 DECLARATION IN SUPPORT OF BAIL INCREASE
Any deputy who makes a warrantless arrest for a felony or misdemeanor violation of a domestic violence restraining order shall evaluate the totality of the circumstances (including the history of domestic violence) to determine whether reasonable cause exists to seek an increased bail amount. If there is reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee’s appearance or to protect the victim or family member of a victim, the deputy shall prepare a declaration in support of increased bail (Penal Code § 1269c).
320.12 OVERSIGHT RESPONSIBILITIES

Supervisors shall ensure:

(a) Domestic violence reports are submitted in a timely manner
   1. Reports shall be turned in the same day as the incident unless extenuating circumstances exist
   2. Under no circumstances shall reports be held over the investigating deputy’s days off

(b) The investigation satisfies the requirements of applicable domestic violence laws and this policy

(c) Proper resources are utilized to investigate and follow up on cases with increased risk to victims (e.g., history of ongoing violence, intimidation, and/or control; current circumstances indicate higher risk; etc.)

Administrative lieutenants at each station/bureau shall:

(a) Conduct quarterly audits of a random sample (10%) of domestic violence reports to ensure compliance with applicable domestic violence laws and this policy

(b) Report the results of the audit to the station/bureau commander

Station/bureau commanders shall review the quarterly audits and ensure any training or performance issues are properly addressed.
Search and Seizure

322.1 PURPOSE AND SCOPE

Both the Federal and State Constitutions provide every individual in the United States with the right to be free from unreasonable searches and seizures. This policy provides guidelines for Riverside County Sheriff's Department personnel to follow when planning or conducting a search or seizure.

322.1.1 FOURTH AMENDMENT TO THE U.S. CONSTITUTION
The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

322.2 POLICY
It is the policy of the Riverside County Sheriff's Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to deputies as guidance for the application of current law, local community standards, and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

322.3 SEARCHES
The Fourth Amendment to the U.S. Constitution provides protection from unreasonable search and seizure. Generally, a search warrant is required for a search to be valid; however, there are several exceptions that permit a warrantless search.

Examples of circumstances that may present exceptions to the warrant requirement include the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, of persons with judicially imposed limitations
Search and Seizure

regarding searches of their persons and property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to judicial interpretation, each member of this department is expected to act in each situation according to their most current training and within reasonably known and established rights and/or law.

Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to selecting a course of action.

322.4 SEARCH PROTOCOL
Although conditions will vary and officer safety and other exigencies may be considered in every search situation, the following guidelines should be followed:

(a) Members of this department will conduct searches with dignity and courtesy.

(b) Deputies, when possible, should explain to the person being searched the reason for the search and how the search will be conducted.

(c) A designated department member shall create a pre-search and post-search video that thoroughly documents the general condition of the location and pertinent areas searched. Both videos shall become part of the report and investigative record.

(d) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(e) Any surveillance cameras discovered within an area being searched may be disabled for officer safety purposes only by covering, unplugging, disconnecting, or powering off the device, but never by damaging or destroying a surveillance device unless a serious and imminent danger is posed by the device.

(f) In order to minimize the need for forcible entry, an attempt should be made to determine if the entry door is locked, to obtain keys, combinations or access codes when a search of locked property is anticipated. Exigent circumstances or known dangers may justify abandoning these efforts.

(g) All requirements under Penal Code section 1531 (knock and notice) shall be followed unless an exception arises or has been judicially approved.

(h) When the person to be searched at the scene is of the opposite sex as the searching deputy, a reasonable effort should be made to summon a deputy of the same sex as the subject to conduct the search. When it is not practicable, or safe, to summon or wait for a deputy of the same sex, the following guidelines should be followed:

1. Another deputy or a supervisor should witness the search, if available.

2. At least one deputy activates their BWC to document the entire search.

3. The deputy should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.
322.5 OPERATION PACKAGES

An approved Operation Package is required on all undercover operations, medium to high-risk search and arrest warrants, and complex surveillance programs. A sworn supervisor shall be present during circumstances meeting any of those criteria. A sworn supervisor shall thoroughly review all facets of an operations package before any warrant is served and be satisfied with its contents and justification before approving it for distribution.

An Operation Package is not required for low-risk situations such as warrants for:

- business records (bank records, cellular, etc.);
- vehicles already in the department's possession;
- an occupied structure but where all suspects are in custody and there is a low likelihood of conflict with occupants;
- an unoccupied structure already secured and held pending warrant service;
- a suspect turning themselves in;
- the collection of DNA from a suspect;
- routine, patrol-level service of an arrest warrant
  - organized plans should be developed and known intelligence disseminated to involved personnel;
- other similar low-risk circumstances pre-approved by a sergeant

A supervisor is not required to be present during the service of search or arrest warrants where no operation package is required by this policy; however, department supervisors will have the final authority on the need for an operations package.

The Operation Package (available on the intranet / Docs and Forms / "Field Ops" heading) requires the documentation of relevant information pertinent to the planning and execution of the warrant(s). Additional pages may be attached as necessary, such as maps, photographs, and additional suspect information. If no file number has been assigned to the investigation, a program number issued at the station level will be used.

For control and security purposes, personnel will use only the current Operations Package and comply with the following procedures in all instances where they use an Operations Package.

(a) The case agent of the program will be responsible for all packages. This responsibility may be delegated to a co-case agent;
(b) Each package will have a control number;
(c) Each package will be stamped, or otherwise marked, "CONFIDENTIAL";
(d) The case agent, or the designee, will maintain a control log. The name of the person receiving each package will be placed next to the control number of the package he or she receives;
Search and Seizure

(e) The responsible case agent, or the designee, will collect all of the packages at the end of the program;

(f) All Operation Packages, except the original, will be shredded;

(g) The originals of the Operation Package and control sheet will be maintained in each station for a minimum of three years.

322.5.1 THREAT ASSESSMENT
Search Warrant Threat Assessment forms organize the criminal intelligence and historical information about a warrant service into a quantifiable risk-assessment tool for teams and their supervisors. The completion of these forms is required for all search and arrest warrants where suspects may be encountered.

If, after completion of the form, the warrant service falls into the "high risk" category, the form shall be forwarded to the Special Enforcement Bureau (SEB) for further analysis. SEB will return the form with a recommendation about the use of a tactical team and will have the final authority regarding who will serve the warrant.

To control the information on the form, only the case, or co-case agent shall send forms that reached the "high-risk" level to SEB. Each form must have a sergeant's signature on it. The form returned to the case agent by SEB must be retained for a minimum of three years. SEB must also retain each form reviewed for three years.

The Threat Assessment Form is available on the department intranet / Docs and Forms / "Search Warrants" heading.

322.5.2 SEARCH WARRANT 'NOTICE OF SERVICE'
A search warrant notice (RSD Form 450) shall be conspicuously left at the location or given to an adult occupant following a search warrant service. RSD Form 450 shall include the following information:

- A notification of the search warrant service and property seizure;
- The date of the execution and seizure;
- The identity of the agency executing the warrant;
- The date the warrant was issued;
- The name and assigned court of the judge or magistrate who issued the warrant;
- The name of the case agent or supervisor to be contacted for further information

RSD Form 450 is available on the department's intranet / Docs and Forms / "Search Warrants" heading.
Search and Seizure

322.6 PROPERTY SEIZURES

(a) All property seizures shall be thoroughly inventoried and documented in associated reports and on department property forms, even if found to be unrelated to the investigation after the search.

(b) All seized property shall be promptly booked into evidence soon after any photographing, copying, downloading, drying, testing, examination, use during interview, or other investigative process is completed.

(c) No seized property is to be stored, even temporarily, in an unofficial location such as a handbag, locker, desk, cabinet, office, or vehicle.

(d) Seized currency shall be handled, accounted for and documented according to department policy. Refer to Asset Forfeiture DSM #606 if forfeiture proceedings will be sought. Generally, forfeiture of paper currency less than $1000.00 will not be initiated.

(e) Upon discovery at a scene, any firearms shall be confirmed as unloaded and made safe before transporting and booking by completely unloading the firearm, then disabling the action, slide and/or trigger function with plastic ties or other secure device.

(f) Property taken into department custody for "safekeeping" must still be taken legally. Consent, the Community Caretaking Doctrine, CA Penal Code 18250, or other exception to the warrant requirement must apply.

(g) A thoroughly completed property receipt (RSD Form 409) shall be conspicuously left at the scene whenever property is taken into department control, regardless of its value.

(h) No member shall post any photographs of a crime scene, searched location, or seized property to any website, chat room, or other on-line forum except for official and legitimate investigative purposes.

322.7 DOCUMENTATION

Deputies are responsible to document any search warrant service and to ensure that all reports contain, at minimum, documentation of the following:

- Reason for the search;
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys);
- Identity and disposition of all persons detained at scene;
- What, if any, injuries or damage occurred;
- All steps taken to secure property before leaving;
- The results of the search, including a description of any property or contraband seized;
- Existence of BWC recording(s)
Search and Seizure

322.7.1 SUPERVISOR'S REVIEW
Supervisors shall review or return, if needed, all reports that need correction or additional detail. Supervisors shall review all facets of the operation's outcome to establish that evidence procedures were followed, that departmental actions are properly documented and that current legal requirements and department policy have been met, to include the submission of all documents required by the court following the service of a search warrant.
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 Riverside County Sheriff's Department (34 USC § 11133).

Guidance regarding contacting juveniles at schools or who may be victims is provided in the Child Abuse Policy.

324.1.1 DEFINITIONS
Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. Juveniles 11 years of age or younger are considered juvenile non-offenders even if they have committed an offense that would subject an adult to arrest.

**Juvenile offender** - A juvenile 12 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (Welfare and Institutions Code § 602). It also includes an offense under Penal Code § 29610 for underage possession of a handgun or concealable firearm (28 CFR 31.303).

**Non-secure custody** - When a juvenile is held in the presence of a deputy or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

**Safety checks** - Direct, visual observation personally by a member of this department performed at random intervals within time frames prescribed in this policy to provide for the health and welfare of juveniles in temporary custody.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
Temporary Custody of Juveniles

(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This includes the habitually disobedient or truant juvenile under Welfare and Institutions Code § 601 and any juvenile suspected of an offense that would not subject an adult to arrest (e.g., fine-only offense).

324.2 POLICY
The Riverside County Sheriff's Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Riverside County Sheriff's Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

324.3 JUVENILES WHO SHOULD NOT BE HELD
Juveniles who exhibit any of the following conditions should not be held at the Riverside County Sheriff's Department:

(a) Unconscious

(b) Seriously injured

(c) A known suicide risk or obviously severely emotionally disturbed

(d) Significantly intoxicated except when approved by the Watch 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).

(e) 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 Riverside County Sheriff's Department unless they have been evaluated by a qualified medical and/or mental health professional (15 CCR 1142).
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 will be called immediately. The Watch Commander shall be notified of the need for medical attention for the juvenile. Department members should administer first aid as applicable (15 CCR 1142).

324.3.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY
Department 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 Riverside County Sheriff's 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 Riverside County Sheriff's Department without authorization of the arresting deputy's supervisor or the Watch 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 Riverside County Sheriff's 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 Riverside County Sheriff's 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).

Juveniles 11 years of age or younger who have committed an offense that would subject an adult to arrest may be held in non-secure custody for the offenses listed in Welfare and Institutions Code § 602(b) (murder and the sexual assault offenses) and should be referred to a probation officer for a placement determination.

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
Temporary Custody of Juveniles

so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to 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 Riverside County Sheriff's 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:

(a) Released upon warning or citation.

(b) Released to a parent or other responsible adult after processing at the Department.

(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.

(d) 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 that 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).

324.5 ADVISEMENTS
Deputies shall take immediate steps to notify the juvenile's parent, guardian, or a responsible relative that the juvenile is in custody, the location where the juvenile is being held, and the intended disposition (Welfare and Institutions Code § 627).

Whenever a juvenile is taken into temporary custody, he/she shall be given the *Miranda* rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625).
Temporary Custody of Juveniles

Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last, and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).

Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code § 851.5).

324.6 JUVENILE CUSTODY LOGS
Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.
(b) Date and time of arrival and release from the Riverside County Sheriff's Department (15 CCR 1150).
(c) Watch Commander notification and approval to temporarily hold the juvenile.
(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.
(e) Any changes in status (e.g., emergency situations, unusual incidents).
(f) Time of all safety checks.
(g) Any medical and other screening requested and completed (15 CCR 1142).
(h) Circumstances that justify any secure custody (Welfare and Institutions Code § 207.1(d); 15 CCR 1145).
(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released.

324.7 NO-CONTACT REQUIREMENTS
Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133; Welfare and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Riverside County Sheriff's
Temporary Custody of Juveniles

Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

324.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Riverside County Sheriff's Department shall ensure the following:

(a) The Watch Commander should be notified if it is anticipated that a juvenile may need to remain at the Riverside County Sheriff's Department more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Riverside County Sheriff's Department more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal safety checks and significant incidents/activities shall be noted on the log.

(d) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
   1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
   2. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins (15 CCR 1143).

(f) Food shall be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile (15 CCR 1143).

(g) Juveniles shall have reasonable access to a drinking fountain or water (15 CCR 1143).

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles shall have privacy during family, guardian, and/or lawyer visits (15 CCR 1143).

(j) Juveniles shall be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody (15 CCR 1143).

(k) Blankets shall be provided as reasonably necessary (15 CCR 1143).
   1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
Temporary Custody of Juveniles

(n) Juveniles shall have the right to the same number of telephone calls as an adult in temporary custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse (15 CCR 1142).

324.9 USE OF RESTRAINT DEVICES
Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Riverside County Sheriff's Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening (15 CCR 1142).

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile’s protection or the protection of others (15 CCR 1142).

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse (15 CCR 1142).

324.10 PERSONAL PROPERTY
The deputy taking custody of a juvenile offender or status offender at the Riverside County Sheriff's Department shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile’s presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Riverside County Sheriff's Department.

324.11 SECURE CUSTODY
Only juvenile offenders 14 years of age or older may be placed in secure custody (Welfare and Institutions Code § 207; 15 CCR 1145). Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others. Factors to be considered when determining if the juvenile offender presents a serious security risk to him/herself or others include the following (15 CCR 1145):

(a) Age, maturity, and delinquent history

(b) Severity of offense for which the juvenile was taken into custody

(c) The juvenile offender’s behavior

(d) Availability of staff to provide adequate supervision or protection of the juvenile offender
Temporary Custody of Juveniles

(e) Age, type, and number of other individuals in custody at the facility

Members of this department shall not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option (15 CCR 1145).

When practicable and when no locked enclosure is available, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. An employee must be present at all times to ensure the juvenile’s safety while secured to a stationary object (15 CCR 1148).

Juveniles shall not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter (15 CCR 1148). Supervisor approval should be documented.

The decision for securing a minor to a stationary object for longer than 60 minutes and every 30 minutes thereafter shall be based upon the best interests of the juvenile offender (15 CCR 1148).

324.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

(b) Juveniles shall have constant auditory access to department members (15 CCR 1147).

(c) Initial placement into and removal from a locked enclosure shall be logged (Welfare and Institutions Code § 207.1(d)).

(d) Unscheduled safety checks to provide for the health and welfare of the juvenile by a staff member, no less than once every 15 minutes, shall occur (15 CCR 1147; 15 CCR 1151).

1. All safety checks shall be logged.

2. The safety check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).

3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room (15 CCR 1147).

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.
**Temporary Custody of Juveniles**

324.12  **SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE**

The Watch Commander will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Riverside County Sheriff's Department (15 CCR 1142; 15 CCR 1047). The procedures will address:

(a) Immediate notification of the on-duty supervisor, Sheriff, and Detective Bureau Bureau Supervisor.

(b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.

(c) Notification of the appropriate prosecutor.

(d) Notification of the County attorney.

(e) Notification to the coroner.

(f) Notification of the juvenile court.

(g) In the case of a death, providing a report to the Attorney General under Government Code § 12525 within 10 calendar days of the death, and forwarding the same report to the Board of State and Community Corrections within the same time frame (15 CCR 1046).

(h) A medical and operational review of deaths and suicide attempts pursuant to 15 CCR 1046.

(i) Evidence preservation.

324.13  **INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS**

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Prior to conducting a custodial interrogation, including the waiver of *Miranda* rights, a deputy shall permit a juvenile 15 years of age or younger to consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived by the juvenile. The requirement to consult with legal counsel does not apply when (Welfare and Institutions Code § 625.6):

(a) Information is necessary to protect life or property from an imminent threat.

(b) The questions are limited to what is reasonably necessary to obtain the information relating to the threat.

324.13.1  **MANDATORY RECORDINGS OF JUVENILES**

Any interrogation of an individual under 18 years of age who is in custody and suspected of committing murder shall be audio and video recorded when the interview takes place at a department facility, jail, detention facility, or other fixed place of detention. The recording shall include the entire interview and a *Miranda* advisement preceding the interrogation (Penal Code § 859.5).

This recording is not mandatory when (Penal Code § 859.5):

(a) Recording is not feasible because of exigent circumstances that are later documented in a report.
Temporary Custody of Juveniles

(b) The individual refuses to have the interrogation recorded, including a refusal any time during the interrogation, and the refusal is documented in a report. If feasible, the refusal shall be electronically recorded.

(c) The custodial interrogation occurred in another state by law enforcement officers of that state, unless the interrogation was conducted with the intent to avoid the requirements of Penal Code § 859.5.

(d) The interrogation occurs when no member conducting the interrogation has a reason to believe that the individual may have committed murder. Continued custodial interrogation concerning that offense shall be electronically recorded if the interrogating member develops a reason to believe the individual committed murder.

(e) The interrogation would disclose the identity of a confidential informant or would jeopardize the safety of a deputy, the individual being interrogated, or another individual. Such circumstances shall be documented in a report.

(f) A recording device fails despite reasonable maintenance and the timely repair or replacement is not feasible.

(g) The questions are part of a routine processing or booking, and are not an interrogation.

(h) The suspect is in custody for murder and the interrogation is unrelated to a murder. However, if any information concerning a murder is mentioned during the interrogation, the remainder of the interrogation shall be recorded.

These recordings shall be retained until a conviction is final and all direct and habeas corpus appeals are exhausted, a court no longer has any jurisdiction over the individual, or the prosecution for that offense is barred (Penal Code § 859.5; Welfare and Institutions Code § 626.8).

324.14 FORMAL BOOKING
No juvenile offender shall be formally booked without the authorization of the arresting deputy's supervisor.

Any juvenile 14 years of age or older who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, shall be booked, fingerprinted, and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted or photographed upon the approval from the Watch Commander or Detective Bureau supervisor, giving due consideration to the following:

(a) The gravity of the offense
(b) The past record of the offender
(c) The age of the offender

324.15 RELEASE OF INFORMATION CONCERNING JUVENILES
Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Members of this department shall not divulge any information regarding juveniles unless they are certain of the legal authority to do so.
Temporary Custody of Juveniles

The current policy of the juvenile court concerning authorized release of information and appropriate acknowledgment forms shall be reviewed prior to releasing any information. Such releases are authorized by Welfare and Institutions Code § 827.

Welfare and Institutions Code § 828 authorizes the release of certain information to other agencies. It shall be the responsibility of the Records Manager and the appropriate Detective Bureau supervisors to ensure that personnel of those bureaus act within legal guidelines.

324.16 BOARD OF STATE AND COMMUNITY CORRECTIONS CERTIFICATION

The Field Operations Chief Deputy shall coordinate the procedures related to the custody of juveniles held at the Riverside County Sheriff's Department and ensure any required certification is maintained (Welfare and Institution Code § 210.2).
326.1 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.

326.1.1 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).

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. Neglect includes self-neglect (Welfare and Institutions Code § 15610.07; Penal Code § 368.5).

326.2 POLICY
The Department will investigate all reported incidents of alleged adult / elder abuse and ensure proper reporting and notification as required by law.

326.3 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:

(a) The overall basis for the contact, while keeping the reporting party confidential (as applicable). This should be done by the investigating deputy in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) 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.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) 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.
Adult / Elder Abuse

(g) Whether an EPO was offered or obtained.
(h) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
(i) Current and previous addresses of the victim and suspect.
(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.
(k) 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)).
(l) Whether a death involved the End of Life Option Act:
   1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14)
   2. 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)
   3. 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)
   4. 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.

326.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available to investigate cases of adult / elder abuse. These investigators should:

(a) Conduct and record thorough interviews at an appropriate location.
(b) Be familiar with effective interview techniques specific to adult abuse investigations.
(c) Present all cases of substantiated adult abuse to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 15610.55).
(g) Ensure proper cross-reporting has been completed as required by law.
326.5 MANDATORY NOTIFICATION
Members of the Riverside County Sheriff's Department shall notify the local office of the California Department of Social Services (CDSS) APS agency when they reasonably suspect, have observed, or have knowledge of an incident that reasonably appears to be abuse or neglect of an elder (age 65 or older) or dependent adult, or are told by an elder or dependent adult that he/she has experienced abuse (Welfare and Institutions Code § 15630(b)).

Notification shall be made by telephone as soon as practicable and a written report (including State of California (SOC) Form 341) shall be provided within two working days as provided in Welfare and Institutions Code § 15630(b)(c)).

A dependent adult is 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 admitted as inpatients to a 24-hour health facility, as defined in state law (Welfare and Institutions Code § 15610.23).

Notification shall also be made to the following agencies as soon as practicable or as provided below (Welfare and Institutions Code § 15630):

(a) If the abuse is physical abuse and occurred in a long-term care facility (not a state mental health hospital or a state developmental center) notification shall be made as follows (Welfare and Institutions Code § 15630(b)(1)):
   1. If there is serious bodily injury, notification shall be made by telephone and, within two hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
   2. If there is physical abuse and no serious bodily injury, notification shall be made by telephone and, within 24 hours, a written report shall be made to the local ombudsman and the corresponding licensing agency.
   3. If the abuse is allegedly caused by a resident with dementia and there is no serious bodily injury, notification shall be made by telephone and a written report to the local ombudsman within 24 hours.
   4. When a report of abuse is received by the Department, the local ombudsman shall be called to coordinate efforts to provide the most immediate and appropriate response (Welfare and Institutions Code § 15630(b)).

(b) If the abuse is in a long-term care facility (not a state mental health or a state developmental center) and is other than physical abuse, a telephone report and a written report shall be made to the local ombudsman as soon as practicable (Welfare and Institutions Code § 15630(b)).

(c) The California Department of Public Health (DPH) shall be notified of all known or suspected abuse in a long-term care facility.
(d) The California Department of Social Services (CDSS) shall be notified of all known or suspected abuse occurring in a residential care facility for the elderly or in an adult day program.

(e) If the abuse occurred in an adult day health care center, DPH and the California Department of Aging shall be notified.

(f) The Bureau of Medi-Cal Fraud and Elder Abuse shall be notified of all abuse that constitutes criminal activity in a long-term care facility.

(g) The District Attorney’s office shall be notified of all cases of physical abuse and financial abuse in a long-term care facility.

(h) If the abuse occurred at a state mental hospital or a state developmental center, notification shall be made to the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services as soon as practicable but no later than two hours after law enforcement becomes aware of the abuse (Welfare and Institutions Code § 15630(b)).

1. When a report of abuse is received by the Department, investigation efforts shall be coordinated with the designated investigators of the California Department of State Hospitals or the California Department of Developmental Services (Welfare and Institutions Code § 15630(b)).

(i) If during an investigation it is determined that the adult abuse is being committed by a licensed health practitioner as identified in Welfare and Institutions Code § 15640(b), the appropriate licensing agency shall be immediately notified (Welfare and Institutions Code 15640(b)).

(j) When the Department receives a report of abuse, neglect or abandonment of an elder or dependent adult alleged to have occurred in a long-term care facility, the licensing agency shall be notified by telephone as soon as practicable (Welfare and Institutions Code § 15640(e)).

The Detective Bureau supervisor 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) per 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; Health and Safety Code § 443.18).

326.5.1 NOTIFICATION PROCEDURE
Notification should include the following information, if known (Welfare and Institutions Code § 15630(e)):

(a) The name of the person making the report.

(b) The name and age of the elder or dependent adult.

(c) The present location of the elder or dependent adult.
(d) The names and addresses of family members or any other adult responsible for the care of the elder or dependent adult.

(e) The nature and extent of the condition of the elder or dependent adult.

(f) The date of incident.

(g) Any other information, including information that led the person to suspect elder or dependent adult abuse.

326.6 PROTECTIVE CUSTODY
Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the deputy should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the deputy should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the deputy shall ensure that the adult is delivered to APS.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

326.6.1 EMERGENCY PROTECTIVE ORDERS
In any situation which a deputy 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 deputy may seek an emergency protective order against the person alleged to have committed or threatened such abuse (Family Code § 6250(d)).

326.7 INTERVIEWS
326.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, deputies should record (audio or video) the preliminary interview with a suspected adult abuse victim. Deputies should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an
investigation. When practicable, investigating deputies should seek assistance from someone who is specially trained in such interviews. This does not absolve the investigating deputy of the responsibility to conduct a thorough investigation.

326.7.2 DETAINING VICTIMS FOR INTERVIEWS
A deputy 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:

(a) Exigent circumstances exist, such as:
   1. A reasonable belief that medical issues of the adult need to be addressed immediately.
   2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
   3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

326.8 MEDICAL EXAMINATIONS
When an adult abuse investigation requires a medical examination, the investigating deputy should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The deputy should also arrange for the adult’s transportation to the appropriate medical facility. If consent is not able to be given (e.g., dementia, conservatorship, etc.), a search warrant may need to be obtained.

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, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

326.9 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.

326.9.1 DEPUTY RESPONSIBILITIES
Deputies 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 should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify a supervisor.
326.9.2 SUPERVISOR RESPONSIBILITIES
The Detective Bureau supervisor should:

(a) 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.

(b) Activate any available interagency response when a deputy notifies the Detective Bureau supervisor 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.

(c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the adult.

326.10 TRAINING
The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

326.11 RECORDS BUREAU RESPONSIBILITIES
Station clerical staff are responsible for:

(a) Providing a copy of the adult abuse report to the APS, ombudsman or other agency as applicable within two working days or as required by law (Welfare and Institutions Code § 15630; Welfare and Institutions Code § 15640(c)).

(b) Retaining the original adult abuse report with the initial case file.

326.12 JURISDICTION
The Riverside County Sheriff's 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 upon request in such cases. However, this department will retain responsibility for the criminal investigations (Penal Code § 368.5).

### 326.13 RELEVANT STATUTES

**Penal Code § 368 (c)**

Any 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)**

(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 § 15610.05**

“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**

(a) “Financial abuse” of an elder or dependent adult occurs when a person or entity does any of the following:

1. 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.
2. 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.
3. 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.
Adult / Elder Abuse

(b) 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.

(c) 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.

(d) For purposes of this section, “representative” means a person or entity that is either of the following:

1. A conservator, trustee, or other representative of the estate of an elder or dependent adult.
2. 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

(a) “Isolation” means any of the following:

1. 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.
2. 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.
3. False imprisonment, as defined in Section 236 of the Penal Code.
4. Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult from meeting with visitors.

(b) The acts set forth in subdivision (a) 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.

(c) The acts set forth in subdivision (a) 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

(a) “Neglect” means either of the following:

1. 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.
Adult / Elder Abuse

(2) 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.

(b) Neglect includes, but is not limited to, all of the following:

(1) Failure to assist in personal hygiene, or in the provision of food, clothing, or shelter.

(2) 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.

(3) Failure to protect from health and safety hazards.

(4) Failure to prevent malnutrition or dehydration.

(5) Failure of an elder or dependent adult to satisfy the needs specified in paragraphs (1) to (4), 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

15610.63. “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:
Adult / Elder Abuse

(1) For punishment.

(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.
Discriminatory Harassment and Workplace Violence

327.1 PURPOSE AND SCOPE
The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

327.2 POLICY
The Riverside County Sheriff’s Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation (Government Code § 12940(k); 2 CCR 11023). The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

Relevant policies, procedures, and definitions related to the department's prevention of, and response to, discrimination, harassment, and workplace violence are codified in the attached Riverside County Board Policies. All Sheriff’s Department employees shall be familiar with the contents of Riverside County Board Policies C-25 and C-27. Both can be found via the attached link.

https://www.rivcocab.org/board-policies
Registered Offender Information

328.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex, arson and drug offenders.

328.2 POLICY
It is the policy of the Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

328.2.1 LIMITATIONS ON EXTENDED RELEASE
Individuals and entities receiving information regarding registered sex offenders may only be authorized to disclose such information to additional persons if the Department determines the appropriate scope and that such disclosure will enhance the public safety. The Department may not authorize any disclosure of such information by its placement on a non-departmental Internet Web site (Penal Code § 290.45(c)(1)).

328.3 REGISTRATION
The detective bureau supervisor shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the California Department of Justice (DOJ) in accordance with applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq.).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

328.3.1 CONTENTS OF REGISTRATION
The information collected from the registering offenders shall include a signed statement as required by the California DOJ, fingerprints and a photograph and any other information required by applicable law (Health and Safety Code § 11594; Penal Code § 457.1; Penal Code § 290 et seq.).

328.3.2 INFORMATION PERMITTED FOR INTERNET RELEASE
For those offenders listed in Penal Code § 290.46(c)(2) and (d)(2), the following information may be included on the Department Internet Web site:
Registered Offender Information

(a) The offender's full name;
(b) The offender's known aliases;
(c) The offender's gender;
(d) The offender's race;
(e) The offender's physical description;
(f) The offender's photograph;
(g) The offender's date of birth;
(h) Crimes resulting in the registration of the offender under Penal Code § 290;
(i) The community of residence and Zip Code in which the registrant resides or the county in which the person is registered as a transient;
(j) Any other information which the Department deems relevant, such as:
   1. Description of the offender's vehicle(s) or vehicle(s) the offender is known to drive (only if the offender is currently wanted for a criminal offense);
   2. Type of victim targeted by the offender;
   3. Relevant parole or probation conditions, such as prohibiting contact with children;
   4. Dates of crimes resulting in current classification;
   5. Dates of release from confinement;
   6. The offender's enrollment, employment, or vocational status with any university, college, community college, or other institution of higher learning.

For those offenders listed in Penal Code § 290.46(b)(2), the address at which the offender resides may also be included on the Department Internet Web site in addition to the above.

Before releasing the address of any offender, the deputy shall verify that the information is correct.

328.3.3 USE OF DISCLOSURE FORMS
Whenever information regarding any sex offender is publicly disseminated, the deputy shall complete a Megan's Law Disclosure form (RSD Form 633) which shall be promptly forwarded to the Investigations Unit. The release of such information shall also be noted by entering the notification into the comment field on the offender's Supervised Release File record.

328.3.4 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY
In addition to the authority provided elsewhere within this policy, any campus police department or local agency having jurisdiction over any university, college, community college or other institution of higher learning may release the following information within the campus community regarding other registered sex offenders:

(a) The offender's full name;
(b) The offender's known aliases;
Registered Offender Information

(c) The offender's gender;
(d) The offender's race;
(e) The offender's physical description;
(f) The offender's photograph;
(g) The offender's date of birth;
(h) Crimes resulting in the registration of the offender under Penal Code § 290;
(i) The date of last registration.

The release of any information pursuant to this section shall be strictly limited to that which is intended to reach persons only within the campus community. For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d)(1).

328.4 MONITORING OF REGISTERED OFFENDERS
The detective bureau supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.
(b) Review of information on the California DOJ website for sex offenders.
(c) Contact with a registrant’s parole or probation officer.

Any discrepancies should be reported to the California DOJ.

The detective bureau supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Department personnel, including timely updates regarding new or relocated registrants.

328.5 DISSEMINATION OF PUBLIC INFORMATION
Members will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the station commander if warranted. A determination will be made by the station commander, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on sex registrants should be provided the Megan's Law website or the Department’s website. Information on sex registrants placed on the Department’s website shall comply with the requirements of Penal Code § 290.46.
 Registered Offender Information

The records manager may release local registered offender information to residents only in accordance with applicable law (Penal Code § 290.45; Penal Code § 290.46; Penal Code § 457.1; Health and Safety Code § 11594), and in compliance with a California Public Records Act (Government Code § 6250-6276.48) request.

328.5.1 LIMITED RELEASE WITHIN COLLEGE CAMPUS COMMUNITY
California law allows the following additional information regarding a registered sex offender on campus, whose information is not available to the public via the internet website, to be released to a campus community (Penal Code § 290.01(d)):

(a) The offender’s full name
(b) The offender’s known aliases
(c) The offender’s sex
(d) The offender’s race
(e) The offender’s physical description
(f) The offender’s photograph
(g) The offender’s date of birth
(h) Crimes resulting in the registration of the offender under Penal Code § 290
(i) The date of last registration

For purposes of this section, campus community shall be defined as those persons present at or regularly frequenting any place constituting campus property, satellite facilities, laboratories, public areas contiguous to the campus and other areas set forth in Penal Code § 290.01(d).

328.5.2 RELEASE NOTIFICATIONS
Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
(b) The information is provided as a public service and may not be current or accurate.
(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
(d) The crime for which a person is convicted may not accurately reflect the level of risk.
(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
(f) The purpose of the release of information is to allow members of the public to protect themselves and their children from sex offenders (Penal Code 290.45).
Identity Theft

331.1 PURPOSE AND SCOPE
Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

331.2 REPORTING

(a) In an effort to maintain uniformity in reporting, deputies presented with the crime of identity theft (Penal Code § 530.6) shall complete a report for victims residing, or operating a place of business, within the jurisdiction of this department when the crime occurred. For incidents of identity theft occurring outside this jurisdiction, deputies should observe the following:

1. For any victim not residing within this jurisdiction, the deputy may either take a courtesy report to be forwarded to the victim’s residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the original identity theft should generally be reported to the law enforcement agency where the victim resides, deputies of this department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft. For example, if the identity theft occurred elsewhere, but the resulting credit card fraud occurred and is being reported in this jurisdiction, deputies shall complete the report without waiting for the victim to report the initial identity theft.

(c) Deputies should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim’s name when the victim has never made such an application).

(d) Deputies should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DMV) with all known report numbers.

(e) The reporting deputy should inform victims of identity theft that the California Identity Theft Registry is available to help those who are wrongly linked to crimes. The registry can be checked by law enforcement and other authorized persons to investigate whether a criminal history or want was created in the victim’s name (Penal Code § 530.7). Information regarding the California Identity Theft Registry can be obtained by calling toll free (888) 880-0240.

(f) Following supervisory review and department processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.
Private Persons Arrests

333.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the handling of private person’s arrests made pursuant to Penal Code § 837.

333.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS
Penal Code § 836(b) expressly mandates that all deputies shall advise victims of domestic violence of the right to make a private person’s arrest, including advice on how to safely execute such an arrest. In all other situations, deputies should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person’s arrest, deputies should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.

(b) Private individuals should be discouraged from using force to effect a private person’s arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

333.3 ARRESTS BY PRIVATE PERSONS
Penal Code § 837 provides that a private person may arrest another:

(a) For a public offense committed or attempted in his or her presence;

(b) When the person arrested has committed a felony, although not in his or her presence;

(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

333.4 DEPUTY RESPONSIBILITIES
Any deputy presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).

(a) Should any deputy determine that there is no reasonable cause to believe that a private person’s arrest is lawful, the deputy should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
1. Any deputy who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b) (1). The deputy must include the basis of such a determination in a related report.

2. Absent reasonable cause to support a private person’s arrest or other lawful grounds to support an independent arrest by the deputy, the deputy should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever a deputy determines that there is reasonable cause to believe that a private person’s arrest is lawful, the deputy may exercise any of the following options:

1. Take the individual into physical custody for booking
2. Release the individual pursuant to a Notice to Appear
3. Release the individual pursuant to Penal Code § 849

(c) When a suspect has not been physically arrested by a citizen or is not at the scene for us to accept, deputies should remain mindful that a signed private person's arrest form is not an arrest warrant. If a suspect is found elsewhere, or found a considerable time later, the requirements of warrantless arrests apply.

333.5 REPORTING REQUIREMENTS
In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a department Private Person’s Arrest form under penalty of perjury.

In addition to the Private Person’s Arrest Form (and any other related documents such as citations, booking forms, etc.), deputies shall complete a narrative report regarding the circumstances and disposition of the incident.
338.1 PURPOSE AND SCOPE
The purpose of this policy is to meet or exceed the provisions of Penal Code § 13519.6(c) and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

338.1.1 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):

(a) Disability
(b) Gender
(c) Nationality
(d) Race or ethnicity
(e) Religion
(f) Sexual orientation
(g) Association with a person or group with one or more of these actual or perceived characteristics
(h) 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 victim (Penal Code § 422.6).
2. Defacing 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).

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).
338.2 POLICY
The Riverside County Sheriff's Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

338.3 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:

(a) Make 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.

(b) Accessing assistance by, among other things, activating the California Department of Justice Hate Crime Rapid Response Protocol when necessary.

(c) Providing victim assistance and community follow-up as outlined below.

(d) Educating community and civic groups about hate crime laws.

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

(a) Assigned deputies should promptly contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate

(b) A supervisor should be notified of the circumstances as soon as practical.

(c) Once in-progress aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of suspects at the scene), the assigned deputies should take all reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, deputies should take appropriate action to mitigate further injury or damage to potential victims or the community.

1. Deputies 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.

(e) The assigned deputies should 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 or turned over to federal authorities exclusively for any actual or suspected immigration violation (Penal Code § 422.93(b))

(b) Statements of victims and witnesses should be audio or video recorded.

(f) Depending on the situation, the assigned deputies or supervisor may request additional assistance from detectives or other resources.
(g) The assigned deputies should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked as “Hate Crimes” and, absent prior approval of a supervisor, should be completed and submitted by the assigned deputies before the end of the shift.

(h) The assigned deputies will provide the victims of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures will also be available to members of the general public upon request. The assigned deputies should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations. [https://oag.ca.gov/sites/all/files/agweb/pdfs/civilrights/HC_English.pdf]

(i) The assigned deputies and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., Possible Temporary Restraining Order through the District Attorney or County Counsel Penal Code § 136.2 or Civil Code § 52.1 as indicated).

(j) If the investigation will not be continued by investigators, consider making an entry into the Joint Regional Intelligence Center (JRIC).

338.4.1 INVESTIGATOR'S RESPONSIBILITY
If a hate crime case is assigned to the Detective Bureau, the assigned detective will be responsible for:

(a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victims and other involved individuals, as needed.

(c) Maintaining statistical data and tracking on suspected hate crimes as indicated for required reporting to the Attorney General (Penal Code § 13023).

(d) Make reasonable efforts to identify additional witnesses.

(e) Utilize available criminal intelligence systems as appropriate.

(f) Provide the supervisor and the Public Information Officer (PIO) with information that can be responsibly reported to the media.

(g) At the investigation's conclusion, consider making an entry into the Joint Regional Intelligence Center (JRIC).

338.4.2 SUPERVISOR RESPONSIBILITY
The supervisor should confer with the initial responding deputies to identify reasonable and appropriate preliminary actions. The supervisor should:

(a) Review related reports to verify whether the incident is appropriately classified as a hate crime for federal and state bias crime-reporting purposes.

(b) 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. See DSM 358.
Hate Crimes

(c) 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.

(d) Ensure that members who are responsible for the conduct and maintenance of information on criminal groups are notified and that they make appropriate inquiries and entries into criminal intelligence systems and the NC4 system.

338.5 TRAINING
All members of the Department will receive POST approved training on hate crime recognition and investigation as provided by Penal Code §13519.6.
Standards of Conduct

340.1 PURPOSE AND SCOPE
This policy establishes standards of conduct that are consistent with the values and mission of the Riverside County Sheriff's Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member’s supervisors.

340.2 POLICY
The continued employment or appointment of every member of the Riverside County Sheriff's Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

340.3 CAUSES FOR DISCIPLINE
In addition to standards and policies specific to the Riverside County Sheriff's Department, the primary justification for discipline is outlined in Riverside County Ordinance 440, Section 10, subsection "Discipline, Dismissal and Review."
http://rc-hr.com/Portals/2/ClorissaFolder/Salary%20Ordinance%20440%201764-Website.pdf

340.4 GENERAL STANDARDS
Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and California Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with department policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any ambiguity or uncertainty about a specific policy.

Discipline may be imposed for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

340.5 SUPERVISOR AND MANAGER RESPONSIBILITIES
Supervisors and managers of all ranks are required to follow all policies and procedures and may also be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control during both long-term interaction and during more brief observations and/or awareness of specific incidents.
Standards of Conduct

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor, or failure to document such misconduct appropriately or to otherwise address misconduct commensurate with its severity, or as required by policy.

c) Directing a subordinate to violate a law, ordinance, policy or directive, acquiesce to such a violation, or be indifferent to any such violation by a subordinate.

d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

340.6 SPECIFIC STANDARDS
All department members and volunteers are subject to the requirements of the Department Standards Manual. Discipline may result from the following acts and/or omissions:

340.6.1 INTOXICANTS
PROHIBITED CONDUCT:

(a) Reporting for work or being at work following the use of intoxicants where such use may impair the employee's ability to perform assigned duties or where there is an immediate suspicion of ineffectiveness or intoxicant influence during public, or co-worker(s) contact.

(b) Reporting for work with the smell of alcohol on the breath.

(c) Unauthorized possession or use of, or attempting to bring intoxicants to the work site, except as authorized in the performance of an official assignment. An employee who is authorized to consume intoxicants is not permitted to do so to such a degree that it may impair on-duty performance.

(d) Reporting for work or being at work following the use of a "controlled substance" or any drug (whether legally prescribed or otherwise), including marijuana in any form or medicinal CBD products containing any amount of THC, where such use may impair the employee's ability to perform assigned duties without first notifying their immediate supervisor.

(e) Consuming alcoholic beverages at lunch or during any break whether compensated or not, except as authorized during a plain-clothes assignment. During an authorized law enforcement assignment, the department member shall not become noticeably impaired.

(f) Unauthorized possession or use of, or attempting to bring a "controlled substance," including marijuana in any form or medicinal CBD products containing any amount of THC, or other illegal drug to any work site.

(g) Bringing any alcoholic beverages onto or into any Departmental building or facility, or transporting any open containers of any alcoholic beverage in a Department vehicle except when the alcoholic beverage is being legally held as evidence or for an approved training purpose.

See attachment: POLICY-C10.pdf
340.6.2 JOB PERFORMANCE

PROHIBITED CONDUCT:

(a) Unauthorized sleeping during on-duty time or assignments.

(b) Failing to notify a supervisor if you are unable to remain awake or are otherwise unable to perform your duties.

(c) Careless workmanship resulting in spoilage or waste of materials.

(d) Refusal, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, meeting deadlines, completing work assignments or the instructions of supervisors without reasonable and bona fide excuse.

(e) Disobedience or insubordination to constituted authorities or deliberate refusal to carry out any proper order from any supervisor or employee serving in a supervisory role.

(f) Concealing or attempting to conceal defective work, or removing or destroying it without permission.

(g) Any failure or refusal of an employee to properly perform the function and duties of an assigned position or rank.

(h) The wrongful or unlawful exercise of authority on the part of any employee for malicious purpose, personal gain, willful deceit or any other improper purpose.

(i) 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.

(j) Wrongfully loaning, selling, giving away or appropriating any Department property for the personal use of the employee or any unauthorized person(s).

(k) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the employee's duties (lawful subpoena fees and authorized work permits excepted).

(l) Criminal, dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/employer relationship (on or off-duty).

(m) Failure to take reasonable action while on-duty and when required by law, statute, resolution or approved Department practices or procedures.

(n) 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.

(o) 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 employee has or reasonably should have knowledge of such criminal activities, except where specifically directed and authorized by the Department.

(p) Failure to properly collect, secure, process, book, log, enter, or store evidence in accordance with policy and best practices.
Standards of Conduct

(q) Destroying, ordering the destruction, or authorizing the destruction or disposal of evidence without due diligence.

(r) Violating any misdemeanor or felony statute, to include misdemeanors or felonies in another state or country, regardless of a criminal conviction.

340.6.3 SECURITY
PROHIBITED CONDUCT:

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

1. Members of this department shall not disclose the name, address or image of any victim of human trafficking except as authorized by law (Penal Code § 293).

(b) Disclosing to any unauthorized person any active investigation information, enforcement programs, informant identities, jail operations, jail transportation operations, or jail security measures, or courtroom security operations.

(c) Knowingly or negligently allowing access to department property, secured work sites, stations, or bureaus by unauthorized or forbidden persons.

(d) Revealing any information in a department member's possession, however obtained, which may enable anyone to escape detection, arrest or prosecution, or enable anyone to destroy evidence, or to destroy or remove stolen property.

(e) Providing department gate codes, door codes, keys, or lock combinations to an unauthorized or otherwise prohibited person.

(f) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Sheriff or the authorized designee.

(g) Loaning, selling, allowing unauthorized use, giving away or appropriating any Riverside County Sheriff's Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(h) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records and databases.

(i) Posting or sharing pictures, images, or data collected from a crime scene or during the course of an investigation to any platform, or to any person without legitimate investigative purpose.

340.6.4 CONDUCT - GENERAL
REQUIRED CONDUCT:

(a) Department members shall conduct their private and professional lives to avoid bringing discredit to the Department.
Standards of Conduct

(b) Department members shall at all times be civil, orderly, courteous and quiet in their conduct and deportment. They shall maintain an even disposition and remain calm regardless of the provocation by any person.

(c) While on duty, department members shall identify themselves, present their identification card, provide their identification number, and their supervisor's name when requested, except during an emergency or undercover operations.

(d) When on duty, in the presence of associates or other persons, and particularly in public, supervisory officers shall be referred to by rank.

(e) Department members shall refrain from using coarse, violent, profane, insolent or disrespectful language, whether oral or written.

(f) Department members shall not interfere with the courts, or for personal gain or benefit, use their official position to make any arrangement for any suspect, inmate or person under criminal investigation to escape prosecution, fine, or other sanction.

(g) Department members shall not buy or accept any article for personal disposition from any suspect or prisoner or from any associate of any suspect or prisoner.

(h) Department members shall make notification to their Commander when acting as bailors for any person in custody. Department members are prohibited from acting as bailors where any fee, gratuity or reward is solicited or accepted.

(i) Department members shall refrain from suggesting, recommending or advising any attorney or Bail Bondsman to any person coming to their attention as a result of a police action or activity, except where their family member(s) may be involved.

(j) Department members shall so arrange their personal and financial affairs in such a manner that the Department need not be contacted to act as arbitrator in such matters.

(k) Department members shall not shop, trade, or conduct private business while on duty.

(l) Department members shall not loiter in bars, nightclubs, theaters or other public places while on duty, except in the direct performance of their assigned duties.

(m) Department members, on or off duty, shall not loiter in or around Departmental facilities, hindering Department operations.

(n) Department members shall not participate in horseplay that reasonably could result in injury or property damage.

(o) Department members shall not read newspapers, periodicals, books or other similar materials on duty, except in specific assignments as approved within station or bureau policy.

(p) Department members, while performing uniformed enforcement duties, shall not allow the use of a cellular telephone, tablet or other similar device to distract from their duties, professional appearance, or tactical awareness.

(q) Any Department member who is a party in any civil legal action which may impact the member's ability to perform official duties shall immediately notify their supervisor.

(r) Department members shall promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or other law enforcement official.
Standards of Conduct

enforcement agency or that may result in criminal prosecution or discipline under this policy.

(s) Department members shall not illegally threaten harm or bodily injury to suspect(s), citizens, or coworkers. See Riverside County Board Policies C-25 (Harassment) and C-27 (Workplace Violence) under "Docs and Forms/Workplace Policies and Resources."

(t) Department members shall not apply unreasonable, unnecessary or otherwise illegal force to any person.

1. Department members shall not apply unreasonable, unnecessary, or otherwise illegal force to an animal.

(u) Any department member who is detained or arrested on or off-duty, for any investigation other than traffic infractions, shall report the contact to their supervisor as soon as possible.

(v) Department members shall notify their immediate supervisor of any conviction or court order that limits or prohibits the member’s ability to possess a firearm.

(w) Department members shall not exceed lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(x) Department members shall not knowingly or recklessly violate a right afforded in the United States or California Constitutions.

(y) Department members shall not use obscene, indecent, profane or derogatory language while on-duty or in uniform.

(z) Department members shall not engage in the unauthorized possession of, loss of, or damage to department property or the property of others, or endanger it through carelessness or maliciousness.

(aa) Department members shall not attempt to steal or steal department property; misappropriate or misuse public funds, property, personnel or the services or property of others; or otherwise engage in the unauthorized removal or possession of department property or the property of another.

(ab) Department members shall not engage in solicitations, speeches, or distribution of campaign literature for or against any political candidate or position while on-duty or on Departmental property except as expressly authorized, or while in uniform or wearing Department insignia whether on or off-duty.

(ac) Department members shall not engage in political activities during assigned working hours except as expressly authorized.

(ad) Department members shall not initiate any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Sheriff of such action.

(ae) Department members shall not engage in any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.
Standards of Conduct

(a) Department members receiving or possessing facts or information relative to a criminal offense, case, non-criminal incident, or violation of Departmental Policy, Procedure, Rule or Regulation, shall not retain such facts or information, for whatever reason, but shall directly and promptly communicate true and accurate facts and information to their supervisory officer as provided in the Department operational procedures. Department members shall not counsel, advise or order any other employee not to make the report.

340.6.5 ETHICS

PROHIBITED CONDUCT:

(a) Using or disclosing one’s status as a member of the Riverside County Sheriff's Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The unauthorized use of any badge, uniform, identification card or other Department equipment or property for personal gain or any other improper purpose.

(c) 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).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Solicitation or acceptance of a bribe or gratuity.

(f) Failure to report any solicitation or offer of sex, money, property or other benefit from an inmate, work release inmate, arrestee, or informant to a supervisor as soon as possible.

(g) Misappropriation or misuse of public funds, credit cards, property, personnel, or services.

(h) Failure to disclose or misrepresenting material facts, or making 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.

(i) Making false or misleading statements to a supervisor.

(j) Making false or misleading statements to a citizen regarding department capabilities, resources, policies, procedures, or workload for the purpose of minimizing work or for the purpose of avoiding diligence in any assigned duty or task.

(k) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper, document or database.

(l) Work related dishonesty, including attempted or actual theft of Department property, services or the property of others.

(m) Providing false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection
Standards of Conduct

with any investigation, or lawful inquiry, or in the reporting of any department-related business.

(n) Failure to disclose material facts or the making of any false or misleading statement on any application, examination form or other official document, report or form.

(o) Being untruthful or knowingly making false, misleading or malicious statements by any means that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(p) Any act on- or off-duty that brings public, or known discredit to this department.

(q) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(r) Unlawful gambling or unlawful betting at any time or any place.

1. Gambling activity undertaken as part of a deputy official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(s) Improper political activity including: Unauthorized attendance while on-duty at official legislative or political sessions.

1. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or, on department property except as expressly authorized by County policy, the memorandum of understanding, or the Sheriff.

2. Engaging in political activities during assigned working hours except as expressly authorized by County policy, the memorandum of understanding, or the Sheriff.

(t) Allowing the use of a department member's picture, name, position, or title in connection with the department, as part of an endorsement or an advertising campaign or another enterprise.

340.6.6 SAFETY
PROHIBITED CONDUCT:

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses, certifications, or endorsements required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Causing the unintended discharge of any weapon or firearm in the department member's control.
Standards of Conduct

(f) Carrying any weapon system the member is not currently qualified with.

(g) Carrying, while off-duty, any concealed firearm or other weapon that is not authorized by the department.

(h) Carrying, while on-duty, any firearm or other weapon that is not authorized by the department.

(i) Carrying unauthorized ammunition in any weapon, magazine, or vehicle while on-duty.

(j) Unsafe, illegal, or improper driving actions while operating department on or off-road vehicles.

(k) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

340.6.7 EFFICIENCY

PROHIBITED CONDUCT:

(a) Neglect of assigned duties.

(b) Careless workmanship resulting in spoilage or waste of materials.

(c) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(d) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(e) Negligent care of department property, to include vehicles, computers, telephones, cameras, uniforms, weapons, other furnished equipment, and animals.

(f) Failure to notify the Department within 24 hours of any change in residence address and contact telephone numbers.

340.6.8 ATTENDANCE

PROHIBITED CONDUCT:

(a) Failure to maintain personal and family health practices that allow the department member to fulfill their work assignments.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties.

(e) Failure to remain in an assigned area, beat, or other designated duty post without legitimate purpose.

(f) Failure to promptly and properly absent self from a shift or other assignment as soon as practical before the assignment begins.
Standards of Conduct

(g) Failure to exert due diligence and awareness of time card accuracy before signing and/or submitting any payroll document.

(h) Failure to appear for any court subpoena, writ, parole hearing, DMV proceeding, or other mandated appearance after receiving due notification.

340.6.9 RELATIONSHIPS
PROHIBITED CONDUCT:

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one’s official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect, defendant or informant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

(f) Engaging in second, or outside employment for compensation without expressed permission from the Sheriff or the designee.
Information Technology Use

343.1 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.

343.2 POLICY
It is the policy of the Riverside County Sheriff's Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the department in a professional manner and in accordance with this policy.

343.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any department computer system.

The department reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the department, including the department email system, computer network, and/or any information placed into storage on any department system or device. This includes records of all keystrokes 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 username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices, or networks.

The department shall not require a member to disclose a personal username or password for accessing personal social media or to open a personal social website; however, the department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

343.4 RESTRICTED USE
Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

343.4.1 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.
Information Technology Use

To reduce the risk of a computer virus or malicious software, 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.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or County-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

343.4.2 HARDWARE
Access to technology resources provided by or through the department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

343.4.3 INTERNET USE
Internet access provided by or through the department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, shopping and similar or related internet sites. Certain exceptions may be permitted with the approval of a supervisor as a function of a department member’s assignment.

343.4.4 OFF-DUTY USE
Members shall only use technology resources provided by the department while on-duty or in conjunction with specific on-call assignments unless authorized by a supervisor to do otherwise. This includes the use of telephones, cell phones, texting, email or any other "off the clock" work-related activities. This also applies to personally owned devices that are used to access department resources.
343.5 PROTECTION OF AGENCY SYSTEMS AND FILES
All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

343.6 INSPECTION OR REVIEW
A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the department involving one of its members or a member’s duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

343.7 PROTECTION OF AGENCY SYSTEMS AND FILES
All employees 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 an employee to allow an unauthorized user to access the system at any time or for any reason.

All department members shall practice diligence with regard to preventing hacking and malware attacks on any and all department systems. If the sender of an email or other electronic message is unknown, or cannot be verified as safe, do not open it or any attachments. Notify a system administrator as soon as possible.
343.8 PASSWORDS MANAGEMENT
Passwords must be strong and well guarded. New accounts will be set up in accordance with this policy and any applicable department requirements. Users are responsible for choosing passwords that are highly secure. Users shall never divulge their passwords to others.
Report Preparation

344.1 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.

344.1.1 REPORT PREPARATION
Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee’s opinions should not be included in reports unless specifically identified as such.

344.2 REQUIRED REPORTING
Written reports are required in all of the following situations on the appropriate department approved forms.

344.2.0 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES
A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The department shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

344.2.1 DOCUMENTING CRIMINAL AND NON-CRIMINAL ACTIVITY
When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. When willing, the reporting party may be referred to the online reporting system when no suspect or follow-up information is available.

Activity that shall be documented in a written report includes:
1. All arrests (except warrant arrests without new charges)
   (a) Department members should consider if a report of a warrant arrest would assist
       the District Attorney's office in their prosecution of the warrant offense.
2. All felonies
3. Misdemeanors involving threats, stalking, theft, vandalism, or arson
4. All misdemeanor crimes where the victim desires a report.
5. Incidents or investigations of the following:
   (a) Use of Force
   (b) Domestic Violence (except disturbance-only incidents with no history of
defense violence (reported or unreported), and no indication of imminent
   (c) Child Abuse
   (d) Adult Abuse
   (e) Hate Crimes
   (f) Sex Crimes (including 314 PC and annoyance)
   (g) All runaway juveniles and missing persons
   (h) Found property with follow-up information

Misdemeanor crimes not listed above, where the victim does not desire a report may be
documented using a department-approved alternative documentation method (e.g., dispatch log
or MDC added-text entry).

The NORA System shall not be used pending the receipt of additional information (e.g., property
lists, serial numbers, suspect information, video, etc.) from a reporting party. The use of the “No
Report System” does not reduce the deputy’s responsibility to conduct a complete and thorough
investigation. Rather, it allows the deputy to use discretion and judgment as to whether a report
is or is not necessary.

Department members who are charged with writing reports, shall refer to the Report Writing
Manual for other protocols as linked in 344.1.

344.2.1 ALTERNATE REPORTING FOR VICTIMS
Reports that may be submitted by the public via online or other self-completed reporting processes
include:
   (a) Lost property.
   (b) Misdemeanor thefts of property, other than firearms or materials that threaten public
       safety, when there is no suspect information, serial number or ability to trace the item.
       (a) Misdemeanor thefts of cellular telephones may be reported by alternate method
           even though they have a serial number.
   (c) Misdemeanor vandalism with no suspect information and no hate crime implications.
(d) Vehicle burglaries with no suspect information or evidence.
(e) Stolen vehicle attempts with no suspect information or evidence.
(f) Annoying telephone calls with no suspect information or threats.
(g) Identity theft without suspect information.
(h) Online, email, or telephone fraud schemes without suspect information, and only if classified as a misdemeanor.
(i) Hit-and-run vehicle collisions with no suspect or suspect vehicle information.
(j) Supplemental property lists.

Members may refer victims to online victim assistance programs (e.g., Internet Crime Complaint Center (IC3) website for computer crimes), however, such referrals do not replace a report as required by this policy.

The Telephone Reporting Unit may handle certain call types according to the TRU and Dispatch policy. Once arrived at a call, Deputies should refrain from referring victims to the Telephone Reporting Unit.

344.2.2 SUICIDES
Cases of obvious suicide may be investigated and completed by the deputy. If the deputy is unable to determine the manner of death, he/she shall proceed as though it is a homicide.

344.2.3 INJURY OR DAMAGE BY COUNTY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a County employee. Additionally, reports shall be taken involving damage to County property or County equipment.

344.3 GENERAL POLICY OF EXPEDITIOUS REPORTING
In general, all deputies and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

344.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS
Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

344.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS
County, state and federal agency forms may be block printed as appropriate. Some forms may require typed entries.
344.4 REPORT CORRECTIONS
Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor may complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating deputy to ensure that any report returned for correction is processed in a timely manner and that the signed correction form is attached to the corrected report.

344.5 REPORT CHANGES OR ALTERATIONS
Reports that have been approved by a supervisor and submitted 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 the Information Services Bureau may be corrected or modified by the authoring deputy only with the knowledge and authorization of the reviewing supervisor.

344.5 REPORT COMPLETION
Employees are to appropriately manage their time in order to complete reports during their shift. Employees are prohibited from writing reports other than during on-duty time. Supervisors are prohibited from allowing employees to write reports on their own time. The department's report writing manual is located on the Sheriff's Intranet site at:

344.6 COMPLETION OF HELD REPORTS
Employees holding reports from their previously worked shifts shall notify their supervisor at the beginning of the shift. Supervisors shall remain aware of held reports and shall ensure the timely completion of the held reports on duty time.

Native American Graves Protection and Repatriation

345.1 PURPOSE AND SCOPE
This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

345.1.1 DEFINITIONS
Definitions related to this policy include (43 CFR 10.2):

**Funerary objects and associated funerary objects** - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

**Native American human remains** - The physical remains of the body of a person of Native American ancestry.

**Objects of cultural patrimony** - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

**Sacred objects** - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

345.1 POLICY
It is the policy of the Riverside County Sheriff's Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes. Destruction or unjustified disturbance at such a site may be a misdemeanor (Health and Safety Code 7050.5(a).

345.1 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT
Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).
No photography or video recording of the remains may be permitted by the media or any group or individual.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- **Federal land -** Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture at 202-208-3710 or 202-208-6334
- **State land/Private land -** Coroner, when appropriate at 951-443-2360 (see Health and Safety Code § 7050.5)
- **Tribal land -** Responsible Indian tribal official
  - As soon as practical after discovery of such remains, the department’s Tribal Liaison Unit shall be notified. Call 951-922-7656 or reach the TLU supervisor at the Cabazon Station or via dispatch.
  - As soon as practical after discovery of such remains, the Coroner’s Bureau shall be notified. Call 951-443-2360.

### 345.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).
Incident Notifications

358.1 PURPOSE AND SCOPE
A primary goal of the department is to offer a transparent view of our operations and of occurrences within the county. A supervisor making department administration aware of such incidents is often the first step in achieving this goal. Since the department responds to so many unique and unexpected events and occurrences, some clarification is needed about what should be reported to Sheriff's Administration. This policy provides guidance for determining when, how and to whom notification should be made and is intended to work in conjunction with a supervisor's judgment and experience.

358.2 INCIDENTS REQUIRING NOTIFICATION
Serious crimes, disasters, or prolonged incidents are of interest to the Sheriff and the affected Chief Deputy for a variety of reasons. The following list of incident types requiring notification by a supervisor, is provided as a guide but may not include other occurrences about which formal notification should be considered.

- Homicides;
- Officer involved shooting - on or off duty (see DSM § 310.5.3 for other considerations);
- Any on- or off-duty discharge of a firearm regardless of injury;
- Hate crimes;
- Significant incident on a school campus or related to campus safety;
- Terrorist incidents and specific or credible threats of terrorism;
- Detention, arrest, or booking of elected officials, government officials, dignitaries, notables, law enforcement agency personnel, or Riverside County Sheriff's Department personnel;
- Death or serious injuries to suspects in, or being taken into our custody;
- Pursuits that result in injury, major damage, or significant media exposure;
- Press inquiries into note-worthy incidents, or media presence at a scene;
- Any event likely to prompt media inquiries;
- Inmate hunger strike
- Significant inmate disturbance or riot
- Inmate escape or attempted escape
- Major or prolonged power failure within a jail
- Emergency movement, relocation, or evacuation of large numbers of inmates
- Serious jail health crisis, e.g. wide-spread food poisoning, disease outbreak
Incident Notifications

- Local disasters, 11-99 responses, or the providing of significant mutual aid;
- Investigations involving criminal conduct by RSD employees;
- Traffic collision with major damage to county property;
- Traffic collision with any injury to county employee;
- Aircraft crash with major damage, injury, or death;
- Significant injury, hospitalization, or death of employee - on or off-duty;
- Death of a Riverside County official or other notable person;
- SEB, HDT, or CHU activations;
- Search and rescue (SAR) operations involving RSD SAR - in or out of Riverside County;
- High-profile/risk search warrants;
- Warrant sweeps;
- Multi-Agency operations or large scale enforcement activity;
- Evacuations of any type;
- Missing children with unusual circumstances, Amber Alerts, Blue Alerts, Silver Alerts;
- Labor disputes, planned or unplanned;
- Massive demonstrations and/or rioting

358.3 NOTICE OF INCIDENT (NOI)
Following a supervisor's initial handling of a major incident, a Notice of Incident (NOI) should be sent via email to the station or bureau lieutenant(s) and commander. All of the incidents listed in section 358.2 will generally require an NOI; however, a supervisor's presence and leadership at a critical incident or evolving crime scene shall take precedence over the distribution of the NOI. As soon as circumstances are stabilized, sufficient resources have arrived, and the supervisor has gathered and confirmed the basic facts, the NOI should be written and sent to recipients designated by the commander.

A summary is all that is required. Supervisor's should refrain from offering opinions or predictions, and adhere to all protocols regarding victim and suspect identities. An NOI is confidential, and shall not be distributed to the media, distributed to citizens, or posted to any on-line format or forum.

Additional, or update, notifications may be needed as an incident develops, but these may be brief narrative summaries sent within the same email string to all original recipients.

See attachment: NOI TEMPLATE.pdf
**Incident Notifications**

358.3.1 NOTICE OF INCIDENT (NOI) - EMPLOYEE INJURY / SERIOUS ILLNESS
A supervisor may use a shorter format to make notification of on-, or off-duty employee injuries or serious illness. A supervisor's core functions immediately following a significant employee injury should not be interrupted to complete such notifications.

See attachment: NOI TEMPLATE EMPLOYEE.pdf

358.4 ROUTINE NOTIFICATIONS
Since not all incidents require an NOI, or necessitate notification to a chief deputy, shift supervisors may call, email, or text brief summaries of otherwise notable incidents to their supervisor without using the NOI format.

358.5 OTHER NOTIFICATIONS
The arrest of a peace officer should prompt a notification to the station or bureau lieutenant and an NOI as listed in 358.2. There is no mandate to notify the employing agency of such arrests, therefore our agency response will depend upon direction from the Professional Standards Bureau. The arrest of a school employee may necessitate notification to their employer under specific circumstances. See DSM #373. All questions regarding employer notifications of arrest should be directed to the on-call PSB sergeant.

358.6 SUPERVISOR RESPONSIBILITY
The Watch Commander is responsible for writing and sending the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information about the incident as possible before any notification and be prepared to provide pertinent information to assist their supervisor. The Watch Commander shall attempt to make the notifications as soon as practicable, but not before scenes are stabilized. Notification should be made by calling the phone number provided by their supervisor. If no answer is received, the supervisor shall send a very brief summary of the incident to their supervisor by email or text message.

358.6.1 INVESTIGATOR NOTIFICATION
If the incident requires that an investigator respond from home, the immediate supervisor of the Investigations Bureau shall be contacted who will then contact and dispatch investigator(s). The Investigations Bureau Sergeant will notify the Investigations Bureau Lieutenant.

358.6.2 TRAFFIC BUREAU NOTIFICATION
In the event of a traffic fatality or major-injury collision, the Traffic Sergeant shall be notified who will then contact the appropriate accident investigator. The Traffic Sergeant will notify the Traffic Lieutenant.

358.6.3 MEDIA INFORMATION BUREAU (MIB) NOTIFICATION
The Public Information Officer shall be notified by telephone, as soon as practical, regarding incidents listed in 358.2 or whenever the media is present at, or inquiring about, an incident. Other
Incident Notifications

routine or "information only" notifications related to other on-going or planned occurrences that will inform the MIB about department operations should be made by email to MIB@riversidesheriff.org.

358.6.4 SHERIFF'S ADMINISTRATIVE LOG
A summary of these critical incidents shall also be included in the daily Sheriff's Administrative Log (SAL). The SAL is a brief compilation of a station or bureau’s notable activity over the preceding 24-hour period. The log shall be distributed via the relevant SAL email group by 0500 hours each day and include data regarding the number of calls handled in the city and county, a very brief summary of notable incidents, and the sender's contact information.

See attachment: SAL.pdf
Anti-Reproductive Rights Crimes Reporting

367.1 PURPOSE AND SCOPE
This policy shall establish a procedure for the mandated reporting of Anti-Reproductive Rights Crimes (ARRC) to the Attorney General pursuant to the Reproductive Rights Law Enforcement Act (Penal Code § 13775 et seq.).

367.2 DEFINITIONS
Penal Code § 423.2 provides that the following acts shall be considered Anti-Reproductive Rights Crimes (ARRC) when committed by any person, except a parent or guardian acting towards his or her minor child or ward:

(a) By force, threat of force, or physical obstruction that is a crime of violence, intentionally injures, intimidates, interferes with, or attempts to injure, intimidate, or interfere with any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant;

(b) By non-violent physical obstruction, intentionally injures, intimidates, or interferes with, or attempts to injure, intimidate, or interfere with, any person or entity because that person or entity is a reproductive health services client, provider, or assistant, or in order to intimidate any person or entity, or any class of persons or entities, from becoming or remaining a reproductive health services client, provider, or assistant;

(c) Intentionally damages or destroys the property of a person, entity, or facility, or attempts to do so, because the person, entity, or facility is a reproductive health services client, provider, assistant, or facility.

367.3 REPORTING REQUIREMENTS

(a) Upon the receipt of the report of an ARRC, it shall be the responsibility of the employee taking such a report to also complete an ARRC Data Collection Worksheet (BCIA 8371) in accordance with the instructions contained on such forms. See attachment: BCIA 8371.ARRC.pdf

(b) The ARRC Data Collection Worksheet shall be processed with all related reports and forwarded to the Information Services Bureau.

(c) By the 10th of each month, it shall be the responsibility of the Information Services Bureau Records Manager to insure that a Summary Worksheet (BCIA 8370) is submitted to the Department of Justice Criminal Justice Statistics Center.

1. In the event that no ARRC's were reported during the previous month, a Summary Worksheet shall be submitted to DOJ with an indication that no such crimes were reported.
Anti-Reproductive Rights Crimes Reporting

2. Any ARRC’s reported in the Summary Worksheet shall be accompanied by a copy of the related Data Collection Worksheet(s).
Communications with Persons with Disabilities

371.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

371.1.1 DEFINITIONS
Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, translators, sign language interpreters and intermediary interpreters.

371.2 POLICY
It is the policy of the Riverside County Sheriff's Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects, arrestees, and inmates have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

371.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR
The Sheriff shall delegate certain responsibilities to an ADA Coordinator (28 CFR 35.107). The ADA Coordinator shall be appointed by and directly responsible to the Support Services Chief or authorized designee.

The responsibilities of the ADA Coordinator shall include, but are not limited to:

(a) Working with the County ADA coordinator regarding the Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports, new procedures, or recommending modifications to this policy.
Communications with Persons with Disabilities

(c) Ensuring that a list of qualified interpreter services is maintained and available to each watch commander and dispatch supervisor. The list should include information regarding the following:

1. Contact information
2. Availability

(d) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(e) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.

(f) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to departmental services, programs and activities.

371.4 FACTORS TO CONSIDER
Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this Department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean they completely understand the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

371.5 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems. Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities. In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual’s choice of auxiliary aid or service. The individual’s preferred communication
Communications with Persons with Disabilities

method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.
(b) The nature, length and complexity of the communication involved.
(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

371.6 TYPES OF ASSISTANCE AVAILABLE
Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept Department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

The Department maintains the following service contracts with the following language translation services:

(a) Rise Interpreting (services include sign language)
(b) Interpreters Unlimited (services include written languages)
(c) Dayle McIntosh Center (services include VRI)

371.7 AUDIO RECORDINGS AND ENLARGED PRINT
The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members
may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

371.8 QUALIFIED INTERPRETERS
A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or investigation involving the disabled individual. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- Available within a reasonable amount of time but in no event longer than one hour if requested.
- Experienced in providing interpretation services related to law enforcement matters.
- Familiar with the use of VRS and/or video remote interpreting services.
- Certified in either American Sign Language (ASL) or Signed English (SE).
- Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use Department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide their own interpreter (28 CFR 35.160).

On-scene interpretation needs can be coordinated through Dispatch. For other situations, employees can directly contact the companies in 371.6 from a list maintained at each station / bureau (the list contains station-specific identification numbers).

371.9 TTY AND RELAY SERVICES
In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing, or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.
Communications with Persons with Disabilities

371.10 COMMUNITY VOLUNTEERS
Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, Department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

371.11 FAMILY AND FRIENDS
While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

371.12 REPORTING
Whenever any member of this Department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

371.13 FIELD ENFORCEMENT
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.
Communications with Persons with Disabilities

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this Department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual’s preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, deputies should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

371.13.1 FIELD RESOURCES
Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
(b) Exchange of written notes or communications.
(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

371.14 CUSTODIAL INTERROGATIONS
In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Miranda warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written Miranda warning card.
Communications with Persons with Disabilities

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

371.15 ARREST, BOOKINGS, AND HOUSING
If an individual with speech or hearing disabilities is arrested, the arresting deputy shall use Department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates they prefer a different auxiliary aid or service or the deputy reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee’s health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

Corrections personnel shall review the special needs log at the beginning of each shift to identify inmates with special needs. If communication with a deaf or hard of hearing inmate is required, the classification notes shall be consulted to determine their preferred method of communication.

371.16 COMPLAINTS
The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this Department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the Department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

371.17 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this Department are important to the ultimate success of more traditional law enforcement duties. This Department will continue to work with community groups, local businesses, and neighborhoods to provide equal access to such programs and services.
371.18 TRAINING
To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.
(b) Procedures for accessing qualified interpreters and other available resources.
(c) Working with in-person and telephone interpreters and related equipment.

Station/bureau commanders or their designee shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Ben Clark Training Center shall maintain records of all training provided in accordance with established records retention schedules.

371.18.1 CALL-TAKER TRAINING
Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
(b) ASL syntax and accepted abbreviations.
(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Dispatch members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur every six months.
Mandatory Employer Notification of Arrest

373.1 PURPOSE AND SCOPE
The purpose of this policy is to describe the requirements and procedures to follow when a public or private school employee (teacher and non-teacher), care facility employee, or sworn peace officer has been arrested under certain circumstances. When an employee of a public or private educational institute is arrested for specified sex and narcotic offenses, California Penal, Health and Safety, and Education Codes require mandatory notifications to specified entities, provided that the department knows the arrestee is a school employee.

373.2 NOTIFICATION PROCEDURE
Whenever a sworn member of the department has arrested a school, or care facility employee as defined below, the deputy shall notify their supervisor as soon as practical of the arrest and charge. The supervisor shall evaluate the circumstances and determine if notification to the arrestee's employer is required by law, and if so, due diligence should be put forth in attempting to notify the employer as soon as practical.

The supervisor shall only notify the employer about the arrest and applicable charge requiring notification. Details about statements made, specific acts alleged, or other extraordinary information shall not be divulged or discussed.

See section 373.3 for arrests of law enforcement agency personnel.

373.3 ARRESTS OF LAW ENFORCEMENT AGENCY PERSONNEL
The arrest or detention of sworn peace officers should be conveyed to an RSD supervisor via the guidelines in DSM #358, but all employer notifications to the arrestee's agency, if any, will be made by the Professional Standards Bureau. Employer notifications regarding the arrest of non-sworn employees shall not be made.

373.4 ARREST OF PERSONS EMPLOYED IN COMMUNITY CARE FACILITY
In the event an employee of a community treatment facility, a day treatment facility, a group home, a short-term residential therapeutic program or a foster family agency is arrested for child abuse (as defined in Penal Code § 11165.6) and the employee is free to return to work where children are present, the investigating member shall notify the licensee of the charge of abuse (Health and Safety Code § 1522.2).

373.5 MANDATORY SCHOOL EMPLOYEE ARREST REPORTING
In the event a school employee is arrested for any offense enumerated below, the Sheriff or his/her designee is required to report the arrest as follows.

373.5.1 ARREST OF PUBLIC SCHOOL TEACHER
**Mandatory Employer Notification of Arrest**

In the event a public school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a) or Education Code § 44010, the Sheriff or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the teacher and to immediately give written notice of the arrest to the Commission on Teacher Credentialing and to the superintendent of schools in the county where the person is employed (Health and Safety Code § 11591; Penal Code § 291).

373.5.2 ARREST OF PUBLIC SCHOOL NON-TEACHER EMPLOYEE
In the event a public school non-teacher employee is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290, Penal Code § 261(a) or Education Code § 44010, the Sheriff or his/her designee is mandated to immediately notify by telephone the superintendent of the school district employing the non-teacher and to immediately give written notice of the arrest to the governing board of the school district employing the person (Health and Safety Code § 11591; Penal Code § 291).

373.5.3 ARREST OF PRIVATE SCHOOL TEACHER
In the event a private school teacher is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety Code § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(12), or for any of the offenses enumerated in Penal Code § 290 or Education Code § 44010, the Sheriff or his/her designee is mandated to immediately notify by telephone the private school authority employing the teacher and to immediately give written notice of the arrest to the private school authority employing the teacher (Health and Safety Code § 11591; Penal Code § 291.1).

373.5.4 ARREST OF COMMUNITY COLLEGE INSTRUCTOR
In the event a teacher or instructor employed in a community college district school is arrested for any controlled substance offense enumerated in Health and Safety Code § 11590 or Health and Safety § 11364, in so far as that section relates to Health and Safety Code § 11054(d)(9), or for any of the offenses enumerated in Penal Code § 290 or in Penal Code § 261(a)(1), the Sheriff or the authorized designee is mandated to immediately notify by telephone the superintendent of the community college district employing the person, and shall immediately give written notice of the arrest to the California Community Colleges Chancellor’s Office (Health and Safety Code § 11591.5; Penal Code § 291.5).
Biological Samples

375.1 PURPOSE AND SCOPE
This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples from those required to register, for example, sex offenders.

375.2 POLICY
The Riverside County Sheriff's Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state.

Those who must submit a biological sample include (Penal Code § 296):

(a) A person, including a juvenile, upon conviction or other adjudication of any felony offense.
(b) A person, including a juvenile, upon conviction or other adjudication of any offense if the person has a prior felony on record.
(c) An adult arrested or charged with any felony.

375.2.1 ARRESTEES
Immediately following arrest, or during the booking process, or as soon as administratively practicable after arrest (but in any case prior to physical release from custody), any adult arrested or charged with any of the following felony offenses are required to provide DNA samples. (Penal Code § 296.1(a)(1)(A):

(a) Any felony offense or attempt to commit any felony offense specified in Penal Code § 290 or felony offense which requires registration under 290. (Penal Code § 296(a)(2)(A)). Murder, voluntary manslaughter or the attempt to commit either offense. (Penal Code § 296(a)(2)(B)). Samples collected under this provision will be collected by the Corrections Division after booking.

375.2.2 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 DOJ 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)). Samples collected under this provision will generally be collected at the offender's station of registration.
Biological Samples

A) FIELD OPERATIONS
(a) When a 290 PC registrant appears for their registration appointment, a CII inquiry needs to be completed to see if the registrant is on file with DOJ for CAL-DNA and palm prints.

1. Query the individual's CII record. Check the record to verify it is for the correct individual and that the specified criminal conviction is listed on the record.

2. Check to verify whether or not DOJ has received a CAL-DNA sample and that the registration crime is listed in Penal Code Section 296. The CII record will reflect one of the following entries if DOJ has received CAL-DNA:
   (a) DNA SAMPLES RECEIVED notice will appear as: DNA SAMPLES HAVE BEEN COLLECTED AND RECEIVED BY THE DNA LABORATORY PURSUANT TO 296 PC.
   (b) DNA SAMPLES TYPED notice will appear as: DNA TYPING HAS BEEN COMPLETED ON A BLOOD SAMPLE SUBMITTED UNDER 296 PC AND THE DATA IS STORED IN THE (BFS) FELON DATA BASE.
   (c) NEW DNA SAMPLE IS NEEDED notice will appear as: REQUEST THAT A NEW SAMPLE OF BLOOD AND SALIVA BE COLLECTED UNDER 296 PC AND SUBMITTED TO THE DNA LABORATORY.

3. Check to verify whether DOJ has received palm print card impressions. The palm print impression flag is separate from the CAL-DNA flag. Do not assume the palm cards have been obtained just because the CAL-DNA flag appears on the CII.
   (a) The palm print flag appears in the criminal history record as: PALM PRINT ON FILE AT DOJ.

4. If the CII record does not have a flag indicated above that a CAL-DNA sample or palm print has been obtained, you must collect these specimens in accordance with state law and Department procedures.

375.2.3 INMATES WITHIN RIVERSIDE COUNTY FACILITY
Corrections personnel will obtain DNA samples as outlined in CORRECTIONS DIVISION POLICY MANUAL 504.06 - DNA SAMPLES.

375.3 SAMPLE TYPES
Those who must submit a biological sample must submit at least one of the following types:

375.3.1 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 DOJ DNA lab shall be placed in DOJ 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.
Biological Samples

375.3.2 BUCCAL SWABS
Buccal swab samples (taken from the inside of the mouth) may only be procured by employees who have received training in the collection of buccal swabs and with the use of DOJ buccal swab collectors in accordance with product instructions (Penal Code § 298(a) and (b)(3)). A right thumbprint shall be placed on the collector along with other required identifying information. The subject should be positively identified by livescan.

(Note: If an individual violently resists or presents other officer safety issues, employees may omit buccal swab samples upon approval of a supervisor. (See 375.3.4)

375.3.3 FULL PALM PRINTS
Full palm print impressions shall be obtained on DOJ prescribed forms along with all DNA samples. (Penal Code § 298(b)(4)).

375.3.4 USE OF FORCE TO OBTAIN SAMPLES
Riverside County employees outside the Corrections Division shall not use force to collect a DNA sample.

(a) Any person who refuses to give the required samples is guilty of a misdemeanor (Penal Code Section 298.1) therefore, following a refusal, a criminal case shall be forwarded to the District Attorney’s office for prosecution.

375.4 PROCEDURE
When an individual is required to provide a biological sample, a trained employee shall obtain the sample in accordance with this policy.

375.4.1 COLLECTION
The following steps should be taken to collect a sample:

(a) Verify that the individual is required to provide a sample pursuant to Penal Code § 296; Penal Code § 296.1.

(b) Verify that a biological sample has not been previously collected from the offender by querying the individual’s criminal history record for a DNA collection flag or, during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination.

375.4.2 FOLLOW UP NOTICE TO DOJ
Within two (2) years of submitting any DNA specimen, sample or impression to DOJ, this Department shall notify DOJ whether the individual remains a suspect in a criminal investigation. (Penal Code § 297(b)(2)). It shall be the responsibility of DOJ to thereafter purge samples of any individual(s) who are no longer a suspect in any criminal investigation from the DNA database.
375.5 LEGAL MANDATES AND RELEVANT LAWS

California law provides for the following:

375.5.1 BLOOD SAMPLES

A blood sample should only be obtained under this policy when:

(a) The California DOJ requests a blood sample and the subject consents, or

(b) A court orders a blood sample following a refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code § 298(a); Penal Code § 298(b)(2)).

375.5.2 LITIGATION

The Sheriff or authorized designee should notify the California DOJ’s DNA Legal Unit 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.
Service Animals

382.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

382.1.1 DEFINITIONS
Definitions related to this policy include:

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; Health and Safety Code § 113903).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler’s control, the facility can accommodate the horse’s type, size and weight, and the horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

382.2 POLICY
It is the policy of the Riverside County Sheriff's Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

382.3 IDENTIFICATION AND USE OF SERVICE ANIMALS
Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
Service Animals

- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

- California law requires landlords to allow tenants to possess service, and in some cases ‘emotional support,’ animals on their property under certain circumstances.

- California law allows a certified trainer of service animals to be accompanied by such animal even if the handler does not have a disability.

382.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Riverside County Sheriff's Department affords to all members of the public (28 CFR 35.136).

382.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal’s status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

382.4.2 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a deputy may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.
382.4.3 CONTACT
Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

382.4.4 COMPLAINTS
When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, deputies should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).
Station or Bureau K-9 Volunteer Program - Trial

383.1 IMPLEMENTATION
The sheriff may authorize the placement of a K-9 Volunteer at any station or bureau to strengthen comradery and to enhance our relationship with the public. This policy will outline the limitations and requirements before the placement of any K-9 Volunteer can occur. The safety of the employees and civilian visitors, and the proper care of the K-9 Volunteer must be diligently pursued before and during the implementation of a K-9 Volunteer program. These responsibilities fall to the area's captain or lieutenant.

It is important to note, that the K-9 Volunteer does not have a designated handler, and therefore the program relies on the efforts and contributions of all assigned with the K-9 Volunteer. Only the Coroner's Office, Sheriff's Dispatch, and the Basic Peace Officer Academy at the BCTC will participate in this trial program. Other locations may be added in the future with the Sheriff's approval.

383.2 QUALIFICATIONS
The dog must be certified through a nationally recognized organization for service dogs. This requirement is designed to verify, to the extent possible, that the behavior, temperament, and obedience of the K-9 Volunteer does not create a danger or a distraction in the workplace. Review and approval of the certification will be conducted by the sheriff or a designee before the placement of any K-9 Volunteer. The commander must provide proof of all vaccinations at the time of placement and maintain such vaccinations as commonly recommended by a veterinarian. The sheriff or designee may require re-certification or testing of the K-9 Volunteer at any time.

383.3 DISQUALIFICATIONS
A K-9 Volunteer may be disqualified from placement, or may be removed from department property and workplaces, if:

1. Aggressive behavior is observed such as biting, growling, lunging, nipping, or scratching;
2. The K-9 engages in uncontrolled, disruptive, or aggressive barking;
3. The K-9 destroys department or employee property;
4. The K-9 is not being properly cared for;
5. The K-9 falls into poor health;
6. The K-9 becomes a distraction to the unit's mission, safety, or workload;
7. The K-9 is urinating, defecating or vomiting inside the bureau or station;
8. The sheriff or his designee deems the dog disqualified;
383.4 PROCEDURES AND CARE

1. Any facility with a K-9 Volunteer must place conspicuous signs at the main entrance notifying the public that a dog is on the property.

2. The K-9 shall be in a designated area of the building without unsupervised access to the visiting public.
   (a) If the public is visiting with the K-9 Volunteer, a department member shall be present at all times and the dog shall be on a leash.

3. K-9 Volunteers shall never be allowed into areas where evidence is stored or is processed.

4. K-9 Volunteers shall not be allowed in break rooms or dining rooms.

5. K-9 Volunteers must be under some general supervision at all times.
   (a) Bureaus or stations that are unoccupied for periods of time during the day or night, may not be suitable for a K-9 Volunteer.
   (b) If a work location is not staffed during nighttime hours, or night staffing is insufficient to care for the K-9 Volunteer, the commander must make arrangements for volunteer care and housing elsewhere.

6. One employee on duty at any given time, must be willing to assume responsibility for the K-9 Volunteer’s care, feeding, and control.

7. Neither the department or the station/bureau shall incur any costs for feeding, supplies, or medical care of the K-9 Volunteer unless such costs are authorized by the station/bureau commander.

8. An off-duty employee, regardless of classification or rank, who voluntarily accepts responsibility for a K-9 Volunteer will not be deemed to be on-duty or on-call, simply for caring for the K-9 Volunteer. Employees doing so, either on or off-duty, are ineligible for extra pay or benefits and no special designation or assignment exists related to a K-9 Volunteer.

9. Any employee who witnesses or experiences aggressive behavior by the K-9 Volunteer shall report it to their supervisor immediately.

10. Commander approval must be obtained before the K-9 Volunteer is transported from the station or bureau for any reason.
Department Use of Social Media

385.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes.
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department.

385.1.1 DEFINITIONS
Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services

385.2 POLICY
The Riverside County Sheriff’s Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

All department-approved social media platforms, accounts, or sites are the sole property of the department.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

385.3 AUTHORIZED USERS
Only members authorized by the Sheriff or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Sheriff may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor and the Media Information Bureau (MIB) prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command and sent to the MIB.

385.3.1 WEBSITE APPROVAL
Any department website must be approved before creation. Any station, bureau, or group must complete a ‘social media account’ request form (RSD 128), available on the intranet under ‘Social
Department Use of Social Media

Media. The form will be forwarded, via the chain of command, to the MIB for review. If approved, MIB staff will create all accounts and approve authorized users. Any approval for a site is not permanent and may be revoked at any time.

385.4 AUTHORIZED CONTENT
Only content that is appropriate for public release, that supports the department mission and conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

(a) Announcements.
(b) Tips and information related to crime prevention.
(c) Investigative requests for information.
(d) Requests that ask the community to engage in projects that are relevant to the department mission.
(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
(f) Traffic information.
(g) Press releases.
(h) Recruitment of personnel.

385.4.1 INCIDENT-SPECIFIC USE
During rapidly-evolving incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

385.5 PROHIBITED CONTENT
Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
(c) Any information that could compromise an ongoing investigation.
(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Riverside County Sheriff's Department or its members.
(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
(f) Any content posted for personal use.
(g) Any content that has not been properly authorized by this policy, a supervisor, and the MIB.
Department Use of Social Media

Any member who becomes aware of content on this department’s social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view, investigate the origin of the entry, and notify the MIB.

385.5.1 PUBLIC POSTING PROHIBITED
Department social media sites shall be designed and maintained to prevent posting of content by the public.

The Department may provide a method for members of the public to contact department members directly.

385.6 MONITORING CONTENT
The Sheriff will appoint an MIB supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

385.7 RETENTION OF RECORDS
The Administration Chief Deputy should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

385.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.
Gun Violence Restraining Orders

387.1 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.

387.1.1 DEFINITIONS
Definitions related to this policy are listed below. Each of these orders, if granted by a judicial officer, prohibits the restrained person from having custody or control over, owning, purchasing, possessing, receiving, or attempting to purchase or receive any firearm or ammunition (Penal Code § 18100).

Emergency Gun Violence Restraining Order - An emergency order requested by law enforcement and lasting up to 21 days.

Ex-Parte Gun Violence Restraining Order - An emergency order requested through a civil court, petitioned by an immediate family member of the person to be restrained, or by law enforcement, lasting up to 21 days.

Gun Violence Restraining Order - A civil order petitioned by an immediate family member of the restrained person or by law enforcement, issued after a notice and hearing, and lasting up to one year.

387.2 POLICY
It is the policy of the Department to petition for and serve emergency, ex-parte, and civil 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.

387.3 GUN VIOLENCE RESTRAINING ORDERS
A law enforcement officer who reasonably believes a person is a present danger to him/herself or another person by controlling, owning, purchasing, possessing, receiving, or otherwise having custody of a firearm, or because less restrictive alternatives have either been tried and found to be ineffective, or have been determined to be inadequate or inappropriate, may:

(a) Request an Emergency Gun Violence Restraining Order (EPO #002) from a judicial officer (whether in person or via telephone) as outlined in 378.4 below; and or

(b) Contact their respective station detective bureau and request a Domestic Violence Threat Management investigator review the case and consider submitting an ex-parte or civil Gun Violence Restraining Order, with the assistance of Riverside County Counsel.

Deputies petitioning the court should use the forms established by the Judicial Council (Penal Code § 18105). The petition should describe the number, types, and locations of any firearms and ammunition that the deputy believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective.
Gun Violence Restraining Orders

or inadequate for the circumstances (Penal Code § 18125; Penal Code § 18150; Penal Code § 18175).

If it is not practical under the circumstances to submit a written petition, a deputy may orally request an order, and then prepare and sign a declaration under penalty of perjury that recites the oral statements provided to the judicial officer and memorialize the order of the court on the appropriate Judicial Council form (Penal Code § 18140).

(a) Describe how the subject of the petition poses a significant danger in the near future of personal injury to him/herself or another by possessing or receiving a firearm or ammunition as determined by the factors listed in Penal Code § 18155;

(b) Describe how the order is necessary to prevent personal injury to the subject of the petition or another, or because less restrictive alternatives have either been tried or found to be ineffective or inadequate or inappropriate for the circumstances;

(c) Understand the judicial officer considers the following when determining the facts in support of the order:

1. A recent (within the past six months) threat of violence or act of violence directed at another;
2. A recent threat or act of violence directed toward the subject of the petition
3. Any recent violation of a protective order of any kind;
4. Any conviction of a violent offense;
5. Any pattern of violent acts or threats within the past twelve months;
6. The unlawful and reckless use, display, or brandishing of a firearm;
7. Any history of use, attempted use, or threatened use of physical force against another person;
8. Any prior history of a felony arrest; and past police reports and records of convictions or recent criminal offenses that involve controlled substances or alcohol, ongoing abuse of controlled substances or alcohol, and/or evidence of recent acquisition of firearms, ammunition, or other deadly weapons.

Once the order has been granted, the law enforcement officer shall (Penal Code § 18140):

(a) Check the California Law Enforcement Telecommunications System (CLETs) to determine if there are any firearms registered to the individual and to review both local, state, and federal contacts to determine if the person has ever been documented as having a firearm or arrested for the same;

(b) If the subject has been located, ask them if they have any firearm, ammunition, or magazine in their possession or under their custody or control (Penal Code § 18160);

(c) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120);

(d) Take into temporary custody any firearm or other deadly weapon discovered in plain sight or pursuant to consent (Penal Code § 18250);
Gun Violence Restraining Orders

(e) If the subject refuses to provide consent to search for firearms or refuses to relinquish their firearms pursuant to the court order, consider obtaining a search warrant (see 387.5 below);

(f) Inform the restrained person they are required within 24 hours to surrender their firearms and/or ammunition to a law enforcement agency or sell them to a licensed firearms dealer;

(g) Provide the subject of the order with a copy of the order;

(h) Provide the subject with a property receipt of all items taken;

(i) As soon as practicable, but no later than end of shift, submit proof of service to the Records Manager (station or ISB) for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115) and request the Department of Justice place the individual in the Armed Prohibited Persons System;

(j) Request a supervisor flag the subject's address regarding the incident that prompted the request for the order;

(k) Document all of these actions in an incident report;

(l) As soon as practicable, provide a copy of the report to the station detective bureau / Domestic Violence Threat Management investigator so a petition to the court for a permanent (one-year) civil order can be considered.

All firearms and ammunition collected shall be handled and booked in accordance with the Property and Evidence Policy.

387.4 SERVICE OF EMERGENCY GUN VIOLENCE RESTRAINING ORDERS

Any law enforcement officer requesting an Emergency Gun Violence Restraining Order shall complete the required form and contact the on-call magistrate. When completing the form:

(a) Describe how the subject of the petition poses a significant danger in the near future of personal injury to him/herself or another by possessing or receiving a firearm or ammunition as determined by the factors listed in Penal Code § 18155;

(b) Describe how the order is necessary to prevent personal injury to the subject of the petition or another, or because less restrictive alternatives have either been tried or found to be ineffective or are inadequate or inappropriate for the circumstances;

(c) Understand the judicial officer considers the following when determining the facts in support of the order:

1. A recent (within the past six months) threat of violence or act of violence directed at another;
2. A recent threat or act of violence directed toward the subject of the petition
3. Any recent violation of a protective order of any kind;
4. Any conviction of a violent offense;
5. Any pattern of violent acts or threats within the past twelve months;
6. The unlawful and reckless use, display, or brandishing of a firearm;
7. Any history of use, attempted use, or threatened use of physical force against another person;

8. Any prior history of a felony arrest; and past police reports and records of convictions or recent criminal offenses that involve controlled substances or alcohol, ongoing abuse of controlled substances or alcohol, and/or evidence of recent acquisition of firearms, ammunition, or other deadly weapons.

Once the order has been granted, the law enforcement officer shall (Penal Code § 18140):

(a) Check the California Law Enforcement Telecommunications System (CLETS) to determine if there are any firearms registered to the individual and to review both local, state, and federal contacts to determine if the person has ever been documented as having a firearm or arrested for the same;

(b) If the subject has been located, ask them if they have any firearm, ammunition, or magazine in their possession or under their custody or control (Penal Code § 18160);

(c) Request that any firearms or ammunition be immediately surrendered and issue a receipt for the surrendered items (Penal Code § 18120);

(d) Take into temporary custody any firearm or other deadly weapon discovered in plain sight or pursuant to consent (Penal Code § 18250);

(e) If the subject refuses to provide consent to search for firearms or refuses to relinquish their firearms pursuant to the court order, consider obtaining a search warrant (see 387.5 below);

(f) Inform the restrained person they are required within 24 hours to surrender their firearms and/or ammunition to a law enforcement agency or sell them to a licensed firearms dealer;

(g) Provide the subject of the order with a copy of the order;

(h) Provide the subject with a property receipt of all items taken;

(i) As soon as practicable, but no later than end of shift, submit proof of service to the Records Manager (station or ISB) for prompt entry into the California Restraining and Protective Order System (Penal Code § 18115) and request the Department of Justice place the individual in the Armed Prohibited Persons System;

(j) Request a supervisor flag the subject's address regarding the incident that prompted the request for the order;

(k) Document all of these actions in an incident report;

(l) As soon as practicable, provide a copy of the report to the station detective bureau / Domestic Violence Threat Management investigator so a petition to the court for a permanent (one-year) civil order can be considered.

387.4.1 SERVICE OF EX-PARTE AND GUN VIOLENCE RESTRAINING ORDERS

Any law enforcement officer who chooses to petition the court for an ex-parte or a "permanent" (one-year) order should use the Gun Violence Restraining Order forms established by the Judicial Council (Penal Code § 18105).
Gun Violence Restraining Orders

Once the forms are completed, contact Riverside County Counsel for assistance in filing the packet with the court. The petition should describe the number, types, and locations of any firearms and ammunition that the law enforcement officer believes to be possessed or controlled by the person (Penal Code § 18107). The petition should also describe why less-restrictive alternatives are ineffective or inadequate for the circumstances (Penal Code § 18125, 18150, 18175).

Any law enforcement officer serving any civil ex-parte or Gun Violence Restraining Order shall follow the service procedures outlined in 387.4 Service of Emergency Gun Violence Restraining Orders, and:

(a) Inform the restrained person of any scheduled hearing regarding the order (Penal Code § 18160); and

(b) Transmit the original proof of service form to the issuing court as soon as practicable, but within one business day (Penal Code § 18115)

387.4.2 SERVICE OF ORAL GUN VIOLENCE RESTRAINING ORDERS

If a gun violence restraining order is obtained orally, the deputy shall (Penal Code § 18140):

(a) Serve the order on the restrained person in the manner outlined above, if the restrained person can reasonably be located.

(b) File a copy of the order with the court as soon as practicable after issuance.

(c) Ensure the order is provided to the Records Manager for entry into the computer database system for protective and restraining orders maintained by the Department of Justice.

387.5 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 seek a search warrant. If a search warrant is to be obtained, the preparation and service of the search warrant shall be done in accordance with the Warrant Service Policy and Penal Code § 1542.5. Additionally:

(a) 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.

(b) 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 the following conditions are met:

   1. The firearm or ammunition can be stored in a manner that does not allow the restrained person to have control or access.
   2. There is no evidence that the owner unlawfully possesses the firearm or ammunition.

(c) If a locked gun safe belonging to someone other than the subject of a gun violence restraining order is discovered, the deputy shall not search the contents of the safe
Gun Violence Restraining Orders

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.

387.6 DETECTIVE BUREAU RESPONSIBILITIES
Reports for every case involving an Emergency Gun Violence Restraining Order shall be forwarded to detectives for follow up. Station detectives may assist other bureaus and facilities with these cases. If the follow-up investigation determines a one-year Gun Violence Restraining Order is necessary, the Detective Bureau shall complete the necessary forms and work with County Counsel on the petition. If the petition is accepted, a court hearing will follow. All parties shall be served notice as specified in the form instructions.

Each Detective Bureau will track all Emergency, Ex-Parte, and Gun Violence Restraining Orders in their jurisdiction. The Detective Bureau will review each order and the subject named within the order at least two months prior to the order's expiration date and determine if an additional order is needed. The Detective Bureau will be responsible for the second petition on all orders in their jurisdiction.

387.7 RECORDS MANAGER RESPONSIBILITIES
The records manager is responsible for ensuring:

(a) Proof of service of any Gun Violence Restraining Order served by a deputy or received from the clerk of the court is entered in the computer database system for protective and restraining orders maintained by the Department of Justice 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).

(b) Emergency orders are entered into the California Restraining and Protective Order System (Penal Code § 18140).

(c) Copies of receipts of surrendered firearms or ammunition issued by other agencies for gun violence restraining orders issued by the Department are properly maintained (Penal Code § 18120).

387.8 COURT-ORDERED FIREARMS AND AMMUNITION SURRENDERS
Authorized members 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:

(a) Record the individual’s name, address, telephone number, and driver’s license number
(b) Record the serial number of the firearm
(c) Prepare an incident report and property report
(d) Provide a property receipt to the individual who surrendered the firearms and ammunition
(e) Package and submit the firearms and ammunition in accordance with the Property and Evidence Policy
Gun Violence Restraining Orders

387.9 RELEASE OF FIREARMS AND AMMUNITION
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.
Off-Duty Law Enforcement Actions

388.1 PURPOSE AND SCOPE
The decision to become involved in a law enforcement action when off-duty can place a deputy as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for deputies of the Riverside County Sheriff's Department with respect to taking law enforcement action while off-duty.

388.2 POLICY
Initiating law enforcement action while off-duty is generally discouraged. Deputies should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Deputies are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, deputies should first consider reporting and monitoring the activity and only take direct action as a last resort.

388.3 FIREARMS
Deputies of this department may carry firearms while off-duty in accordance with federal regulations and Department policy. All firearms and ammunition must meet guidelines as described in the Department Firearms Policy. When carrying firearms while off-duty deputies shall also carry their Department-issued badge and identification.

Deputies should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any deputy who has consumed an amount of an alcoholic beverage or taken any drugs or medications or any combination thereof that would tend to adversely affect the deputy's senses or judgment.

388.4 DECISION TO INTERVENE
There is no legal requirement for off-duty deputies to take law enforcement action. However, should deputies decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects
Off-Duty Law Enforcement Actions

(b) The inability to communicate with responding units
(c) The lack of equipment, such as handcuffs, OC or baton
(d) The lack of cover
(e) The potential for increased risk to bystanders if the off-duty deputy were to intervene
(f) Unfamiliarity with the surroundings
(g) The potential for the off-duty deputy to be misidentified by other peace officers or members of the public

Deputies should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

388.4.1 INTERVENTION PROCEDURE
If involvement is reasonably necessary the deputy should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty deputy is on-scene and should be provided a description of the deputy if possible.

Whenever practicable, the deputy should loudly and repeatedly identify him/herself as a deputy sheriff until acknowledged. Official identification should also be displayed.

388.4.2 INCIDENTS OF PERSONAL INTEREST
Deputies should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances deputies should call the responsible agency to handle the matter.

388.4.3 NON-SWORN RESPONSIBILITIES
Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority, and remain at the scene, if safe and practicable.

388.4.4 OTHER CONSIDERATIONS
When encountering a non-uniformed officer in public, uniformed deputies should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

388.5 REPORTING
Any off-duty deputy who engages in any law enforcement activity, regardless of jurisdiction, shall notify the Watch Commander as soon as practicable. The Watch Commander shall determine whether a report should be filed by the employee.

Deputies should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.
Patrol Function

401.1 PURPOSE AND SCOPE
The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

401.2 INFORMATION SHARING
To the extent feasible, all information relevant to the mission of the Department should be shared among all bureaus and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other bureaus or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and bureaus.

401.3 CROWDS, EVENTS AND GATHERINGS
Deputies may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Deputies should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Deputies responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, deputies should consider seeking compliance through advisements and warnings for minor violations and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Deputies are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Deputies should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

401.4 POLICY
The Riverside County Sheriff's Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.
Patrol Function

401.5 FUNCTION
Patrol will generally be conducted by uniformed deputies in clearly marked law enforcement vehicles in assigned jurisdictional areas of Riverside County. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.
(b) Apprehending criminal offenders.
(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
(e) Responding to reports of criminal and non-criminal acts.
(f) Responding to routine calls for service, such as public assistance or public safety.
(g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.
(h) Carrying out community oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
(i) Directing and controlling traffic.
Briefing Training

402.1 PURPOSE AND SCOPE
Briefing training is generally conducted at the beginning of the deputy’s assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct briefing; however deputies may conduct briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

(a) Briefing deputies with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations

(b) Notifying deputies of changes in schedules and assignments

(c) Notifying deputies of new or modified policies and directives

(d) Reviewing recent incidents for training purposes

(e) Providing training on a variety of subjects

402.2 PREPARATION OF MATERIALS
The supervisor conducting briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate deputy in their absence or for training purposes. The sergeant shall ensure that any training material presented is consistent with current Department standards and policies before it is presented.

402.3 RETENTION OF BRIEFING TRAINING RECORDS
Briefing training materials and a curriculum or summary shall be forwarded to the Ben Clark Training Center for inclusion in training records, as appropriate.
Ride-Along Program

404.1 PURPOSE AND SCOPE
The Ride-Along Program provides an opportunity for citizens, employees, and allied agency personnel to experience the Riverside County Sheriff's law enforcement operations first hand. This policy outlines the requirements, limitations, and approval process while also providing the authorized forms for use throughout the Department. This policy does not apply to the Dispatch Center's Observation Program.

404.1.1 ELIGIBILITY
The Ride-Along Program is offered to residents, students and those employed within the county. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant, but other extraordinary factors may also justify disqualification:

- Being under 18 years old (Explorers in good standing must be at least 14)
- Prior criminal history (consideration should be given to severity and date of offense)
- Pending criminal action
- Pending lawsuit against the Department
- Rode-along within the previous two months (see section 404.4)

404.1.2 AVAILABILITY
A ride-along can be scheduled for any time of the day or night, on any day of the week and at any station regardless of the applicant's address. Commanders or their designees may elect not to schedule a ride-along to occur during a special, or unusual event, or on-going critical incident.

404.2 APPLICATION PROCESS
Everyone wishing to observe during a ride-along, with the exception of Reserve Deputies, must complete and submit the application and waiver. The application (RSD Form 213-701) shall be received, processed and scheduled by the station that will host the ride-along. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the required forms.

The applicant will be told that acceptance of this application will be at the discretion of the Station Commander or designee. If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial. Every application, whether approved or denied, will be entered into the Patrol Tracker system, scanned into the Retention of Electronic Documents System (REDS) and the original application retained for 30 days.
See attachment: Ride Along Application-Form 213-701.pdf

404.2.1 CRIMINAL HISTORY CHECK
All ride-along applicants, with the exception of current Department employees or volunteers are subject to a criminal history check. The criminal history check may include a local records check and a Department of Justice Automated Criminal History System check through CLETS prior to their approval as a ride-along. (CLETS Policies, Practices and Procedures Manual § 1.6.1.F.2.).

404.3 PEACE OFFICER RIDE-ALONGS
Peace officers from the Riverside County Sheriff's Department and allied law enforcement agencies can participate in a ride-along. The peace officer, regardless of agency, shall be considered off-duty and in an uncompensated status throughout the ride-along, and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require. If armed, any firearm shall be concealed, and never displayed or used unless in an effort to prevent injury or death.

404.4 PROGRAM REQUIREMENTS
Civilian ride-alongs will be allowed to observe no more than once every two months. Exceptions can apply to the following:

- Department employees and volunteers;
- Explorers;
- Reserve Deputies;
- Applicants involved in approved research or media production.

The Patrol Tracker database known as Ride-Along Application Tracker (RAA) shall be queried before approving each application, and updated after each ride-along. All applicants shall complete an application and the liability waiver form, and be entered into the Ride-Along Application Tracker using their Department ID numbers, or a citizen's driver license number. Reserve Deputies need not complete an application or a waiver, or be entered into the Ride-Along Application Tracker.

An effort should be made to ensure that no more than one citizen will participate in a ride-along during the same shift. Normally, no more than one ride-along will be allowed in the deputy's vehicle at a given time.

Ride-along participants shall not be assigned to a relative or spouse.

No Department employee shall have a ride-along that has not been assigned via the requirements and protocols of this policy.

404.5 FOLLOWING APPROVAL OF THE APPLICATION
Generally, ride-alongs will be scheduled by the Administrative Sergeant.
Riverside County Sheriff's Department
Riverside County Sheriff's Department Standards Manual (DSM)

Ride-Along Program

The administrative sergeant will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective watch commander as soon as possible for his/her scheduling considerations. Stations will assign each ride-along to a specific deputy before their arrival. The host deputy shall not be chosen in the presence of the ride-along. Attendance at the patrol briefing should be allowed so that all deputies on the shift are introduced to the ride-along for safety reasons. The shift sergeant may exclude the ride-along participant from briefing to relay criminal intelligence, confidential information, or to address personnel issues. Following the ride-along, the administrative sergeant should review both the participant and deputy comments provided for issues of departmental interest.

404.6 DEPUTIES' RESPONSIBILITY
The deputy shall advise the dispatcher that a ride-along is present in the vehicle before going into service. Deputies shall consider the safety of the ride-along at all times. Deputies should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another unit respond to pick up the participant at that location. The ride-along may be continued at this time.

Deputies or other Department members accompanying the ride along, shall ensure the observer follows all the rules of conduct listed in 404.6.2.

Upon completion of the ride-along, the ride-along form shall be returned to the watch commander with comments offered by the deputy.

404.6.1 RELEASE OF LIABILITY WAIVER
Before the ride-along experience begins, the waiver (RSD Form 213-701 attachment above) shall be signed by each ride-along observer (except Reserve Deputies) showing that the observer assumes all risks of injury or danger and waives and releases claims against the County of Riverside and any other Department.

(a) All waivers shall be signed prior to any observation within this Department. The signature should be witnessed by the employee receiving the application and who should check the form for proper completion.

(b) Any person who refuses to sign the release of liability waiver shall be denied a ride-along.

404.6.2 CONTROL OF RIDE-ALONG / OBSERVER
The assigned employee shall maintain control over the ride-along at all times and instruct him/her regarding the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the deputy.

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any Department equipment.
Ride-Along Program

(c) The ride-along may terminate the ride at any time and the deputy may return the observer to their home or to the station if the ride-along interferes with the performance of the deputy’s duties.

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

(e) Deputies will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(f) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with a deputy without the expressed consent of the resident or other authorized person.

(g) Ride-alongs shall not video or audio record any portion of their experience or observations unless previously approved by the commander. Limited recording may be approved for the purpose of research, academic study, or pre-approved film production, for example. Any recording shall not violate a citizen’s or a deputy’s legal and reasonable expectation of privacy and shall comply with all laws.

404.6.3 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed. Sandals, T-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Any clothing with images or text portraying alcohol, drugs, nudity, violence, or other subject matter inconsistent with our mission shall not be permitted. The watch commander shall refuse a ride along to anyone not properly dressed.
Bias-Based Policing

406.1 PURPOSE AND SCOPE
This policy provides guidance to department members that affirms the Riverside County Sheriff's Department's commitment to policing that is fair, objective and constitutional.

406.1.1 DEFINITIONS
Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

406.2 POLICY
The Riverside County Sheriff's Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

406.3 BIAS-BASED POLICING PROHIBITED
Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

406.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT
Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

(a) In compiling personal information about a person’s religious belief, practice, affiliation, national origin or ethnicity.

(b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

406.4 MEMBER RESPONSIBILITIES
Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a
supervisor. Members should intervene to prevent any biased-based actions by another member, regardless of rank.

406.4.1 REASON FOR CONTACT
Deputies contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved deputy should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any deputy to document a contact that would not otherwise require reporting.

406.4.2 REPORTING OF STOPS - R.I.P.A.
Unless an exception applies under 11 CCR 999.227, a deputy conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple deputies conduct a stop, the deputy with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Riverside County Sheriff's Department is the primary agency, the Riverside County Sheriff's Department deputy shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the deputy’s shift or as soon as practicable. It must, however, be submitted within 24 hours of the event. (11 CCR 999.227).

406.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
The Internal Affairs Bureau Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against deputies is collected and provided to the Records Manager for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020).

Supervisors should ensure that data stop reports are provided to the Records Manager for required annual reporting to the DOJ (Government Code § 12525.5) per station or bureau procedure(s).

406.6 TRAINING
Training on fair and objective policing and review of this policy should be conducted as directed by the Training Bureau.

(a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
Bias-Based Policing

(b) 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 this community.

(c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary. (Penal Code § 13519.4(i)).
Policing Tribal Lands

407.1 PURPOSE AND SCOPE
The Riverside County Sheriff's Department has regular contact with Tribal lands and their residents and must manage the legal nuances of policing in these areas. This policy will outline specific protocols unique to tribal lands and is intended to assist department members in delivering consistent law enforcement service, criminal investigations and compliance with Public Law 83-280 while serving the twelve Riverside County Tribal Communities, which include:

- Agua Caliente Band of Cahuilla Indians- Palm Desert Station
- Augustine Band of Cahuilla Indians - Thermal Station
- Cabazon Band of Mission Indians - Thermal Station
- Cahuilla Band of Indians- Hemet Station
- Colorado River Indian Tribes - Colorado River Station
- Morongo Band of Mission Indians- Cabazon Station
- Pechanga Band of Luiseno Indians- Southwest Station
- Ramona Band of Cahuilla Indians- Hemet Station
- Santa Rosa Band of Cahuilla Indians- Hemet Station
- Soboba Band of Luiseno Indians- Hemet Station
- Torres Martinez Desert Cahuilla Indians- Thermal Station
- Twenty Nine Palms Band of Mission Indians- Thermal Station

407.2 PUBLIC LAW 83-280
PL 83-280, as enacted by the federal government in 1953, sought to clarify the role of law enforcement upon Indian lands in six states, to include California. The law essentially transferred enforcement of state law to local agencies.

Most basically, PL 83-280 is divided into three areas of governmental concern:

1. Criminal Section (18 United States Code)
2. Civil Section (28 United States Code)
3. Informational Section (25 United States Code)

This policy will focus upon department policy related to the criminal section under 18 USC and our enforcement of state-level, criminal- prohibitive laws.

407.3 LAW ENFORCEMENT AUTHORITY
As stated, PL 83-280 tasked the State of California with enforcement of what are commonly referred to as 'criminal-prohibitive' laws on tribal lands. Criminal-prohibitive laws prohibit certain
Policing Tribal Lands

conduct, and do not exist to simply regulate otherwise allowable conduct. For example, criminal-prohibitive laws would include battery, theft, or sexual crimes and all such criminal-prohibitive statutes are enforceable on tribal lands regardless of the membership status of the offender. The enforcement of these laws carries the exact weight as if the violations were committed elsewhere.

Laws known as civil-regulatory merely regulate otherwise allowable conduct. PL 83-280 prohibits the Sheriff from enforcing civil-regulatory laws. For example, driving is a legal activity that is only regulated by rules and limitations set forth in the vehicle code, therefore civil-regulatory laws in the vehicle code are not enforceable on tribal lands. See 407.3.1.

State or county-level environmental regulations, land use, zoning, gambling, licensing, animal control, and hunting/fishing regulations are civil-regulatory laws and cannot be enforced by Sheriff's personnel.

407.3.1 ROUTINE PATROL AND TRAFFIC ENFORCEMENT
In general, the function of routine patrol and the calls handled by sheriff's personnel are no different than elsewhere in the county, with some notable exceptions.

ENTRY PROTOCOL / NOTIFICATION

Some Memorandums of Understanding outline protocols for access to reservation property, buildings, or businesses. Sheriff's personnel shall abide by any MOU requiring that due diligence be given to notify a reservation representative before entry and should know, for safety and confidentiality reasons, when tribal notification is appropriate and when it is not.

TRAFFIC ENFORCEMENT

The civil-regulatory sections in the California Vehicle Code, such as equipment violations, the requirement to have a valid driver license, current vehicle registration, proof of insurance, or compliance with speed limits, or traffic control signs are not enforceable, and cannot be used as primary detention violations. The majority of misdemeanors and felonies in the vehicle code are enforceable if they prohibit, and not simply regulate, certain conduct.

VEHICLE STORAGE / IMPOUND

Vehicles shall not be seized on tribal lands pursuant to any authority section that is based upon a violation of a civil-regulatory vehicle code section. For example, suspended or unlicensed driver, expired vehicle registration, or illegal handicapped parking are not grounds for lawful vehicle storage. Vehicles stored for other reasons (e.g. evidence, road hazard, driver arrested) shall be processed, towed, and stored as any other.

PARKING ENFORCEMENT

Legal differences exist regarding the classification of land possessed and used by tribes (e.g. Tribal land or Fee land). Therefore, parking enforcement should not be conducted by department members on tribal lands unless the department member has determined the legal status of the relevant land. If serious parking violations persist, department personnel should seek the assistance of tribal police, security personnel, or ask the TLU for direction on future enforcement.
Policing Tribal Lands

CIVIL MATTERS
In general, department personnel should not play a role in civil disputes on tribal lands such as landlord/tenant disputes, evictions from a reservation or repossessions, unless acting in a peacekeeping role. Regulatory laws related to such matters do not apply on tribal lands.

TRIBAL ORDINANCES AND LAWS
Sheriff's personnel shall not enforce any tribal ordinances or laws unless specifically given that authority by a Memorandum of Understanding between the Sheriff and the tribe.

CASINO GAMBLING VIOLATIONS
Unless the elements of a state-level ‘criminal prohibitive’ law exist, Sheriff's personnel shall not enforce the rules or protocols applicable to casino gaming but should instead keep the peace and allow casino or tribal personnel to investigate and resolve the matter.

MEMORANDUMS OF UNDERSTANDING (MOU)
While on tribal lands, Department members shall comply with any agreements, contracts, or Memorandums of Understanding that relate to the patrol function at their specific station or assignment.

407.3.2 MARIJUANA ENFORCEMENT
Enforcement of state-level laws regarding the illegal possession or sale of marijuana apply on tribal lands and can be enforced as they would anywhere else in the county.

If patrol personnel discover large-scale marijuana possession, sales, or cultivation on tribal land, they should contact the Special Investigations Bureau for direction as soon as possible.

407.3.3 CORONER AUTHORITY
All functions and authorities of the Coroner are the same on tribal lands, with the exception of the processing of certain human remains if believed or found to be Native American. Native American remains, funerary objects, and sacred objects found on federal or tribal lands are protected under the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC 3001 et seq). See DSM 345 for specific procedures and limitations in place when Native American remains are discovered on and off tribal lands.

407.3.4 UNATTENDED DEATHS
The Coroner retains all control of bodies on a reservation regardless of the cause or manner of death or tribal membership status of the decedent. Deputies shall respond and process all unattended death incidents according to existing protocols.

Indian Tribes may be allowed to retain possession of a body only after the Coroner has agreed to release it. They then may cremate or bury the body on Reservation land with a properly issued permit from the Health Department.
Policing Tribal Lands

Patrol personnel should consult with the Coroner's office and with the Tribal Liaison Unit to help resolve any disputes or questions during unattended death investigations.

407.3.5 INVESTIGATIONS
All laws and constitutional rights regarding search and seizure, laws of arrest, and Miranda advisements apply on tribal lands.

Detectives responding to tribal lands for a protracted investigation shall notify the department's Tribal Liaison Unit as soon as possible to inform them about the location and circumstances, and to ask for their assistance, if needed.

The passage of PL 83-280 did not diminish a tribe's ability or right to pass and enforce their own laws on their lands. In some instances, concurrent jurisdiction exists between the federal, state and tribal governments. Consideration must be given to what crime has been committed and if the offender is Indian or non-Indian, when determining exclusive or concurrent jurisdictions for prosecution purposes.

407.4 PROTECTION ORDERS
Protection orders can be issued by State Courts, US Territory Courts, and Indian Tribal Courts. The 'Full Faith and Credit' portion of the Violence Against Women Act declares that all states, U.S. Territories and Indian Tribes shall honor each other's protection orders as if they were their own. The following outlines what is and is not required for a Tribal Court Order to be lawfully served or enforced:

If issued by a Tribal Court, the order need not;
1. have a certification or original signature affixed to the order.
2. have a "court stamp"
3. be registered or filed in the victim or respondent's current location.

If issued by a Tribal Court, the order must;
1. have the name of the respondent and the petitioner printed;
2. have a valid date;
3. be issued by a court with jurisdiction over the involved parties;
4. have been issued after the respondent had an opportunity to contest the order;
   (a) Family Code section 6403(b) allows, in the absence of a protection order, a peace officer to consider other factors that may establish probable cause to believe that a valid order exists.

407.4.1 ENFORCEMENT OF PROTECTION ORDERS
A department member assigned to a call alleging a violation of a domestic violence protection order issued by the state court, a US territory, or tribal court shall, when presented with probable cause of the violation;
Policing Tribal Lands

1. Shall make a lawful arrest of the person without a warrant and take that person into custody whether or not the violation occurred in the peace officer's presence (Penal Code 836(c)(1)).

407.4.2 UNSERVED PROTECTION ORDERS
If a law enforcement officer of this state determines that an otherwise valid foreign protection order cannot be enforced because the respondent has not been notified or served with the order, the officer shall inform the respondent of the order, make a reasonable effort to serve the order upon the respondent, and allow the respondent a reasonable opportunity to comply with the order before enforcing the order. Verbal notice of the terms of the order is sufficient notice for the purposes of this section (Family Code 6403(c)).

407.5 TRIBAL LIAISON UNIT (TLU)
In 2008, the Department established a dedicated Tribal Liaison Unit (TLU) to act in the interests of both the department's mission and the service needs of all twelve tribes. The TLU's primary functions include training both department personnel and tribal residents, engagement with various groups and committees managing Indian/Government affairs, and as a liaison to strengthen law enforcement's relationship with Indian Tribes in Riverside County.

Because this policy cannot cover every possible circumstance, the TLU is available to assist and respond, if needed, to help facilitate a quality response and investigation by our Sheriff's personnel. TLU contact information is available within the SOI screen "SOI Tribal" or by email to TLU@Riversidesheriff.org.

407.5.1 TRIBAL LIAISON NOTIFICATIONS
Department members are encouraged to contact the TLU for any questions regarding PL 83-280 or about other aspects of the Sheriff's role and authority on tribal lands. Department members shall notify the Tribal Liaison Unit as soon as possible in the following circumstances:

1. Pursuits on a reservation
2. Deaths
3. Discovery of Human Remains
4. Service of Search Warrants
5. Any other major incident that will likely generate an inquiry by Tribal government
Mobile Data Computer Use

409.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Digital Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between Department members and Dispatch.

409.2 POLICY
Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

409.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any Department technology system (see the Information Technology Use Policy #343 for additional guidance).

409.4 RESTRICTED ACCESS AND USE
MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks, and communications that are directly related to the business, administration, or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from their supervisor.

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

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

409.4.1 USE WHILE DRIVING
Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical, or safety needs should be transmitted over the radio.
Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

409.5 DOCUMENTATION OF ACTIVITY
Except as otherwise directed by a supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.
(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

409.5.1 STATUS CHANGES
All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

409.5.2 EMERGENCY ACTIVATION
If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available deputy should respond in accordance with the deputy Response to Calls Policy #313.

Members should ensure a field supervisor is notified of the incident without delay.

Deputies not responding to the emergency shall refrain from transmitting on the radio until a "no-further-assistance" broadcast is made or if they are also handling an emergency.

409.6 EQUIPMENT CONSIDERATIONS

409.6.1 MALFUNCTIONING MDC
Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Dispatch. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the radio.
Mobile Data Computer Use

409.6.2 BOMB CALLS
When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.
Public Recording of Law Enforcement Activity

411.1 PURPOSE AND SCOPE
This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

411.2 POLICY
The Riverside County Sheriff's Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Deputies should exercise restraint and shall not arbitrarily prevent someone from exercising the right to record members performing their official duties, regardless of their purpose for doing so. Our Code of Ethics includes a duty and promise to respect the Constitutional rights of all.

411.3 RECORDING LAW ENFORCEMENT ACTIVITY
Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present (Penal Code § 69; Penal Code § 148).

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the deputies.
4. Being so close to the activity as to interfere with a deputy’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the deputies, him/herself or others.

411.4 DEPUTY RESPONSE
Deputies should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, deputies should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.
Whenever practicable, deputies or supervisors should give clear and concise warnings to individuals who are conducting themselves unlawfully. Accompanying the warnings should be clear directions on what a person can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to 'clear the area', a deputy could advise the person that he/she may continue observing and recording from the sidewalk across the street.

On-duty Department members being recorded should:

- Consider requesting or assigning cover officers to secure a safe area of operation and notifying videographers of an alternate location designated for them
- Avoid approaching a videographer unless a crime has been committed, or to ask them to move to another area
- Avoid asking for identification unless they have consented to a consensual encounter or they are being detained for a lawful reason
- Avoid engaging in arguments or debates with videographers
- Avoid making unnecessary or antagonistic comments to videographers
- Avoid appearing angry or annoyed by their presence or recording
- Avoid demanding to view their recorded material, or demanding that it be deleted
- Avoid seizing and/or searching devices unless a 4th Amendment Constitutional standard has been reached for a search or seizure
- Provide name and ID number if requested, and that of the shift supervisor if requested
- Remain knowledgeable about the elements of Penal Code sections 69, 148, 602, and other sections relevant to adversarial encounters with onlookers or videographers

If an arrest or other significant enforcement activity is taken as the result of a videographer that interferes with law enforcement activity, deputies shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued. Any and all BWC video shall be submitted as evidence.

411.5 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the deputy and:

(a) Request any additional assistance as needed to ensure a safe environment.
(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
(d) Ensure that any enforcement, seizure or other actions are, or were, constitutional and consistent with this policy and state law.

(e) Explain alternatives for people who wish to express concern about the conduct of Department members, such as how and where to file a complaint, or explaining our reasoning and purpose for a particular action taken.

411.6 SEIZING RECORDINGS AS EVIDENCE
Deputies should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of that person or of another suspect or crime that was recorded by the device in their possession.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

   (a) To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner and the consent should be recorded when possible.

   (b) If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of all property and evidence policies.
Crime and Disaster Scene Integrity

413.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance in handling a major crime or disaster.

413.2 POLICY
It is the policy of the Riverside County Sheriff's Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

413.3 SCENE RESPONSIBILITY
The first deputy at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Deputies shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once a deputy has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the deputy shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person. A critical incident log will be started and passed on to the relief deputy until the scene has been processed and the investigation is complete.

413.4 FIRST RESPONDER CONSIDERATIONS
The following list generally describes the first responder’s function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.
(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
(d) Provide first aid to injured parties if it can be done safely.
(e) Evacuate the location safely as required or appropriate.
(f) Secure the inner perimeter.
(g) Protect items of apparent evidentiary value.
(h) Secure an outer perimeter.
(i) Identify potential witnesses.
(j) Start a chronological log noting critical times and personnel allowed access.
413.5 SEARCHES
Deputies arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once deputies are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Deputies should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

413.5.1 CONSENT
When possible, deputies should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

413.6 EXECUTION OF HEALTH ORDERS
Any sworn member of this department is authorized to enforce all orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (Health and Safety Code § 120155).
Medical Aid / Naloxone Protocols

414.1 PURPOSE AND SCOPE
This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

414.2 POLICY
It is the policy of the Riverside County Sheriff's Department that all deputies and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response. Members shall also maintain certification in accordance with P.O.S.T. guidelines.

414.3 FIRST RESPONDING MEMBER RESPONSIBILITIES
Whenever practicable, members shall take appropriate steps in good faith to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and within the scope of their employment. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact dispatch and request response by emergency medical services (EMS).

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing. Each patrol car is equipped with a Townson emergency medical-aid trauma bag that should be kept at the ready and may be used whenever citizens or deputies need first-aid.

When requesting EMS, the member should provide dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed
(b) The nature of the incident
(c) Any known scene hazards
(d) Information on the person in need of EMS, such as:
   1. Signs and symptoms as observed by the member
   2. Changes in apparent condition
   3. Number of patients, sex and age, if known
   4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol
   5. Whether the person is showing signs or symptoms of excited delirium or other agitated, chaotic behavior
Members should stabilize the scene whenever practicable while awaiting the arrival of EMS and may consider assigning other deputies or civilians to meet EMS at a general location to direct them to the exact location.

Members should not direct EMS personnel whether to transport the person for treatment.

**414.4 TRANSPORTING ILL AND INJURED PERSONS**

Except in extraordinary cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Deputies shall search any person who is in custody before releasing that person to EMS for transport.

A deputy shall accompany any person in custody during transport in an ambulance when:

- requested by EMS personnel
- it appears necessary to provide security
- it is necessary for investigative purposes
- so directed by a supervisor

The on-scene deputy or supervisor should also determine if a CSO is the appropriate escort after considering the persons behavior, criminal offenses and statements.

Members shall not provide emergency patrol car escort for medical transport or civilian vehicles.

**414.5 PERSONS REFUSING EMS CARE**

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a deputy shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision about how the lack of immediate medical attention may result in serious bodily injury or in the person's death.

In cases where mental illness may be a factor, the deputy should consider proceeding with a 72-hour treatment and evaluation commitment (5150 commitment) process in accordance with law and department policies.

If a deputy believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The deputy may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the deputy will require the person to be transported to the nearest medical facility. In such cases, the deputy should consult with a supervisor prior to the transport.
Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

414.6  MEDICAL ATTENTION RELATED TO THE USE OF FORCE
Other department policies refer to the providing of medical attention following the use of force by a member of this department. Some of these policy specifics include considerations unique to the use of certain restraint techniques or approved defensive weapon systems. In general, all department personnel shall provide medical attention to include, first-aid, CPR, and/or requesting EMS personnel following any use of force by the member or by another peace officer, as soon as it is safe to do so. Delays in providing medical attention following a use of force must be reasonable and defensible based on information known and/or reasonably believed at the time, circumstances present at the scene, or other extraordinary aspects of a particular incident.

414.7  AIR AMBULANCE
Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

Generally, Fire Department personnel are responsible and have authority for designating a landing zone. Fire Department personnel will communicate with flight personnel during the operation. In certain circumstances, Sheriff’s aviation may be utilized for transport. In these cases, deputies shall follow the instructions from the pilot, and/or tactical flight officer.

Members should follow these cautions when near an air ambulance:

- Headlights, spotlights and flashlights should not be aimed upward at the air ambulance.
- Members should direct vehicle and pedestrian traffic away from the landing zone.
- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft’s tail rotor area.
- Wear eye protection during landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.
- Consider the effects of flying debris on any crime scene, evidence, or department property that may result during landing.
Medical Aid / Naloxone Protocols

414.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE
A member may use an AED only after receiving appropriate training from an approved public safety first aid and CPR course (22 CCR 100014; 22 CCR 100017; 22 CCR 100018).

414.8.1 AED USER RESPONSIBILITY
Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the sergeant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED shall contact dispatch as soon as possible and request response by EMS.

414.8.2 AED REPORTING
Any member using an AED will complete an incident report detailing its use.

414.8.3 AED TRAINING AND MAINTENANCE
The Chief Deputy or their designee should ensure appropriate training and refresher training is provided to members authorized to use an AED. A list of authorized members and training records shall be made available for inspection by the local EMS agency (LEMSA) or EMS authority upon request (22 CCR 100021; 22 CCR 100022; 22 CCR 100029).

The Chief Deputy or their designee is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule (22 CCR 100021).

414.9 NALOXONE PROGRAM
Recognizing the importance of providing rapid aid to individuals in an opioid-induced medical emergency, including Department members inadvertently exposed to fentanyl, the Riverside County Sheriff’s Department is equipping identified personnel with Naloxone.

Naloxone is a medication designed to rapidly reverse opioid overdose. It is an opioid antagonist, meaning that it binds to opioid receptors and can reverse and block the effects of other opioids. It can quickly restore normal respiration to a person whose breathing has slowed or stopped as a result of overdosing with heroin, fentanyl, or prescription opioid pain medications. The Department selected the FDA-approved formulation of Naloxone manufactured by Adapt Pharma, known as Narcan®. Narcan® nasal spray is a prefilled, needle-free device that requires no assembly and is sprayed into one nostril.

The following are procedures on the training, acquisition, deployment, administration, documentation, storage, and disposal of Naloxone based on state law, recommendations
from Riverside County Emergency Medical Services Agency (REMSA) and Riverside County Department of Public Health, current Department policy, and best practices from other law enforcement agencies.

414.9.1 TRAINING
Pursuant to Health & Safety Code 1797.197, California Civil Code 1714.22, and California Code of Regulations Title 22, Division 9, Chapter 1.5, all training in the administration of Naloxone shall be in accordance with mandated training guidelines determined and established by the local Emergency Medical Services (EMS) agency. The local EMS agency for Riverside County is the Riverside County Emergency Medical Services Agency (REMSA).

The following ranks shall be trained in the use of Naloxone:

- All sworn personnel at the rank of Sergeant and below, as well as Community Service Officers, at patrol stations, courts, all divisions of the Special Investigations Bureau (SIB), and the Special Enforcement Bureau (SEB).
- All personnel at the rank of Coroner Sergeant and below at the Coroner’s Bureau (except clerical staff), to include Forensic Pathologists, Coroner Technicians, and Forensic Technicians assigned to the Coroner’s Bureau.

Recently, several two-hour Train-the-Trainer (TTT) courses occurred at the Ben Clark Training Center (BCTC) with a representative from REMSA and First Aid/CPR instructors from the required use facilities listed previously. Trainer recertification will occur every two years and will include any updated materials from California Commission on Peace Officer Standards and Training (POST), the State of California, REMSA, and/or revisions to Department policy and procedures. The initial one-hour training to field personnel will be conducted at the station/facility level during extended briefing training or at the commander’s discretion. Personnel will receive their initial issuance of Naloxone upon successful completion of the training. Thereafter, a one-hour recertification will occur every two years during First Aid/CPR recertification.

414.10 ACQUISITION
The assigned Naloxone Program Coordinator at BCTC will be responsible for procuring and storing Naloxone to adequately address the supply and demand for all required users. The Naloxone Program Coordinator shall ensure accurate records are maintained of when the Naloxone units were received by the Sheriff’s Department, the Lot #s, expiration date, the station/bureau delivered to, and disposition (administered, expired, damaged, lost, etc.). Pursuant to Business and Professions Code 4119.9(b), these records will be retained for a minimum of three years.

414.11 DEPLOYMENT
Field personnel who are trained in accordance with mandated guidelines outlined above shall deploy with Naloxone in the field. The Training Lieutenant or their designee at each facility shall be responsible for the following:
Medical Aid / Naloxone Protocols

- Ensuring all Department members deploying Naloxone have received appropriate training.
- Ensuring replacement of any Naloxone (whether assigned or in the reserve) that is damaged, unusable, expired, or administered.
- Replacing the Naloxone and ensuring there is an adequate supply available for deployment.
- Keeping record of all documented use and verify that Naloxone Usage Report forms are submitted prior to the Department member’s end of shift.
- Completing and submitting a monthly inspection memorandum for any change of inventory (see “Storage” section).

To ensure Naloxone is stored safely and consistent with the manufacturer’s guidelines, it is recommended that on-duty Department members carry their doses of Naloxone in one of the following manners:

- On their person.
- In a readily accessible location within the passenger compartment of their vehicle, motorcycle storage compartments, or bicycle saddle bag.

When off-duty, Department members will store their Naloxone in their locked uniform locker or other secure area within their assigned station/bureau/facility. Naloxone shall not be stored in a vehicle, motorcycle storage compartments, exterior locker, or bicycle saddle bag when the Department member is off-duty.

414.12 ADMINISTRATION OF NALOXONE

Only Department members who have completed Naloxone training are authorized to administer Naloxone when an opioid-related overdose is suspected. Indicators of an opioid-related overdose include, but are not limited to:

- Pinpoint pupils, even in a darkened environment
- Depressed or slow respirations
- Difficulty breathing such as labored breathing or shallow breaths
- Blue skin, lips, or fingernails
- Decreased pulse rate
- Low blood pressure
- Loss of alertness, drowsiness
- Unresponsiveness
- Evidence of ingestions, inhalation, and injection such as needles, spoons, tourniquets, needle tracks, bloody nose
- Blood-shot eyes
Medical Aid / Naloxone Protocols

- History of opioid use or abuse

There is no legal obligation to administer Naloxone. Trained personnel will have the discretion to administer or not administer Naloxone when indicated. Department members who administer Naloxone according to established training protocol are protected from civil and criminal liability if they act with reasonable care and in good faith.

When an opioid-related overdose is suspected, Department members shall treat the incident as a medical emergency and perform the following steps:

(a) Confirm emergency personnel are responding.
(b) Maintain universal precautions and utilize personal protective equipment.
(c) Perform patient assessment.
(d) Determine unresponsiveness.
(e) Update dispatch of potential overdose state.
(f) Follow Naloxone use protocol as outlined in the Naloxone training
(g) Immediately notify responding emergency medical personnel that Naloxone has been administered and the number of doses used.
(h) Notify the Sergeant.

Naloxone may be administered to Department canines who may have been exposed to opioids. The canine shall be transported to an authorized veterinary hospital for treatment. Department members should replace any used Naloxone device with another Naloxone device, prior to going back into service.

414.13 DOCUMENTATION

In all cases when Naloxone is administered, the incident shall be documented utilizing a Naloxone Usage Report Form 459. This form can be found on the MDC Intranet in a fillable Naloxone Usage Report eWorksheet. The form is electronically submitted/forwarded to the Naloxone Program Coordinator at BCTC, the Advanced Officer Training lieutenant and the representative at REMSA. In the event the electronic format is unavailable, an identical fillable form has been placed on the Sheriff’s Intranet in the section, Docs and Forms. This paper version of the Naloxone Usage Report Form can be used in place of the electronic format. When completed, the paper version of the report form shall be emailed to Naloxoneusage@riversidesheriff.org.

If a Department member administers Naloxone and the victim is transported by emergency medical personnel, the call type should be changed to an Assist to Other Department (AOD). Remarks should be added to the text of the call, to include the administration of Naloxone, how many doses were administered, the time(s) of the administration(s), and other pertinent information. The Naloxone Usage Report Form will be completed by the Department member and submitted/forwarded prior to the end of shift.
Medical Aid / Naloxone Protocols

If a Department member administers Naloxone and the victim is pronounced deceased, an unattended death report shall be completed, as per existing Department policy. The Department member should include in their incident report the administration of Naloxone, how many doses were administered, the time(s) of the administration(s), and other pertinent information. A Naloxone Usage Report Form shall be completed by the Department member and submitted/forwarded prior to the end of shift. The Naloxone Program Coordinator shall send an annual report to REMSA documenting the total number of administrations in that calendar year.

414.14 STORAGE
Each station/bureau where Naloxone is deployed shall maintain an inventory of Naloxone; enough to replenish one dose of Naloxone to each authorized Department member at that station/bureau. Storage of Naloxone units shall be in a secure area consistent with proper storage guidelines as detailed by the manufacturer, Adapt Pharma, which states Narcan® needs to be stored between 59-77 degrees F and protected from sunlight. Prolonged exposure to freezing temperatures, extreme heat, or direct sunlight may deteriorate the medication and significantly reduce its effectiveness. A monthly inspection memorandum of reserve/un-issued Naloxone is the responsibility of each station/bureau commander or their designee. These memorandums shall be completed for any change of inventory, broken, or defective Naloxone units, and forwarded to the Naloxone Program Coordinator by the 10th day of each calendar month. An annual physical inspection of reserve/un-issued Naloxone units will be verified by the Naloxone Program Coordinator.

414.15 DISPOSAL
Expired and/or damaged Naloxone can enter the regular waste supply without special precautions. If Naloxone is administered, the empty device can be discarded in any trash receptacle because it is not considered medical or biohazard waste. Discarded Naloxone (expire, damaged, or administered) shall be documented on the monthly inspection memorandum (See “Storage” and “Documentation” sections).

414.16 SICK OR INJURED ARRESTEE
If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the deputy has reason to believe the arrestee is feigning injury or illness, the deputy should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the deputy should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.
Medical Aid / Naloxone Protocols

Arrestees who appear to have a serious medical issue should be transported by ambulance. Deputies shall not transport an arrestee to a hospital without a supervisor’s approval.

Nothing in this section should delay a deputy from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the deputy’s training.

414.17 FIRST AID TRAINING
The Chief Deputy should ensure deputies receive initial first aid training within one year of employment and refresher training every two years thereafter (22 CCR 100016; 22 CCR 100022).
First Amendment Assemblies

415.1 PURPOSE AND SCOPE
This policy provides guidance for responding to public assemblies or demonstrations.

415.2 POLICY
The Riverside County Sheriff's Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

415.3 GENERAL CONSIDERATIONS
Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, deputies shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors deputies may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life, and prevent the destruction of property.

Deputies should not:

(a) Engage in assembly or demonstration-related discussion with participants.
(b) Harass, confront, or intimidate participants.
(c) Seize the cameras, cell phones, or materials of participants or observers unless a deputy is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members’ interaction with participants and their response to crowd dynamics is appropriate.
415.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS
Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders, and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

415.4 UNPLANNED EVENTS
When responding to an unplanned or spontaneous public gathering, the first responding deputy should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets, or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

415.5 PLANNED EVENT PREPARATION
For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

415.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
First Amendment Assemblies

- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin, or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

415.5.2 OPERATIONAL PLANS
An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles, and responsibilities.
(b) Staffing and resource allocation.
(c) Management of criminal investigations.
(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
(e) Deployment of specialized resources.
(f) Event communications and interoperability in a multijurisdictional event.
(g) Liaison with demonstration leaders and external agencies.
(h) Liaison with County government and legal staff.
(i) Media relations.
(j) Logistics: food, fuel, replacement equipment, duty hours, relief, and transportation.
(k) Traffic management plans.
(l) First aid and emergency medical service provider availability.
(m) Prisoner transport and detention.
(n) Review of policies regarding public assemblies and use of force in crowd control.
(o) Parameters for declaring an unlawful assembly.
(p) Arrest protocol, including management of mass arrests.
(q) Protocol for recording information flow and decisions.
(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
(s) Protocol for handling complaints during the event.
(t) Parameters for the use of body-worn cameras and other portable recording devices.
415.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy).

415.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS
If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area, and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

415.7 USE OF FORCE
Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants’ conduct reasonably appears to present the potential to harm deputies, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).
Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

415.8 ARRESTS
The Riverside County Sheriff's Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of deputies and arrestees.
(b) Dedicated arrest, booking, and report writing teams.
(c) Timely access to medical care.
(d) Timely access to legal resources.
(e) Timely processing of arrestees.
(f) Full accountability for arrestees and evidence.
(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

415.9 MEDIA RELATIONS
The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences, and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the News Media Relations Policy).

415.10 DEMOBILIZATION
When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.
415.11 POST EVENT
The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan
(b) Any incident logs
(c) Any assignment logs
(d) Vehicle, fuel, equipment, and supply records
(e) Incident, arrest, use of force, injury, and property damage reports
(f) Photographs, audio/video recordings, Central Dispatch records/tapes
(g) Media accounts (print and broadcast media)

415.11.1 AFTER-ACTION REPORTING
The Incident Commander should work with County legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time, and description of the event
(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
(c) Problems identified
(d) Significant events
(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts, or circumstances.

415.12 TRAINING
Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management (Penal Code § 13514.5). The Department should, when practicable, train with its external and mutual aid partners.
Cite and Release Policy

419.1 PURPOSE AND SCOPE
This policy provides guidance on when to release adults who are arrested for a criminal misdemeanor offense on a written notice to appear (citation) and when to hold for court or bail.

419.2 POLICY
It is the policy of the Riverside County Sheriff's Department to release all persons arrested on misdemeanor or other qualifying charges on a citation with certain exceptions (Penal Code § 853.6).

If there is a reason for non-release, the Department’s mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

419.3 RELEASE BY CITATION
Except in cases where a reason for non-release as described below exists, adults arrested for a misdemeanor offense, including a private persons arrest, may be released from custody on a citation (Penal Code § 853.6).

The citing deputy shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps they deem necessary to ensure that the defendant understands their written promise to appear.

419.3.1 FIELD CITATIONS
In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual, and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting deputy should check the booking required box on the citation form to indicate that the person will be photographed and fingerprinted at a later time when ordered by the court.

When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

419.3.2 RELEASE AFTER BOOKING
In some cases it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail.

419.3.3 OTHER REASONS FOR NON-RELEASE
Other reasons for denying citation release may exist beyond those specified in § 419.3.2. Such reasons for non-release may include:

(a) Previous failure to appear is on record;
(b) The person lacks ties to the area, such as a residence, job, or family;  
(c) Unusual circumstances lead the deputy responsible for the release of prisoners to conclude that the suspect should be held for further investigation.

419.3.4 INSTRUCTIONS TO CITED PERSON
When asking the defendant to sign the citation, the citing deputy shall point out to the defendant the time and place for appearance and take any other steps the deputy deems necessary to ensure that the defendant understands the written promise to appear.

419.4 NON-RELEASE

419.4.1 DISQUALIFYING OFFENSES
An adult arrested on any of the following disqualifying charges shall not be released on citation and shall be transported to the appropriate detention facility or held for court or bail after booking (Penal Code § 1270.1):

(a) Misdemeanor domestic battery (Penal Code § 243(e)(1))
(b) Felony domestic battery (Penal Code § 273.5)
(c) Serious or violent felonies (Penal Code § 1270.1(a)(1))
(d) Intimidation of witnesses and victims (Penal Code § 136.1)
(e) Rape of a spouse (Penal Code § 262)
(f) Violation of a protective order and the arrested person has made threats, used violence, or has gone to the protected person’s workplace or residence (Penal Code § 273.6)
(g) Stalking (Penal Code § 646.9)
(h) Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6)
(i) Misdemeanor violations for battery upon an officer (Penal Code § 243(b)) and obstructing an officer (Penal Code § 148(a)).

419.4.2 REASONS FOR NON-RELEASE
A person arrested for a misdemeanor may be released on a citation unless there is a reason for non-release. The Watch Commander may authorize a release on citation regardless of whether a reason for non-release exists when it is determined to be in the best interest of the Department and does not present an unreasonable risk to the community (e.g., release of an intoxicated or ill person to a responsible adult).

Reasons for non-release include (Penal Code § 853.6(i)):

(a) 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.
Cite and Release Policy

(b) The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety
   1. The Riverside County Sheriff's Department shall not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source (Penal Code § 4011.10).

(c) The person is arrested for one or more of the offenses listed in Vehicle Code § 40302, Vehicle Code § 40303, and Vehicle Code § 40305.

(d) The person has been cited, arrested, or convicted for theft from a store or vehicle in the previous six months, or there is probable cause to believe the person is guilty of committing organized retail theft, as defined in Penal Code § 490.4(a).

(e) There are one or more outstanding arrest warrants for the person or failures to appear in court on previous misdemeanor citations that have not been resolved (see Misdemeanor Warrants elsewhere in this policy).

(f) The person could not provide satisfactory evidence of personal identification.
   1. If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.

(g) 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.

(h) 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.

(i) The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.

(j) 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 currently pending shall constitute reason to believe that the person will not appear. Other reasons may include:
   (a) Previous failure to appear is on record
   (b) The person lacks ties to the area, such as a residence, job, or family
   (c) Unusual circumstances lead the deputy responsible for the release of prisoners to conclude that the suspect should be held for further investigation

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 booking form.

419.5 Misdemeanor Warrants
An adult arrested on a misdemeanor warrant may be released, unless any of the following conditions exist (Penal Code § 827.1):

(a) The misdemeanor cited in the warrant involves violence.
(b) The misdemeanor cited in the warrant involves a firearm.
(c) The misdemeanor cited in the warrant involves resisting arrest.
(d) The misdemeanor cited in the warrant involves giving false information to a peace officer.
(e) The person arrested is a danger to him/herself or others due to intoxication or being under the influence of drugs or narcotics.
(f) The person requires medical examination or medical care or was otherwise unable to care for his/her own safety.
(g) The person has other ineligible charges pending against him/her.
(h) There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
(i) The person refuses to sign the notice to appear.
(j) The person cannot provide satisfactory evidence of personal identification.
(k) The warrant of arrest indicates that the person is not eligible to be released on a notice to appear.

Release under this section shall be done in accordance with the provisions of this policy.

419.6 POST-BOOKING RELEASES
Refer to Corrections Division Policy Manual section 504.16 for policy on post-booking releases of inmates on misdemeanor citations.
Hazardous Material Response

421.1 PURPOSE AND SCOPE
Hazardous materials present a potential harm to employees resulting from their exposure. To comply with Title 8, California Code of Regulations, § 5194, the following is to be the policy of this Department.

421.1.1 HAZARDOUS MATERIAL DEFINED
A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

421.2 HAZARDOUS MATERIAL RESPONSE
Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, fire, or act of terrorism. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from person transporting) Unless field personnel know with certainty which hazardous material(s) are presenting a danger, they should consider all of them dangerous until identified otherwise by a competent authority;

(b) Notify fire department;

(c) Provide first aid for injured parties if it can be done safely and without contamination;

(d) Consider evacuation of immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary. Field personnel will not be used in contaminated areas.

421.2.1 INCIDENT COMMAND SYSTEM
Riverside County has adopted the Incident Command System (ICS) for command and control at the scene of a hazardous material incident. The function of the ICS is unified command.

Depending on the location of a contamination emergency, the senior fire department official may be the overall Incident Commander. For instance, the California Highway Patrol may be the lead agency for incidents occurring on freeways. The Incident Commander is responsible for directing all control operations, protecting life and property, etc. The senior ranking deputy sheriff will command Riverside County Sheriff's Department response forces, but report to the overall Incident Commander.
Hazardous Material Response

Hazardous material response is outlined in more detail in the Riverside County Sheriff's Department Emergency Operations Procedures Manual. This manual is stored in the Administrative Sergeant's Office of each station.

421.3 REPORTING EXPOSURE(S)
Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee memorandum that shall be forwarded via Chain of Command to the Station Commander. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the memorandum.

421.3.1 SUPERVISOR RESPONSIBILITY
Upon being informed that an employee has been exposed to a hazardous material, the supervisor shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure. Supervisors learning of any hazardous material exposure to an employee should follow the procedure as outlined in Policy 1042 of this manual.
Aircraft Accidents

434.1 PURPOSE AND SCOPE
The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

434.1.1 DEFINITIONS
Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use. An aircraft accident is defined as an event in which the NTSB or FAA has the primary investigative authority.

434.2 POLICY
It is the policy of the Riverside County Sheriff to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

434.2.1 DEPUTY RESPONSIBILITY
The duties of the field deputy at the scene of an aircraft accident include:

(a) Determine the nature of the accident and what assistance is needed from additional personnel;
(b) Request additional personnel to respond as needed;
(c) Provide assistance for the injured parties until the arrival of fire department personnel and/or other emergency personnel;
(d) Once emergency medical assistance is established by the fire department, seal off the area and contain it for the on-scene investigation;
(e) Provide crowd control and other assistance until directed otherwise by a supervisor;
(f) Contact the Coroner's Bureau if a death(s) occurs.

The fire department maintains control of the accident scene until the injured parties are cared for and the accident scene has been rendered safe for containment. Sheriff's personnel will then maintain control of the scene until the arrival of the investigators charged with determining the cause of the accident. Once the scene is relinquished to the investigating authority, Sheriff's personnel may assist in containment of the scene until the investigation is completed or assistance is no longer needed.

An Airport Service Worker or the Airport Manager may respond to the scene to assist the on-scene commander with technical expertise, should it be needed during the operation.
Aircraft Accidents

434.2.2 PUBLIC INFORMATION OFFICER RESPONSIBILITIES
The Sheriff's Department Media Information Officer is responsible for the following:

(a) Obtain information for a press release from the on-scene commander or designee;
(b) When practical, the Department Public Information Officer should coordinate with the FAA Public Information Officer to prepare a press release for distribution to the media.
(c) Serves as the official Department spokesperson for the incident.

Information released to the press regarding any aircraft accident should be handled by the Department's Public Information Officer, or in accordance with existing policy. Release of such information should be coordinated with the Department's Public Information Officer and FAA Public Information Officer.

434.3 ARRIVAL AT SCENE
Department or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.
(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
(c) Preserve ground scars and marks made by the aircraft.
(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
(e) Maintain a record of persons who enter the accident site, by starting and maintaining a critical incident log.
(f) Consider implementation of an Incident Command System (ICS).

434.4 INJURIES AND CASUALTIES
Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

434.5 NOTIFICATIONS
When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:
434.6  CONTROLLING ACCESS AND SCENE AUTHORITY
Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.
(b) Fire department, EMS or other assisting law enforcement agencies.
(c) Coroner's Office
(d) Air Carrier/Operators investigative teams with NTSB approval.
(e) Appropriate branch of the military, when applicable.
(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene supervisor should ensure the accident is still appropriately investigated and documented.

434.7  DANGEROUS MATERIALS
Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
(b) Pressure vessels, compressed gas bottles, accumulators and tires.
(c) Fluids, batteries, flares and igniters.
(d) Evacuation chutes, ballistic parachute systems and composite materials.

434.8  DOCUMENTATION
All aircraft accidents occurring within the County of Riverside shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of department members deployed to assist; other city
or county resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

434.8.1 WRECKAGE
When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

434.8.2 WITNESSES
Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

434.9 MEDIA RELATIONS
The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims’ names. The PIO should coordinate with other involved entities before the release of information.
Employee-Involved Traffic Collisions

435.1 DEPARTMENT MEMBER RESPONSIBILITIES - TRAFFIC COLLISIONS
All Department employees, while on-duty or while operating a department vehicle, shall drive with due regard for the safety of others in accordance with the California Vehicle Code and relevant policies (See DSM #313 and DSM #1022). In conjunction with DSM policies intended to prevent traffic collisions, this policy outlines the actions expected of members following an on-duty collision.

435.2 FOLLOWING A COLLISION
1. Following any collision the involved employee(s) shall, if able:
   (a) Tend to own urgent medical needs;
   (b) Request/direct any resources needed;
   (c) Notify dispatch and a supervisor;
   (d) Secure any prisoner(s);
   (e) Provide medical aid/rescue to injured parties.
   (f) Make a reasonable effort to divert oncoming traffic;
   (g) Provide relevant updates via radio.

435.3 SUPERVISOR RESPONSIBILITIES
(a) Supervisors are required to respond to traffic collisions involving Department vehicles. If the employee’s supervisor is not available, an on-duty supervisor from the closest field station shall respond. The supervisor shall:
   (a) Assume command of the scene and any further response;
   (b) Ensure appropriate medical aid is provided/offered to all parties;
   (c) Assign other personnel to any emergency call the involved unit was responding to;
   (d) Document the collision (including photographs);
   (e) Record statement(s) of other drivers/witnesses;
   (f) Secure any relevant BWC video;
   (g) Canvas area for other video, secure a copy, or document its location if not immediately retrievable;
   (h) Ensure a traffic collision investigation report is completed. The traffic collision investigation report should generally be conducted by an allied law enforcement agency, if reasonably available. If an unreasonable delay to involved parties exists, consider requesting a report from a neighboring sheriff's station;
Employee-Involved Traffic Collisions

(i) Supervisors should take note of any impairment on the part of any involved driver and take appropriate action to preserve the integrity of any resulting investigation(s) and evidence;

(j) Supervisors shall conduct an assessment regarding the need for a response by the Professional Standards Bureau or Risk Management;

(k) Supervisors shall conduct an assessment regarding the need for personnel specially trained in drug recognition or impaired driving investigations;

(l) In some instances, a traffic collision report may not be required. Supervisors should consult with their command staff when deciding not to have a traffic collision investigation completed. For example, a collision report is not needed when an employee collides with a pole within the confines of the station parking lot. Because of the collision, there is only superficial damage to the Department vehicle, no private vehicles were involved, and nobody was injured. Generally, all of the following circumstances should be present when electing not to conduct a traffic collision investigation:

(a) There is no damage to private property;

(b) No privately-owned vehicles were involved;

(c) The damage to county vehicles is very minor;

(d) No injuries were caused or claimed.

(b) Supervisors are required to notify their chain of command, as soon as possible, of any collision involving a Department vehicle resulting in an injury to an employee, another person, or property damage (See DSM #358).

(c) Supervisors shall direct involved personnel and witness employees to complete a detailed memorandum describing the circumstances surrounding the collision. All employees shall be afforded a reasonable length of time to consult with an employee representative before submitting their memorandum.

(d) Supervisors will utilize the Blue Team Incident Submission and Approval Portal to document and route all traffic collisions to their commanders (via the chain-of-command). Supervisors will upload all relevant documents, photographs, and recordings.

(e) Supervisors shall insure that Riverside County Fleet Services is notified regarding damaged vehicles and needed repairs by submitting a completed Accord Form.

435.4 COMMANDER RESPONSIBILITIES

(a) Commanders shall ensure that those under their command have received all appropriate medical attention, that worker's compensation forms have been submitted if required, and provide any other reasonable assistance that their personnel may need or request after involvement in a collision.
Employee-Involved Traffic Collisions

(b) Commanders shall notify their Division Chief Deputy of any collision involving a Department vehicle that results in injury to an employee, other parties, or significant property damage (See DSM #358 for notification protocols).

(c) Commanders shall ensure proper assignment and handling of any investigation that may result from a collision.

(d) Commanders shall review and approve all Blue Team submission documents and forward as required.

(e) Commanders are responsible for reviewing the circumstances of collisions involving Department vehicles within their commands and to recognize and address any inherently dangerous road or equipment conditions, patterns, driving behaviors, or training needs that may be revealed by such analysis.

(f) When a department employee is at fault for a collision, commanders shall determine the appropriate corrective action based on the totality of the circumstances. Commanders shall ensure any action taken is in accordance with current Memorandums of Understanding, Riverside County Policies, and Sheriff's Department Policies.
Homeless Persons

440.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes. The Department recognizes that members of the homeless community are often in need of special protection and services. The Department will address these needs in balance with our overall mission. Therefore, personnel will consider the following when serving the homeless community.

440.1.1 POLICY
It is the policy of the Department to provide law enforcement services to all members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this Department will not use homelessness solely as a basis for detention or law enforcement action.

440.2 HOMELESS COMMUNITY LIAISON
The Sheriff will designate member(s) of the Department to act as homeless liaison officers in the Homeless Outreach Team (HOT). Their responsibilities include the following:

(a) Maintain and make available to all Department employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with social services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:
   1. Proper posting of notices of trespass and clean-up operations.
   2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Assist stations with coordinating events to address homeless encampments and other issues involving the homeless.

(f) Be present during any clean-up operation conducted by this Department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

(g) Develop training to assist Department personnel in understanding current legal and social issues relating to the homeless.

(h) Develop a tracking mechanism to document programs and accomplishments in order to prepare an annual report related to the HOT and its efforts.
440.3 STATION LIAISONS
All patrol stations, at the discretion of the station commander, shall designate primary and secondary liaisons (sworn employees) to act as the point of contact with the Homeless Outreach Team. Station liaisons are responsible for the following:

(a) Identify homeless persons and encampments in and near station boundaries
(b) Collaborate with the HOT to facilitate station-level programs and training
(c) Coordinate enforcement action as needed to address:
   1. Trespassing
   2. Stolen shopping carts
   3. Disorderly conduct
   4. Other criminal acts
(d) Coordinate the annual Point in Time (PIT) count
(e) Serve as the Point in Time (PIT) count leader
(f) Update station management and personnel on current laws, trends, and strategies to address homeless issues
(g) Write press releases related to homeless operations or programs

440.3.1 COUNTY-LEVEL RESOURCES
Field deputies should know that other agencies within the county also have personnel assigned to address the homeless population and its impacts. Deputies assigned to patrol and HOT are encouraged to communicate with and seek the assistance of Riverside County’s Senior Program Specialists who can be reached during daytime hours at two phone numbers available on the MDC Homeless SOI. Sr. Program Specialists work closely with all county agencies and can coordinate with us, Fire, Flood Control, Code Enforcement, and the Parks Department to mitigate encampments, abandoned property and other impacts.

440.4 FIELD CONTACTS
Deputies are encouraged to contact the homeless for purposes of rendering aid and support, and for community-oriented policing purposes. Nothing in this policy is meant to dissuade deputies from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, deputies are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Deputies should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.
440.4.1 OTHER CONSIDERATIONS
Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Deputies should consider the following when handling investigations involving homeless victims, witnesses, or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
(b) Document places the homeless person may frequent.
(c) Provide homeless victims with victim/witness resources when appropriate.
(d) Obtain statements from all available witnesses in the event that a homeless victim is unavailable for a court appearance.
(e) Consider whether the person may be a dependent adult or elder, and if so, proceed in accordance with the Adult / Elder Abuse policy.
(f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
(g) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates they do not desire prosecution.

440.5 PERSONAL PROPERTY
The personal property of homeless persons must not be treated differently than the property of other members of the public. Deputies should use reasonable care when handling, collecting, and retaining the personal property of homeless persons and should not destroy or discard such property.

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 their personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the deputy, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property. Personal property taken from a homeless person should be collected and stored (minimum of 90 days) in compliance with existing laws and policy. Exceptions to storing personal property for safekeeping include:

(a) Soiled property (urine, feces, saliva, blood, vomit)
(b) Drenched clothing or material that cannot be wiped dry
(c) Perishable food / drinks
(d) Open containers that are unable to be sealed for storage
A supervisor must approve leaving such property in place and should ensure the property is photographed where it was left (and documented in a report). Deputies should explain the reasons for leaving property in place and should attempt to gain consent to do so.

Deputies should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or a Department homeless liaison deputy. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the station homeless liaison deputy or the Homeless Outreach Team.

Deputies who encounter unattended encampments, bedding, or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform a homeless liaison deputy if such property appears to involve a trespass, blight to the community, or is a subject of a complaint. It will be the responsibility of the station homeless liaison deputy / Homeless Outreach Team to address the matter in a timely fashion.

440.6 MENTAL ILLNESS AND MENTAL IMPAIRMENT
Some homeless persons may suffer from a mental illness or a mental impairment. Deputies shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention (as would apply to any person falling under the provisions of applicable law).

When a mental illness hold is not warranted, the deputy should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, deputies may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

440.7 ECOLOGICAL ISSUES
Sometimes homeless encampments can impact the ecology and natural resources of the community, and may involve criminal offenses beyond mere littering. Deputies are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs, and supervisor notification.
Immigration Violations

445.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to members of the Department relating to immigration and interacting with federal immigration officials.

445.1.1 DEFINITIONS
The following definitions apply to this policy (Government Code § 7284.4):

Criminal immigration violation - Any federal criminal immigration violation that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States. This does not include any offense where a judicial warrant already has been issued.

Judicial warrant - An arrest warrant for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge.

445.2 POLICY
It is the policy of the Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this Department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

445.3 VICTIMS AND WITNESSES
To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, ethnicity, or national origin in any way that would violate the United States or California constitutions.

445.4 IMMIGRATION ENFORCEMENT INQUIRIES PROHIBITED
Deputies shall not inquire into an individual’s immigration status for immigration enforcement purposes, and shall not assist with or perform the functions of an immigration officer whether formally or informally (Government Code § 7284.6). This does not prevent employees from asking arrestees / inmates about place of birth or citizenship to comply with consular notification requirements (834c PC), or to inquire about legal status to comply with or enforce other state laws (e.g., 26505 PC).

445.5 DETentions AND ARRESTS
Deputies shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Government Code § 7284.6).
Immigration Violations

A deputy who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of 8 USC § 1326(a) (unlawful reentry) that may be subject to an enhancement due to a previous conviction of an aggravated felony under USC § 1326(b)(2), may detain the person for a reasonable period of time to contact federal immigration officials to verify whether the United States Attorney General has granted the individual permission for reentry and whether the violation is subject to enhancement (Government Code § 7284.6). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

If the deputy has facts that establish probable cause to believe that a person already lawfully detained has violated 8 USC § 1326(a) and the penalty may be subject to enhancement due to prior conviction for specified aggravated felonies, he/she may arrest the individual for that offense (Government Code § 7284.6).

Deputies shall not detain any individual, for any length of time, for any other criminal immigration violation of federal immigration laws (Government Code § 7284.6).

Deputies should notify a supervisor as soon as practicable whenever an individual is arrested for violation of 8 USC § 1326(a).

445.5.1 BASIS FOR CONTACT
The fact that an individual is suspected of being an undocumented alien alone shall not be the only basis for contact, detention, or arrest.

445.5.2 IDENTIFICATION
If a person is detained pursuant to the authority of Vehicle Code § 40302(a), that person may be detained upon approval of a supervisor for a reasonable period not to exceed two hours for the purpose of establishing their true identity (Vehicle Code § 40307(b)). When practicable, the use of a fingerprint scanner should be used to facilitate and expedite the identification of the person. If a fingerprint scanner is not available, the person may be taken to the station for fingerprinting, taken before a magistrate (Vehicle Code § 40302(a), 40305(a), or 40307(a)), or booked in jail (Vehicle Code § 40307(a)). Other reasonable means to identify the person can be used as well (e.g., telephone calls, etc.). If the person’s identity cannot be established, deputies have the discretion to release them after they sign the citation and affix a thumbprint to it (Vehicle Code § 40305(a)).

445.5.4 SUPERVISOR RESPONSIBILITIES
When notified that a deputy has arrested an individual for violation of 8 USC § 1326(a) or under the authority of a judicial warrant, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Transfer the person to jail.
445.5.4 INTERPRETATION SERVICES
Employees shall not use immigration authorities as interpreters for law enforcement matters relating to individuals in custody (Government Code § 7284.6).

445.6 FEDERAL REQUESTS FOR ASSISTANCE
Absent an urgent issue of officer safety or other emergency circumstances, requests by federal immigration officials for assistance from this Department should be directed to a supervisor. The supervisor is responsible for determining whether the requested assistance would be permitted under the California Values Act (Government Code § 7284.2 et seq.).

445.6.1 SUPPORT SERVICES
Dispatch will forward all requests for assistance to the designated area watch commander. Records and clerical personnel shall immediately notify a supervisor or manager for any requests for assistance other than that which is outlined in Section 445.7.

445.6.2 FEDERAL USE OF DEPARTMENT FACILITIES
Immigration authorities cannot be provided with dedicated office space within Department facilities, or house federal detainees for purposes of civil immigration custody (Government Code § 7284.6).

445.6.3 TASK FORCE ACTIVITIES
Employees may conduct enforcement or investigative activities associated with a joint law enforcement task force, including the sharing of confidential information with other law enforcement agencies for the purposes of task force investigations, if the following conditions are met (Government Code § 7284.6):

(a) The primary purpose of the joint law enforcement task force is not immigration enforcement as defined in Government Code § 7284.4(f)
(b) The enforcement or investigative duties are primarily related to the violation of state or federal law unrelated to immigration enforcement
(c) Participation in the task force does not violate any local law or policy to which it is otherwise subject

The lieutenant over the Crime Analysis Unit (CAU) will provide the California Attorney General with the following information in an annual report (Government Code § 7284.6(c)):

(a) The purpose of the task force
(b) The federal, state, and local law enforcement agencies involved
(c) The total number of arrests made during the reporting period
(d) The number of people arrested for immigration enforcement purposes
(e) The number of transfers completed based on a judicial warrant, judicial probable determination, or according to the provisions of Government Code § 7282.5
445.7 INFORMATION SHARING
No member of this Department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Government Code § 7284.6):

(a) Sending information to, or requesting or receiving such information from federal immigration officials
(b) Maintaining such information in Department records
(c) Exchanging such information with any other federal, state, or local government entity

Nothing in this policy restricts sharing information that is permissible under the California Values Act.

445.7.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 (Government Code § 7284.6).

Notification to a federal authority may be made prior to release of an individual who is the subject of a notification request only if the individual meets one of the following conditions (Government Code § 7282.5; Government Code § 7284.6):

(a) The individual has been arrested and had a judicial probable cause determination for a serious or violent felony identified in Penal Code § 667.5(c) or Penal Code § 1192.7(c).
(b) The individual has been arrested and had a judicial probable cause determination for a felony punishable by time in a state prison.
(c) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
(d) The individual is a current registrant on the California Sex and Arson Registry.
(e) The individual is identified by the U.S. Department of Homeland Security’s Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

445.7.2 NOTICE TO INDIVIDUALS
Individuals in custody shall be given a copy of documentation received from U.S. Immigration and Customs Enforcement (ICE) regarding a hold, notification, or transfer request along with information as to whether the Department intends to comply with the request (Government Code § 7283.1).

If the Department provides ICE with notification that an individual is being, or will be, released on a certain date, the same notification shall be provided in writing to the individual and to his/her attorney or to one additional person who the individual may designate (Government Code § 7283.1).
Immigration Violations

445.7.3 ICE INTERVIEWS
Before any interview regarding civil immigration violations takes place between ICE personnel and an individual in custody, the Department shall provide the individual with a written consent form that explains the purpose of the interview, that the interview is voluntary, and that he/she may decline to be interviewed or may choose to be interviewed only with his/her attorney present (Government Code § 7284.6). The consent form must be available in the languages specified in Government Code § 7283.1.

445.7.4 TRANSFERS TO IMMIGRATION AUTHORITIES
Members shall not transfer an individual to immigration authorities unless one of the following circumstances exist (Government Code § 7282.5; Government Code § 7284.6):

(a) Transfer is authorized by a judicial warrant or judicial probable cause determination.
(b) The individual has been convicted of an offense as identified in Government Code § 7282.5(a).
(c) The individual is a current registrant on the California Sex and Arson Registry.
(d) The individual is identified by the U.S. Department of Homeland Security’s Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

445.7.5 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE
The lieutenant over the CAU shall ensure that data regarding the number of transfers of an individual to immigration authorities, as permitted by Government Code § 7284.6(a)(4), and the offense that allowed for the transfer is collected and provided to the DOJ (Government Code § 7284.6(c)(2)).

445.8 U VISA AND T VISA NONIMMIGRANT STATUS
Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Bureau supervisor assigned to oversee the handling of any related case. The Detective Bureau supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

2. 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).

(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.

445.8.1 TIME FRAMES FOR COMPLETION
Deputies and their supervisors who are assigned to investigate a case of human trafficking as defined by Penal Code § 236.1 shall complete the above process and the documents needed for indicating the individual is a victim for the T visa application within 15 business days of the first encounter with the victim, regardless of whether it is requested by the victim (Penal Code § 236.5).

Deputies and their supervisors shall complete the above process and the documents needed certifying victim cooperation for a U visa or T visa application pursuant to Penal Code § 679.10 and Penal Code § 679.11 within 90 days of a request from the victim or victim’s family related to one of their assigned cases. If the victim is in removal proceedings, the certification shall be processed within 14 days of the request.

445.8.2 REPORTING TO LEGISLATURE
The lieutenant over the CAU shall ensure that certification requests are reported to the Legislature in January of each year and include the number of certifications signed and the number denied. The report shall comply with Government Code § 9795 (Penal Code § 679.10; Penal Code § 679.11).

445.9 RESOURCES

445.10 TRAINING
The training manager should ensure that all appropriate members receive training on immigration issues.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration violation has been committed.
Immigration Violations

(c) Prohibitions contained in the California Values Act (Government Code § 7284 et seq.).
Chapter 5 - Traffic Operations
Impaired Driving

504.1 PURPOSE AND SCOPE
This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

This directive replaces DD #86-020 in its entirety and will specify policy and procedure related to the collection of evidence during DUI and other criminal investigations where blood or urine evidence is germane to proving elements of the crime.

504.2 POLICY
The Riverside County Sheriff's Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of California’s impaired driving laws.

504.3 INVESTIGATIONS
All deputies are expected to enforce DUI laws with due diligence.

The traffic sergeant will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist in the investigation of DUI, documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using current and valid forms. Information documented on these forms does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The deputy's observations that indicate impairment on the part of the individual, and the deputy's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in California or another jurisdiction.

504.4 FIELD TESTS

Deputies should use the Standardized Field Sobriety Tests (SFST) approved by the National Highway Traffic Safety Administration (NHTSA) and any approved alternate tests when investigating violations of DUI laws.
Impaired Driving

504.5 CHEMICAL TESTS
A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):

(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.

(b) The person is under 21 years of age and is arrested by a deputy having reasonable cause to believe that the person’s blood alcohol content is 0.05 or more (Vehicle Code § 23140).

(c) The person is under 21 years of age and detained by a deputy having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).

(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the deputy should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS
Deputies requesting that a person submit to chemical testing shall provide the person with the mandatory warning pursuant to Vehicle Code § 23612(a)(1)(D) and Vehicle Code § 23612(a)(4).

504.5.2 PRELIMINARY ALCOHOL SCREENING
Deputies may use a preliminary alcohol screening (PAS) test to assist in establishing reasonable cause to believe a person is DUI. The deputy shall advise the person that the PAS test is being requested to assist in determining whether the person is under the influence of alcohol or drugs, or a combination of the two. Unless the person is under the age of 21, he/she shall be advised that the PAS test is voluntary. The deputy shall also advise the person that submitting to a PAS test does not satisfy his/her obligation to submit to a chemical test as otherwise required by law (Vehicle Code § 23612).

504.5.3 PRELIMINARY ALCOHOL SCREENING FOR A PERSON UNDER AGE 21
If a deputy lawfully detains a person under 21 years of age who is driving a motor vehicle and the deputy has reasonable cause to believe that the person has a blood alcohol content of 0.01 or more, the deputy shall request that the person take a PAS test to determine the presence of alcohol in the person, if a PAS test device is immediately available. If a PAS test device is not immediately available, the deputy may request the person to submit to chemical testing of his/her blood, breath or urine, conducted pursuant to Vehicle Code § 23612 (Vehicle Code § 13388).

If the person refuses to take or fails to complete the PAS test or other chemical test, or if the result of either test reveals a blood alcohol content of 0.01 or more, the deputy shall proceed to serve the person with a notice of order of suspension pursuant to this policy (Vehicle Code § 13388).
Impaired Driving

504.5.4 CHOICE OF TESTS
Deputies shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence).

A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the deputy shall advise the person that he/she has that choice. If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.

If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the deputy may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code § 23612(a)(2)(C)).

504.5.5 BREATH SAMPLES
The deputy should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Deputies obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to a sergeant.

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 the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).

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. Evidence of the deputy’s belief shall be included in the deputy’s report (Vehicle Code § 23612(a)(2)(C)).

Deputies under no circumstances shall share or loan their own, or utilize another employee's ID number or access card in order to use or activate any breath analysis device during an investigation.

504.5.6 BLOOD SAMPLES
Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned deputy. No deputy, even if properly certified, should perform this task.

Deputies should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.
Impaired Driving

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.7 URINE SAMPLES
If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The deputy shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by a deputy or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample (Vehicle Code § 23158(i)).

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.6 REFUSALS
When an arrestee refuses to provide a viable chemical sample, deputies should:

(a) Advise the arrestee of the requirement to provide a sample (Vehicle Code § 23612).
(b) Audio- and/or video-record the admonishment when it is practicable.
(c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL
Upon refusal to submit to a chemical test as required by law, deputies shall personally serve the notice of order of suspension upon the arrestee and take possession of any state-issued license to operate a motor vehicle that is held by that individual (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

504.6.2 BLOOD SAMPLE WITHOUT-consent
A blood sample may be obtained from a person who refuses a chemical test, only after a search warrant has been obtained pursuant to Penal Code 1524.

Deputies should be aware that:

(a) Parole or probation status alone is not sufficient to avoid the warrant requirement. Each arrestee’s specific conditions should be researched and confirmed.
(b) A driver’s license holder’s “Implied Consent” is not sufficient to avoid the warrant requirement.
Impaired Driving

504.6.3 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the deputy should request a supervisor to respond.

The responding supervisor, after having confirmed that a search warrant has been obtained, should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another deputy) and attempt to persuade the individual to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video if practicable.

1. The sergeant and all deputies involved shall give careful risk-management consideration to using force to obtain blood evidence from extremely elderly arrestees, injured arrestees, or obviously pregnant arrestees. The total circumstances of a given investigation may not warrant force given the existence of these, or other, aggravating factors.

(c) Ensure that the blood sample is taken in a medically approved manner.

(d) Ensure the forced blood draw is recorded on audio and/or video when practicable.

(e) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

(f) Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

(g) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.

(h) In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

(i) In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted

(j) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

(k) Force may also be used under these guidelines to collect a blood sample in felony cases, other than DUI, where the arrestee's suspected drug or alcohol impairment has a direct and relevant nexus to proving the elements of a FELONY child abuse, neglect, or endangerment charge. The arrestee must refuse to voluntarily submit to the draw and a search warrant seeking evidence of the felony charge, shall be obtained before force is used to seize the sample.

1. Force shall not be used when the only charge is 11550(a) HS, nor shall search warrants be sought to seize samples in 11550(a) HS cases.

If a supervisor is unavailable, deputies are expected to use sound judgment and perform as a responding supervisor, as set forth above.
Impaired Driving

504.7 ARREST AND INVESTIGATION

504.7.1 WARRANTLESS ARREST
In addition to the arrest authority granted to deputies pursuant to Penal Code § 836, a deputy may make a warrantless arrest of a person that the deputy has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):

(a) The person is involved in a traffic accident.
(b) The person is observed in or about a vehicle that is obstructing the roadway.
(c) The person will not be apprehended unless immediately arrested.
(d) The person may cause injury to him/herself or damage property unless immediately arrested.
(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

504.7.2 DEPUTY RESPONSIBILITIES
The deputy serving the arrested person with a notice of an order of suspension shall immediately (Vehicle Code § 23612):

(a) Forward a copy of the completed notice of suspension or revocation form and any confiscated driver’s license to the Department of Motor Vehicles (DMV).
(b) Forward a sworn report to DMV that contains the required information in Vehicle Code § 13380.
(c) Forward the results to the appropriate forensic laboratory if the person submitted to a blood or urine test.

504.8 CLERICAL RESPONSIBILITIES
The clerical/records staff at each station or bureau will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney’s office.

504.8 ADMINISTRATIVE HEARINGS
The administrative staff will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to DMV.

Any employee who receives notice of required attendance to an administrative license suspension hearing should promptly notify the prosecuting attorney.

Any employee who testifies at an administrative hearing should document the hearing date, time and DMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.
504.9 TRAINING
Department members participating in DUI investigations should attend DUI-related training classes that include, at a minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to DUI investigations.
Chapter 6 - Investigation Operations
Eyewitness Identification

604.1 PURPOSE AND SCOPE
This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Penal Code § 859.7).

604.1.1 DEFINITIONS
Definitions related to the policy include:

**Eyewitness identification process** - Any field identification, live lineup or photographic identification.

**Field identification** - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

**Live lineup** - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

**Photographic lineup** - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.1 FIELD IDENTIFICATION CONSIDERATIONS
Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.
(b) Assess whether a witness should be included in a field identification process by considering:
   (a) The length of time the witness observed the suspect.
   (b) The distance between the witness and the suspect.
   (c) Whether the witness could view the suspect’s face.
   (d) The quality of the lighting when the suspect was observed by the witness.
   (e) Whether there were distracting noises or activity during the observation.
   (f) Any other circumstances affecting the witness’s opportunity to observe the suspect.
   (g) The length of time that has elapsed since the witness observed the suspect.
Eyewitness Identification

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

604.2 POLICY
The Riverside County Sheriff's Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 EYEWITNESS IDENTIFICATION
Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case.

Members should avoid mentioning that:

• The individual was apprehended near the crime scene.
• The evidence points to the individual as the suspect.
• Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and video recorded and the recording should be retained according to current evidence procedures (Penal Code § 859.7).

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM
The Detective Bureau supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.
Eyewitness Identification

The process should include appropriate forms or reports that provide (Penal Code § 859.7):

(a) The date, time and location of the eyewitness identification procedure.
(b) The name and identifying information of the witness.
(c) The name of the person administering the identification procedure.
(d) If applicable, the names of all of the individuals present during the identification procedure.
(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
(j) A statement from the witness in the witness’s own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.
(k) Any other direction to meet the requirements of Penal Code § 859.7, including direction regarding blind or blinded administrations and filler selection.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 INTERPRETIVE SERVICES
Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.7 DOCUMENTATION
A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.
Eyewitness Identification

604.7.1  <B>DOCUMENTATION RELATED TO RECORDINGS</B>
The handling member shall document the reason that a video recording or any other recording of an identification was not obtained (Penal Code § 859.7).

604.7.2  <B>DOCUMENTATION RELATED TO BLIND ADMINISTRATION</B>
If a presentation of a lineup is not conducted using blind administration, the handling member shall document the reason (Penal Code § 859.7).

604.8  PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS
When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness (Penal Code § 859.7). Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup (Penal Code § 859.7).

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.8.1  OTHER SAFEGUARDS
Witnesses should be asked for suspect descriptions as close in time to the incident as possible and before conducting an eyewitness identification. No information concerning a suspect should be given prior to obtaining a statement from the witness describing how certain he/she is of the identification or non-identification. Members should not say anything to a witness that that may validate or invalidate an eyewitness’ identification. In photographic lineups, writings or information concerning any previous arrest of a suspect shall not be visible to the witness (Penal Code § 859.7).
Chapter 7 - Equipment
Department Owned & Personal Property

700.1 PURPOSE AND SCOPE
Employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or Department property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF DEPARTMENT PROPERTY
Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Department property may be cause for discipline.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any Department issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable Department property should be discontinued as soon as practical and replaced with comparable Department property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY
Claims for reimbursement for damage or loss of personal property must be made in compliance to the Board of Supervisors Policy number C-5 (Reimbursement for Damaged Clothing or Property). In addition to filling out the County's Personal Property Claim form C-1, the requesting employee shall also address a memorandum to the Station Commander via chain of command and describing the loss, the value, and the circumstances surrounding the loss.

The supervisor shall direct a memorandum to the Station Commander, which shall include the results of their investigation and whether the employee followed proper procedures. The supervisor's memorandum shall address whether reasonable care was taken to prevent the loss or damage.
Department Owned & Personal Property

Upon review by the Station Commander and a finding that no misconduct or negligence was involved, repair or replacement may be permitted in whole or in part. The Station Commander will then forward a memorandum to the Safety Officer for review.

No replacement, reimbursement, or repairs will be approved for luxurious or overly expensive items (jewelry, exotic equipment, etc.) that are not reasonably required as a part of work. Nor will replacement be authorized for items damaged by normal wear and tear, items valued under $20.00, cleaning or laundering, damage caused or contributed to by employee negligence, or loss recoverable from another party or worker's compensation.

700.3.1 REPORTING REQUIREMENT
A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A memorandum and/or a report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER
Deputies and other employees may intentionally or unintentionally cause damage to the real or personal property of another while performing their duties. Any employee, who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

(c) Photographs shall be taken of the damaged property and included with the submitted report/memorandum.

(d) The supervisor is responsible for completing the County of Riverside Confidential Report of Vehicle Accident (a.k.a. ACCORD) form, and forwarding it via chain of command to Sheriff's Administration.

(e) Major damage or incidents of a significant nature (i.e., search warrants on wrong property, accidental discharge causing injury, etc.) require immediate notification of the Professional Standards Division.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY
If employees of another jurisdiction cause damage to real or personal property belonging to the County of Riverside, it shall be the responsibility of the deputy present or the deputy responsible for the Department property to make a verbal report to his or her immediate supervisor as soon as circumstances permit. The deputy is to follow steps as outlined above in sections 700.31 and 700.4.
These written reports/memorandums, accompanied by the supervisor's written memorandum, shall promptly be forwarded to the Station Commander.

700.5 REQUISITION OF SUPPLIES AND EQUIPMENT

(a) The Department will control the requisition, purchase, and acquisition of any supply, service or equipment obtained for Departmental purposes and operations.

(b) The requisition, purchase and acquisition of any supply, service or equipment is a coordinated venture between the Department and other County Departments and follows the requirements and standards as outlined by the Department, Board of Supervisors and the County of Riverside Standard Practices Manual.

700.6 PROPERTY AND EQUIPMENT

(a) All Departmental property and equipment shall be accounted for in accordance with accepted and established business principles and directives of the Department and the County of Riverside as outlined in the Standard Practices Manual.

(b) No County or Departmental equipment or property shall be removed or moved to another location or other command from which the property was originally assigned. All movement of Departmental equipment or property shall be done by written order authorizing the move of the items.

(c) No County or Departmental equipment shall be used for personal benefit or the benefit of others except in the performance of official duties or business. Any Department member misusing County or Departmental equipment or property may be subject to Department discipline.

(d) Any Department property or equipment that is no longer needed for service, or has been declared surplus, shall be disposed of in accordance with directives of the Department and the County.

(e) Flashlights commonly used in law enforcement are approved for use and their authorized purpose is to provide illumination.

(f) One knife is authorized to carry on-duty if allowed under California law and not otherwise prohibited by the Station Commander. The intended purpose of a knife is that of a "cutting tool" for use in emergencies, including the cutting of seat belts, harnesses or clothing at the scene of an emergency. The knife must be carried discretely in keeping with a professional appearance, but may not be carried on the duty belt. The knife must not have a blade longer than four inches and an overall length longer than eight inches. If a sworn deputy chooses to carry a fixed blade knife (see peace officer exemption in 17730(b) PC), the same length limitations apply. All knife blades shall have only one sharpened edge. Knives of any kind, are not authorized for carry or possession inside any correctional facility with the exception of department-supplied cutting tools.
Vehicle Maintenance

704.1 PURPOSE AND SCOPE
Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES
When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance personnel for repair.

704.2.1 DAMAGE OR POOR PERFORMANCE
Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

704.2.2 SEVERE USE
Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

704.2.3 REMOVAL OF WEAPONS
All firearms, weapons, ammunition, and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

704.3 VEHICLE EQUIPMENT
Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES
Deputies shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- Bags
- Blanket
- Crime Scene Barricade Tape
- Cuffs
- Fingerprint collection kit
- Fire Extinguisher
Vehicle Maintenance

- First-Aid Kit
- Flares
- Jack and wrench
- Shotgun (duty ready and properly secured)
- Spare Tire
- Trauma kit

In addition, department members shall diligently complete the inspection checklist presented during the MDC log-on process.

704.4 VEHICLE REFUELING
Each vehicle’s last driver shall ensure that it contains adequate fuel for the next user. Patrol vehicles shall be completely filled for the on-coming shift.

704.5 WASHING OF VEHICLES
All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.
Cash Handling, Security and Management at Bureaus, Stations and Facilities

708.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

708.2 POLICY
It is the policy of the Riverside County Sheriff's Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

708.3 PETTY CASH FUNDS
The Sheriff shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

708.4 PETTY CASH TRANSACTIONS
The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

708.5 PETTY CASH AUDITS
The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Sheriff, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Sheriff.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the department or designee.
All cash overages and shortages shall be reported to a supervisor immediately. The supervisor shall ensure all necessary reports are made and report the overage or shortage as required by directives of the Department and the County Auditor/Controller.

708.6 ROUTINE CASH HANDLING
Those who handle cash as part of their property, evidence, or supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for department services shall discharge those duties in accordance with the procedures established for those tasks.

708.7 OTHER CASH HANDLING
Members of the department who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.
Chapter 8 - Support Services
Crime Analysis

800.1 PURPOSE AND SCOPE
The mission of the Crime Analysis Unit (CAU) is to gather, maintain and disseminate information related to criminal activity for the apprehension and conviction of criminals.

The function of the Crime Analysis Unit is to provide analytical support to patrol, investigations, administration and specialized units. This support is in the form of daily, weekly and monthly reports, as well as visual materials including link charts, time lines and spatial analysis. Crime analysts report to the chain of command within their respective assignment.

800.2 UNIT STRUCTURE
The Crime Analysis Unit is part of the Special Investigations Bureau (SIB). The Crime Analysis supervisor reports to the SIB commander. Positions within the Crime Analysis Unit include:

- Supervising Crime Analyst
- Senior Crime Analyst
- Crime Analyst

800.3 CRIME ANALYSIS FACTORS
Analysts are assigned as support personnel in a wide variety of field assignments including stations, the Central Homicide Unit, Human Trafficking, Major Crimes Unit (MCU), SIB Narcotics, Administrative Support, and other units as needed.

800.4 CRIME ANALYSIS DISSEMINATION
Crime Analysts provide information to aid personnel with their investigations. The following list provides some examples of the types of information / assistance provided by Crime Analysts:

- Hotsheets
- Patrol Information Sheets
- Spatial Analysis GIS / Maps
- Suspect Identification
- Victim Identification
- Field Interview Management
- Parolee Information
- Probation Information
- Crime Series / Patterns
- Photographic Line-Ups
- Video Capture and Enhancement
Crime Analysis

- Subject Background Research
- Link Analysis
- Time Lines
- Telephone Toll Analysis

Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities. The following are some examples of assistance provided by the CAU:

- Presentations
- Intelligence Research
- Strategic Assessments / Reports
- Summary & Comments Reports
- Target Profile Analysis / Forecasting
- Pawn Slip Activity Reports
- Special Projects
- Statistical Analysis
- Case Management Support

800.5 ADDITIONAL SUPPORT SERVICES
The Central Crime Analysis Unit provides valuable on-scene support countywide via the Crime Analysis Response Team, or CART. CART consists of mobile units equipped with state-of-the-art computer technology giving the analyst the ability to provide the same level of support that is available at the station level. CART aids in organizing special operations, such as DUI checkpoints, parole, probation and gang sweeps by providing in-field access to records management systems, online resources, photographic capabilities, mapping and background research.

800.6 REQUESTING CAU SUPPORT
When requesting CAU personnel:

(a) Individual station requests for CAU support shall be routed to the station crime analyst.
(b) Gang Task Force requests for CAU support shall be routed to the Gang Task Force crime analyst.
(c) CHU requests for CAU support shall be routed to the crime analyst assigned to the CHU crime analyst.
(d) MCU requests for CAU support shall be routed to the crime analyst assigned to MCU.
(e) All other requests for CAU support shall be routed to the SIB Crime Analysis supervisor via chain of command.
Sheriff's Dispatch

802.1 PURPOSE AND SCOPE
This policy establishes guidelines for the basic functions of Sheriff's Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

802.2 POLICY
It is the policy of the Riverside County Sheriff's Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between Dispatch and Department members in the field.

802.3 DISPATCH SECURITY
The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Dispatch.

Access to Dispatch shall be limited to Dispatch members, Dispatch managers, command staff and Department members with a specific business-related purpose.

802.4 RESPONSIBILITIES

802.4.1 DISPATCH SUPERVISOR
The Sheriff shall appoint and delegate certain responsibilities to a Dispatch Supervisor. The Dispatch Supervisor is directly responsible to the Communications Manager. The Communications Manager is responsible to the Bureau Commander or the authorized designee.

The responsibilities of the Dispatch Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of Dispatch in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising and ensuring Dispatchers receive appropriate training and performance evaluation.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Maintaining Dispatch database systems.

(f) Maintaining and updating Dispatch procedures manual.

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim
of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring dispatcher compliance with established policies and procedures.

(g) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with department policy.

(h) Maintaining a current contact list of Riverside County Sheriff's personnel to be notified in the event of a utility service emergency.

802.4.2 ADDITIONAL PROCEDURES

The Dispatch Supervisor should establish procedures for:

(a) Recording all telephone and radio communications and playback issues.

(b) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).

(c) Availability of current information for dispatchers (e.g., contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

(d) Assignment of field members and safety check intervals.

(e) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(f) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).

(g) Protection of radio transmission lines, antennas and power sources for Dispatch (e.g., security cameras, fences/gates).

(h) Handling misdirected, silent and hang-up calls.

(i) Radio interoperability issues.

802.4.3 DISPATCHERS

Dispatchers report to the Communications Centers. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.

2. Business telephone lines.

3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.

4. Radio communications with departmental members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

5. Other electronic sources of information (e.g., text messages, digital photographs, video).
(b) Documenting the field activities of departmental members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Dispatch, RSOMS, and other law enforcement database systems (CLETS, DMV, NCIC).

(d) Monitoring departmental video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the watch commander or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

802.5 CALL HANDLING
Dispatch provides members of the public with access to the 9-1-1 system via a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

• Where?
• What?
• When?
• Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Dispatch, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller’s language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.
802.5.1  **EMERGENCY CALLS**  
A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding departmental members and affected individuals.

Emergency calls should be dispatched immediately. The watch commander shall be notified of pending emergency calls for service when departmental members are unavailable for dispatch.

802.5.2  **NON-EMERGENCY CALLS**  
A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

**802.6  RADIO COMMUNICATIONS**  
The radio system is for official use only, to be used by dispatchers to communicate with departmental members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

A Dispatch supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

**802.6.1  FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE**  
Riverside County Sheriff's Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

**802.6.2  RADIO IDENTIFICATION**  
Radio call signs are assigned to departmental members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate departmental
member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the station name or number.

802.7 TRAINING AND CERTIFICATION
Dispatchers shall receive training consistent with minimum standards established by POST (Penal Code § 13510(c)).

802.8 CONFIDENTIALITY
Information that becomes available through Dispatch may be confidential or sensitive in nature. All members of Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with Department Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal Departmental files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

802.9 DOCUMENTATION
It shall be the responsibility of Dispatch to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident number
- Date and time of request
- Name and address of the reporting person, if possible
- Type of incident reported
- Involvement of weapons, drugs and/or alcohol
- Location of incident reported
- Identification of members assigned as primary and backup
- Time of dispatch
- Time of the responding member’s arrival
- Time of member’s return to service
- Disposition or status of reported incident
Records Maintenance and Release

810.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance and release of department records.

810.2 POLICY
The Riverside County Sheriff's Department is committed to providing public access to records in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

810.3 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:

(a) Managing the records management system for the department, including the retention, archiving, release, and destruction of department public records.

(b) Maintaining and updating the department records retention schedule including:
   1. Identifying the minimum length of time the department must keep records.
   2. Identifying the department bureau responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring a current schedule of fees for public records as allowed by law is available (Government Code § 6253).

(g) Determining how the department's website may be used to post public records in accordance with Government Code § 6253.

(h) Ensuring that all current department standards, policies, practices, operating procedures, and education and training materials are posted on the department website in accordance with Penal Code § 13650.

(i) 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.

(j) Ensuring that a list and description, when applicable, of enterprise systems (as defined by Government Code § 6270.5) is publicly available upon request and posted in a prominent location on the department’s website.
810.4 PROCESSING REQUESTS FOR PUBLIC RECORDS
Any department member who receives a request for any record shall route the request to the
Custodian of Records or the authorized designee within their station or bureau. Requests made
pursuant to the California Public Records Act (CPRA) should be immediately forwarded to the
CPRA Unit.

810.4.1 REQUESTS FOR RECORDS
Any member of the public, including the media and elected officials, may access unrestricted
records of this department, during regular business hours by submitting a written and signed
request that reasonably describes each record sought and paying any associated fees (Government Code § 6253).

The processing of requests for any record is subject to the following (Government Code § 6253):

(a) The department is not required to create records that do not exist.
(b) 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).
(c) Either the requested record or the reason for non-disclosure will be provided promptly,
but no later than 10 days from the date of request, unless unusual circumstances
preclude doing so. If the department determines that the request seeks disclosable
public records, the department shall state the estimated date and time the records
will be made available. 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.

1. 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
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).

2. 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.

(d) 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).
(e) 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.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) 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.

810.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) 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).

(b) Social Security numbers (Government Code § 6254.29).

(c) 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.).

1. Peace officer personnel records that are deemed confidential shall not be made public or otherwise released to unauthorized individuals or entities absent a valid court order, or as otherwise allowed by law.

2. The identity of any deputy subject to any criminal or administrative investigation shall not be released without the consent of the involved deputy, prior approval of the Sheriff, or as required by law.

(d) 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 not be disclosed, unless it is required by law (Government Code § 6254; Penal Code § 841.5).

1. 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.

2. 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)).

(e) 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.

(f) Information involving confidential informants, intelligence information, information that would endanger the safety of any person involved, or information that would endanger the successful completion of the investigation or a related investigation. This includes analysis and conclusions of investigating deputies (Evidence Code § 1041; Government Code § 6254).

1. Absent a statutory exemption to the contrary or other lawful reason to deem information from reports confidential, information from unrestricted agency reports shall be made public as outlined in Government Code § 6254(f).

(g) Local and state 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 Codes § 13300 and 11105.

1. All requests from criminal defendants and their authorized representatives (including attorneys) shall be referred to the District Attorney, County Counsel, or the courts pursuant to Penal Code § 1054.5.

(h) 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), juveniles (Welfare and Institutions Code § 827), and the detention of mentally disordered persons (Welfare and Institutions Code § 5328).

(i) 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).

(j) 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).

(k) 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.

(l) Any record created exclusively in anticipation of potential litigation involving this department (Government Code § 6254).
Records Maintenance and Release

(m) Any memorandum from legal counsel until the pending litigation has been adjudicated or otherwise settled (Government Code § 6254.25).

(n) Records relating to the security of the department’s electronic technology systems (Government Code § 6254.19).

(o) 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)).

(p) 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).

(q) 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).

810.6 SUBPOENAS AND DISCOVERY REQUESTS

Any department member who receives a subpoena duces tecum or discovery request for records should promptly forward the request to the Information Services Bureau (ISB), Subpoena Unit. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, County Counsel or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the department so that a timely response can be prepared.

810.7 POLICY AVAILABILITY

A copy of this policy is to be maintained at each Station and available to the public upon request.

810.8 SEALED RECORD ORDERS

Sealed record orders received by the department shall be reviewed for appropriate action by the Custodian of Records or authorized designee. The Custodian of Records or authorized designee shall seal such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once the record is sealed, members shall respond to any inquiry as though the record did not exist (Penal Code § 851.8; Welfare and Institutions Code § 781).

When an arrest record is sealed pursuant to Penal Code § 851.87, Penal Code § 851.90, Penal Code § 851.91, Penal Code § 1000.4, or Penal Code § 1001.9, the Records Manager or authorized designee shall ensure that the required notations on local summary criminal history information
and police investigative reports are made. Sealed records may be disclosed or used as authorized by Penal Code § 851.92.

810.9 SECURITY BREACHES
The Records Manager shall ensure notice is given anytime there is a reasonable belief an unauthorized person has acquired either unencrypted personal identifying information or encrypted personal information along with the encryption key or security credential stored in any department information system (Civil Code § 1798.29).

Notice shall be given as soon as reasonably practicable to all individuals whose information may have been acquired. The notification may be delayed if the department determines that notification will impede a criminal investigation or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

For the purposes of this requirement, personal identifying information includes an individual’s first name or first initial and last name in combination with any one or more of the following:

- Social Security number
- Driver license number, California identification card number, tax identification number, passport number, military identification number, or other unique identification number issued on a government document commonly used to verify the identity of a specific individual
- Account number or credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual’s financial account
- Medical information
- Health insurance information
- A username or email address, in combination with a password or security question and answer that permits access to an online account
- Information or data collected by Automated License Plate Reader (ALPR) technology
- Unique biometric data

810.9.1 FORM OF NOTICE
(a) The notice shall be written in plain language, be consistent with the format provided in Civil Code § 1798.29 and include, to the extent possible, the following:
1. The date of the notice.
2. Name and contact information for the Riverside County Sheriff's Department.
3. A list of the types of personal information that were or are reasonably believed to have been acquired.
4. The estimated date or date range within which the security breach occurred.
5. Whether the notification was delayed as a result of a law enforcement investigation.

6. A general description of the security breach.

7. The toll-free telephone numbers and addresses of the major credit reporting agencies, if the breach exposed a Social Security number or a driver license or California identification card number.

(b) The notice may also include information about what the Riverside County Sheriff's Department has done to protect individuals whose information has been breached and may include information on steps that the person whose information has been breached may take to protect him/herself (Civil Code § 1798.29).

(c) When a breach involves an online account, and only a username or email address in combination with either a password or security question and answer that would permit access to an online account, and no other personal information has been breached (Civil Code § 1798.29):

(a) Notification may be provided electronically or in another form directing the person to promptly change either his/her password or security question and answer, as applicable, or to take other appropriate steps to protect the online account with the department in addition to any other online accounts for which the person uses the same username or email address and password or security question and answer.

(b) When the breach involves an email address that was furnished by the Riverside County Sheriff's Department, notification of the breach should not be sent to that email address but should instead be made by another appropriate medium as prescribed by Civil Code § 1798.29.

810.9.2 MANNER OF NOTICE

(a) Notice may be provided by one of the following methods (Civil Code § 1798.29):

(a) Written notice.

(b) Electronic notice if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 USC § 7001.

(c) Substitute notice if the cost of providing notice would exceed $250,000, the number of individuals exceeds 500,000 or the department does not have sufficient contact information. Substitute notice shall consist of all of the following:

(a) Email notice when the department has an email address for the subject person.

(b) Conspicuous posting of the notice on the department’s webpage for a minimum of 30 days.

(d) Notification to major statewide media and the California Information Security Office within the California Department of Technology.
(b) If a single breach requires the department to notify more than 500 California residents, the department shall electronically submit a sample copy of the notification, excluding any personally identifiable information, to the Attorney General.

810.10 RELEASE OF AUDIO OR VIDEO RECORDINGS RELATED TO CRITICAL INCIDENTS

Video and audio recordings related to critical incidents shall be released upon a proper public record request and subject to delayed release, redaction, and other release restrictions as provided by law (Government Code § 6254(f)(4)).

For purposes of this section, a video or audio recording relates to a critical incident if it depicts an incident involving the discharge of a firearm at a person by a deputy, or in which the use of force by a deputy against a person resulted in death or in great bodily injury (as defined by Penal Code § 243(f)(4)) (Government Code § 6254(f)(4)).

The Custodian of Records should work as appropriate with the Sheriff or the Internal Affairs Bureau supervisor in determining what recordings may qualify for disclosure when a request for a recording is received and if the requested recording is subject to delay from disclosure, redaction, or other release restrictions.

810.10.1 DELAY OF RELEASE

Disclosure of critical incident recordings during active criminal or administrative investigations may be delayed as follows if disclosure would substantially interfere with the investigation, such as by endangering the safety of a witness or a confidential source:

(a) Disclosure may be delayed up to 45 days from the date the department knew or reasonably should have known about the incident.

(b) Delay of disclosure may continue after the initial 45 days and up to one year if the department demonstrates that disclosure would substantially interfere with the investigation.

(c) Any delay of disclosure longer than one year must be supported by clear and convincing evidence that disclosure would substantially interfere with the investigation (Government Code § 6254(f)(4)).

810.10.2 NOTICE OF DELAY OF RELEASE

When there is justification to delay disclosure of a recording, the Custodian of Records or authorized designee shall provide written notice to the requester as follows (Government Code § 6254(f)(4)):

(a) During the initial 45 days, the Custodian of Records or authorized designee shall provide the requester with written notice of the specific basis for the determination that disclosure would substantially interfere with the investigation. The notice shall also include the estimated date for the disclosure.

(b) When delay is continued after the initial 45 days, the Custodian of Records or authorized designee shall promptly provide the requester with written notice of the specific basis for the determination that the interest in preventing interference with an
active investigation outweighs the public interest in the disclosure, and the estimated date for the disclosure. The Custodian of Records or authorized designee should work with the Sheriff in reassessing the decision to continue withholding a recording and notify the requester every 30 days.

Recordings withheld shall be disclosed promptly when the specific basis for withholding the recording is resolved.

810.10.3 REDACTION
If the Custodian of Records, in consultation with the Sheriff or authorized designee, determines that specific portions of the recording may violate the reasonable expectation of privacy of a person depicted in the recording, the department should use redaction technology to redact portions of recordings made available for release. The redaction should not interfere with the viewer's ability to fully, completely, and accurately comprehend the events captured in the recording, and the recording should not otherwise be edited or altered (Government Code § 6254(f)(4)).

If any portions of a recording are withheld to protect the reasonable expectation of privacy of a person depicted in the recording, the Custodian of Records or authorized designee shall provide in writing to the requester the specific basis for the expectation of privacy and the public interest served (Government Code § 6254(f)(4)).

810.10.4 RECORDINGS WITHHELD FROM PUBLIC DISCLOSURE
If the reasonable expectation of privacy of a person depicted in the recording cannot adequately be protected through redaction, and that interest outweighs the public interest in disclosure, the department may withhold the recording from the public, except that the recording, either redacted or unredacted, shall be disclosed promptly, upon request, to any of the following (Government Code § 6254(f)(4)):

(a) The person in the recording whose privacy is to be protected, or his/her authorized representative.
(b) If the person is a minor, the parent or legal guardian of the person whose privacy is to be protected.
(c) If the person whose privacy is to be protected is deceased, an heir, beneficiary, designated immediate family member, or authorized legal representative of the deceased person whose privacy is to be protected.

If the department determines that this disclosure would substantially interfere with an active criminal or administrative investigation, the Custodian of Records or authorized designee shall provide the requester with written notice of the specific basis for the determination and the estimated date of disclosure (Government Code § 6254(f)(4)).

The department may continue to delay release of the recording from the public for 45 days with extensions as provided in this policy (Government Code § 6254(f)(4)(A)).
Chapter 10 - Personnel
Drug- and Alcohol-Free Workplace

1012.1 PURPOSE AND SCOPE
The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1012.2 POLICY
It is the policy of this department to provide a drug- and alcohol-free workplace for all members. As employees of the County of Riverside, all Department members are subject to Riverside County Board of Supervisors policies C-10, C-24, and C-34.

C-34 https://www.rivcocob.org/boardpolicies/policy-c/POLICY-C34.pdf

1012.3 GENERAL GUIDELINES
Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

1012.3.1 USE OF MEDICATIONS
Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician stating the medication does not impair their ability to safely and legally drive a vehicle.

1012.3.2 MARIJUANA AND PROPOSITION 64
Proposition 64 generally legalized the commercial, adult-use of marijuana in California. Even though in most respects Proposition 64 decriminalizes marijuana possession and usage in California, it does not affect its continued illegality under federal law, nor does it prevent employers from maintaining a drug and alcohol free workplace. Proposition 64 specifically adds section
Drug- and Alcohol-Free Workplace

11362.45 to the Health & Safety Code, which states that employers can lawfully prohibit the use, possession, sale, or distribution of marijuana in the workplace or any building owned, leased, or occupied by a local government agency, as well as generally prohibit the use of marijuana by employees and prospective employees.

Even after the passage of Proposition 64, marijuana remains a Schedule I Controlled Substance under both state and federal law. Riverside County and Sheriff's Department policies prohibit employees from possessing and/or using controlled substances to include medical marijuana or cannabis products which contain the psychoactive ingredient of THC (tetrahydrocannabinol) at any time. These policies also prohibit employees from using, possessing, or being under the influence of any controlled substance, including marijuana, while on duty and/or on County property, or violating federal law.

1012.3.3 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON DUTY
Department employees shall not purchase or possess alcohol or other controlled substances on County property, at work, or while on duty except in the performance of a special assignment as described in § 1012.4. The possession or use of controlled substances as learning/training aids (display board, K-9 training, etc.) are authorized with supervisor approval.

1012.3.4 USE OF ALCOHOL OR PRESCRIBED MEDICATIONS
Department employees who are taking medications during work hours shall not allow such medications to impair their ability to perform their work. No employee shall be permitted to work while taking medications that impair their ability to perform their duties.

(a) Department members shall not drink intoxicating liquor/alcohol to such an extent that they are not able to report to their next tour of duty.

(b) Department members shall not drink intoxication liquor/alcohol to such an extent that may result in the commission of an obnoxious or offensive act that may bring discredit or disgrace upon themselves or the Department.

(c) Department members shall not report to work when they are under the influence of any drug, narcotic or alcohol, prescribed or not prescribed, or when they have the odor of marijuana or an alcoholic beverage on their breath or upon their person.

(d) Department members while on duty shall not drink any alcoholic beverage except as authorized (section 1012.4). Drinking alcoholic beverages during lunch or other breaks is specifically prohibited.

1012.3 COMPLIANCE
Employees must, as a condition of employment, abide by the terms of this policy, and report any conviction as prescribed in Section 1011 of this manual.

1012.4 MEMBER RESPONSIBILITIES
Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103).
**Drug- and Alcohol-Free Workplace**

The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

**1012.6 EMPLOYEE ASSISTANCE PROGRAM**

There is a voluntary employee assistance program to assist County employees who wish to seek help for alcohol and drug problems. There is also available a variety of insurance coverages which provide treatment for drug and alcohol abuse. Employees may contact Human Resources, their insurance provider, or the Employee Assistance Program for additional information (41 USC § 8103). The Department recognizes that the interaction between the employee and their Health Care Provider as well as the interaction between the employee and the Employee Assistance Program is confidential and is not accessible to the Department.

Employees 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 employee to seek assistance before alcohol or drug problems lead to performance problems.

**1012.6 WORK RESTRICTIONS**

If a member informs a supervisor that he/she has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

**1012.7 REQUESTING SCREENING TESTS**

The supervisor may request an employee to submit to a screening test under the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
Drug- and Alcohol-Free Workplace

(b) The employee discharges a firearm, other than by accident, in the performance of his/her duties.

(c) During the performance of his/her duties, the employee drives a motor vehicle and becomes involved in an incident that results in bodily injury to him/herself or another person, or substantial damage to property.

1012.7.1 SUPERVISOR RESPONSIBILITY
The supervisor shall prepare a written record documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1012.7.2 SCREENING TEST REFUSAL
An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test as requested.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof within 72 hours after being requested that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

(c) Violates any provisions of this policy.

1012.8 COMPLIANCE WITH THE Drug-FREE Workplace ACT
No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1012.9 CONFIDENTIALITY
The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in accordance with current state and federal confidentiality laws.
PEER SUPPORT PROGRAM

1013.1 POLICY STATEMENT
The Riverside County Sheriff’s Department’s Peer Support Program is an employee assistance program offering confidential help and guidance by trained volunteer peer support personnel to all Department members experiencing a personal or professional problem or crisis.

Personnel experiencing problems are encouraged to seek assistance before the situation escalates into a severe personal problem, or becomes a violation of the law. Help can be found with licensed professional counselors from outside the Department, or from fellow employees associated with the Peer Support Program.

The Department recognizes the importance of physical and emotional well being upon personal performance. Supervisors’ responsibilities include identifying personnel who are experiencing problems and helping these individuals effect a positive change whenever possible. The Peer Support Program provides a resource for supervisors to assist employees who have particular problems. Supervisors are advised that an employee’s decision to participate in this program must be voluntary. Referrals will not be made under duress or with a promise of reward.

It must be noted that nothing in this program is intended to alter the Department’s ability or responsibility to administer discipline, or a supervisor’s responsibility to supervise.

1013.2 PROGRAM STATEMENT
It has long been recognized that people can benefit by being provided with a means of contacting and talking to someone who cares and understands their problems. Realizing that the ways in which employees choose to deal with crisis can be as diverse as the factors causing the problem, a successful approach has been to provide a program which offers non-professional (peer) support services, with the resources to advise personnel on the need for professional services, when applicable.

In the past, employees seeking assistance were referred to the Riverside County Employee Assistance Services (EAS) for further referral. Others, who felt the need to discuss the matter with someone they felt “had been there”, turned to peers by chance or through indirect reference by other employees. The Riverside Sheriff’s Peer Support Program will provide a more accurate means of identifying fellow employees who have expressed the desire to be available to their peers for these types of discussions. Given the diverse cross-section of current personnel, our Peer Support personnel should represent a wide variety of support personnel familiar with finances, disability, career choices, family relationships, divorce, bereavement, legal issues, etcetera.

The names and business telephone numbers of peer support personnel will be made available to all personnel through the Program Coordinator.

The Peer Support Program is a valuable resource for Department members and their families. The program is not intended to transform employees into psychologists. It is to provide a first level of contact with employees when confronting those crises which affect their personal lives.
and ultimately their job performance. The success of the program will depend upon the interest, dedication and confidentiality displayed by those who choose to become involved as volunteer support personnel.

1013.3 SELECTION
Periodically the Department will seek volunteers and recommendations for the Peer Support Program. Interested personnel should submit a memo of interest, together with a current resume, to their Bureau/Station Commander. Those personnel recommending others for counselors should submit their recommendations to the Peer Support Coordinator.

Those personnel who are submitting memos on their own behalf should include a brief statement of why they want to become a peer supporter and should detail any life experiences and special training they possess which may contribute to the program. Bureau/Station Commanders will review the memos, make any recommendations they deem appropriate, and forward them to their Division Chief for approval.

The Selection Committee will make appointments for interviews. The Selection Committee will be comprised of a representative from the Counseling Team, a representative from the County Employee Assistance Services, the PEER Support Program Coordinator, a representative from the Riverside Sheriff's Association, and four peer supporters. Peer support personnel will initially receive specialized training in Peer Support. Subsequent training and updates on support techniques will be provided at support meetings scheduled bi-monthly at the Ben Clark Training Center.

1013.4 SUPPORT PERSONNEL
Volunteer peer support personnel are selected from all ranks within the Department.

The primary function of peer support personnel includes providing short-term crisis intervention, lay assessment of the problems, and referral service to fellow employees when deemed necessary. Personnel experiencing problems which might require long-term or professional guidance shall be so advised by the peer support personnel and a list of possible referrals will be maintained by the Peer Support Program Coordinator.

1013.5 CONFIDENTIALITY
Communication between a peer support person and a Department member is confidential, EXCEPT for those matters which involve the following:

- Danger to self
- Danger to others
- Suspected child abuse
- Possession and/or use of illegal drugs or narcotics
- Serious/dangerous violation of the law (felonies)
PEER SUPPORT PROGRAM

• Domestic violence
• Elder abuse
• Serious misconduct (violations of Department policy that could/would be grounds for termination
• Where divulgence is requested by the peer

The above categories only represent parameters and are not meant to be all inclusive. In such instances, peer support personnel shall advise the Program Coordinator of the circumstances concerning the incident and what has been done to rectify the problem. The Program Coordinator shall apprise the Department Administrator (Chief Deputy or Assistant Sheriff) responsible for the program, who will decide the direction the Department will take in the matter.

Peer support personnel shall not be interviewed, nor shall they discuss details of support sessions with Department personnel conducting an investigation, without the WRITTEN authorization of the Department Administrator (Chief Deputy or Assistant Sheriff) responsible for the program or the permission of the employee being counseled.

Authorized Department peer support personnel, while acting in a peer support role, are exempt from the requirements of Policy 340.5.5 (a) & (M), with the exception of the criteria as outlined above.

This in no way inhibits the Sheriff from ordering an employee to cooperate with a Department investigation or with an outside agency involved in a criminal investigation.

1013.6 SUPPORT SESSIONS
Support sessions shall be conducted on the employee’s and the support person’s own time, absent exigent circumstances. Should an emergency require that a support person be called on duty time, his/her response will be at the discretion of the concerned Bureau/Station Commander.

Support personnel shall not be reimbursed for mileage or the use of private telephones for support business. However, the use of County vehicles and telephones according to Department policy and with the approval of the concerned Bureau/Station commander is authorized.

The Peer Support Program is sanctioned by the Department; therefore, an injury sustained while conducting support sessions may be reviewed as an “on-duty” incident by the Department for purposes of Worker’s Compensation.

Peer support personnel shall notify the Program Coordinator when they respond to or return from a support session.
Smoking and Tobacco Use

1018.1 PURPOSE AND SCOPE
This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Riverside County Sheriff's Department facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco whether or not they contain nicotine, as well as any electronic cigarette or personal vaporizer.

1018.2 POLICY
The Riverside County Sheriff's Department recognizes that tobacco use is a health risk and can be bothersome to others.

Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings, and vehicles, and as further outlined in this policy (Government Code § 7597; Labor Code § 6404.5; RC Board Policy A-23).

1018.3 SMOKING AND TOBACCO USE
Smoking and tobacco use by members is prohibited anytime members are in public view representing the Riverside County Sheriff's Department.

Smoking and tobacco use by members is prohibited in and around county owned or operated buildings and structures, except in marked exterior smoking areas.

Smoking and tobacco use by members is prohibited in all county vehicles and vehicles owned or operated by a contract city.

It shall be the responsibility of each supervisor to ensure that no person under their supervision smokes or uses any tobacco product inside County facilities and vehicles.

1018.4 ADDITIONAL PROHIBITIONS
No person shall use tobacco products within 20 feet of a main entrance, exit, or operable window of any public building (including any department facility), or buildings on the campuses of the University of California, California State University, and California community colleges, whether present for training, enforcement, or any other purpose (Government Code § 7596 et seq.).

1018.4.1 NOTICE
The Sheriff or the authorized designee should ensure that proper signage is posted at each entrance to the Department facility (Labor Code § 6404.5).
Seat Belts

1022.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in county vehicles (Vehicle Code § 27315.5), and when on-duty in a privately owned vehicle.

1022.1.1 DEFINITIONS
Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1022.2 WEARING OF SAFETY RESTRAINTS
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including arrestees and civilians, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made when wearing a seat belt would endanger the member or the public. Members must be prepared to provide reasonable and plausible justification for any deviation from the requirements to wear a seat belt.

1022.3 POLICY
It is the policy of the department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1022.4 TRANSPORTING CHILDREN
Children under the age of 8 shall be transported in compliance with California’s child restraint system requirements (Vehicle Code § 27360; Vehicle Code § 27363).

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, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and 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 seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible. A child shall not be transported in a rear-facing child restraint system in the front seat in a vehicle that is equipped with an active frontal passenger airbag (Vehicle Code § 27363).
Seat Belts

1022.5 VEHICLES MANUFACTURED WITHOUT SEAT BELTS
Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1022.6 VEHICLE AIRBAGS
In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.
Soft Body Armor

1024.1 PURPOSE AND SCOPE
Practical safety measures shall be used to reduce the risks and hazards associated with law enforcement. The Riverside County Sheriff's Department provides soft body armor for uniformed personnel in an effort to improve safety. Issued soft body armor remains the property of the Riverside County Sheriff's Department and shall be returned upon separation of service.

1024.2 SOFT BODY ARMOR
Soft body armor vests are issued to all sworn personnel because they have been shown to be effective in reducing deaths and serious injuries.

1024.2.1 USE OF SOFT BODY ARMOR
All armed uniform and plain clothed personnel shall wear soft body armor while conducting enforcement activity.

Soft body armor shall be worn while conducting Department qualifications or any activities/training on a firing range.

Members of the Department's Pistol Team are exempt from wearing soft body armor during practice or any other sanctioned event.

Soft body armor must be either Department issued or Department approved.

Department members, in accordance with manufacturer recommendations, are responsible for the care, cleanliness, and maintenance of issued soft body armor. Department members are also responsible for monitoring the expiration date of their soft body armor and shall request replacement before expiration.

In the interest of safety, all sworn and classified personnel assigned to the Field Operations Division, Corrections Division Transportation Bureau, and Court Services Division will be required to wear the soft body armor issued to them during their duty hours. In the event an employee is assigned to the Special Investigations Bureau or a station assignment in one of the above listed divisions, the mandatory wear policy will apply during all search warrants and arrest warrants involving suspects. Those persons assigned to special teams will be required to wear their issued soft body armor during any part of their tour of duty involving enforcement activities and during search/arrest warrants, unless working in an undercover capacity.
Hard Body Armor (Rifle Plates)

1025.1 PURPOSE
The Department is authorizing personnel the option to utilize an additional level of protective gear during unusual tactical incidents, in the form of hard body armor. This policy outlines the use and deployment of hard body armor, commonly known as rifle plates, for Department use outside of SWAT operations. Carriers (vests) carrying rifle plates have been found to provide a higher level of protection against high-velocity rifle fire. In an effort to provide better protection against high-velocity rifle fire, the Department has approved specific rifle plates and carriers for both future issue and immediate individual employee purchase at their discretion. This authorization is effective immediately for use in the specific instances outlined herein.
Hard Body Armor (Rifle Plates)

(a) **Mandatory**

1. Carrier Platform
   A. The carrier and all accessories must be OD (olive drab) green
   B. Full Molle attachment
   C. Fasteners - Quick-release side entry/exit, buckle or Velcro
   D. Fully padded and adjustable shoulder straps
Hard Body Armor (Rifle Plates)

E. Drag strap/handle attached to back of platform
F. Back Patch – “SHERIFF” only, minimum 2” not to exceed 3” lettering, Velcro attached
G. Front Patch – “SHERIFF” only, minimum 1” not to exceed 3” lettering, Velcro attached
H. Mount to affix a Body Worn Camera, proximity at the center / top of torso

(b) Optional

1. 1. Carrier Platform
   A. Sling system either single, 2 or 3-point sling
   B. Name plate (last name) on rear of carrier

2. Medical Trauma Kit – Molle attached, small, containing a tourniquet, hemostatic agent/dressing, medical tape, gauze, etc.

3. Utility Pouch – Molle attached, small, limited in size to 10 linear inches.

No additional items, gear or novelty patches may be attached to the plate carrier beyond what is outlined above in the mandatory or optional categories.

Employee Owned Rifle Plates and Carriers

Employee-owned rifle plates shall meet the same standards as described throughout this policy. Employees are required to properly care for and maintain plates pursuant to manufacturer’s instructions and to monitor product expiration dates.
Transfer Requests

1028.1 PURPOSE AND SCOPE
The Department is interested in developing all personnel as broadly as possible. One way to accomplish this is through transfer of assignment. Transfers are effected for the benefit or need of the Department, career development of the employee, and/or the personal request of the employee.

The Riverside County Sheriff's Department has four major responsibilities: keep the peace through patrol operations; maintain the county jails, attend the courts; and perform coroner / public administrator functions. Each of these functions has equal importance and employees are needed at all ranks to fulfill these responsibilities.

1028.2 REQUEST FOR TRANSFER
Transfers may be requested at any time, but shall only be considered after competency in the employee's current assignment is demonstrated.

1028.2.1 ELEMENTS OF CONSIDERATION FOR TRANSFER
Transfers shall be made at the discretion of the Sheriff or designee. Considerations shall include, but are not limited to:

- Needs of the Department;
- Time in grade;
- Attrition;
- Time in assignment;
- Career advancement;
- Ability;
- Home address;
- Strengths and weaknesses;
- Personal preferences; and
- Gender (where mandated).

No precise "formula" can be applied to this guide. Transfers must be made to ensure reasonableness and Department capabilities.

1028.2.2 PROCESS FOR REQUESTING TRANSFER
A request for transfer shall be made electronically on Departmental Form 205, available on the sheriff's intranet site under "Docs and Forms/Personnel." The form is self explanatory but does require the one-time creation of a digital signature by each reviewer. The digital signature is created by following the prompts within the signature box. Once the electronic signature is affixed,
Transfer Requests

the employee shall e-mail the form to their immediate supervisor for their signature. The request shall then be e-mailed to the employee’s Chief Deputy who will sign the form and forward it to the Personnel Bureau for addition to the master list. A transfer request shall not be stopped or delayed for any reason without the approval of the member submitting the request.

1028.2.3 EXTRAORDINARY CIRCUMSTANCES
Employees who are experiencing a hardship or have an extraordinary reason for requesting transfer, may complete a separate memorandum addressed to their Chief Deputy via their chain of command, outlining the circumstances they wish to be considered.

1028.2.4 WITHDRAWAL OF TRANSFER REQUEST
A member may withdraw a transfer request at any time. A recall of a transfer request shall be made in writing and directed to the current Division Chief and shall follow the chain of command.

1028.2.5 EXPIRATION OF TRANSFER REQUEST
A request for transfer will be kept on file in Sheriff’s Administration for one year after the date of submission. After expiration of the request, it shall be the member’s responsibility to renew the request.

1028.3 PERFORMANCE EVALUATION REPORT REQUIREMENTS
Upon transfer to a new Station, an employee shall receive a Performance Evaluation Report by their prior supervisor within thirty (30) days after transfer. A copy of this report shall be sent to the new Commander. A transfer evaluation report is not required if the Department employee has received a competent Performance Evaluation Report within (120) days preceeding the transfers effective date.
Employee Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE
This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the 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 state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or deputy associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1030.1.1 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 the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

1030.2 POLICY
Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees 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 Riverside County Sheriff's Department will carefully balance the individual employee’s rights against the Department’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

1030.3 SAFETY
Employees should consider carefully the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of the Riverside County Sheriff's Department employees, such as posting personal information in a public forum, can result in compromising an employee’s home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family, or
associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of a deputy who is working undercover.
- Disclosing the address of a fellow deputy.
- Otherwise disclosing where another deputy can be located off-duty.

**1030.4 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, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or deputy associations, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Riverside County Sheriff's Department or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Riverside County Sheriff's Department and tends to compromise or damage the mission, function, reputation or professionalism of the Riverside County Sheriff's Department or its employees. Examples may include:
   1. Statements that indicate disregard for the law or the state or U.S. Constitution.
   2. Expression that demonstrates support for criminal activity.
   3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, the use of force or excessive force, or other illegal behaviors.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Riverside County Sheriff's Department.

(f) 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 for financial or personal gain, or any disclosure of such materials without the express authorization of the Sheriff or the authorized designee.

(g) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or
Employee Speech, Expression and Social Networking

department-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees 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 employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS
While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or deputy associations, employees may not represent the Riverside County Sheriff's Department or identify themselves in any way that could be reasonably perceived as representing the Riverside County Sheriff's Department in order to do any of the following, unless specifically authorized by the Sheriff (Government Code § 3206; Government Code § 3302):

(a) Endorse, support, oppose or contradict any political campaign or initiative.
(b) Endorse, support, oppose or contradict any social issue, cause or religion.
(c) Endorse, support or oppose any product, service, company or other commercial entity.
(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group or deputy associations), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Riverside County Sheriff's Department.

Employees 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 bargaining unit or deputy associations, on political subjects and candidates at all times while off-duty.

However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees 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).
1030.5 PRIVACY EXPECTATION
Employees forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any internet site (e.g., Facebook) that is accessed, transmitted, received, or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

The Department shall not require an employee to disclose a personal user name or password for accessing personal social media or to open a personal social website; however, the Department may request access when it is reasonably believed to be relevant to the investigation of allegations of work-related misconduct (Labor Code § 980).

1030.6 CONSIDERATIONS
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Sheriff or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member’s appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 TRAINING
Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department.
Lactation Breaks

1035.1 PURPOSE AND SCOPE
The purpose of this policy is to provide reasonable accommodations to employees desiring to express breast milk for the employee's infant child.

1035.2 POLICY
It is the policy of this department to provide a reasonable amount of break time and appropriate facilities to accommodate any employee desiring to express breast milk for the employee's infant child (Labor Code § 1030).

1035.3 LACTATION BREAK TIME
Employees wishing to express breast milk for their infant child during their shift shall be permitted to do so during any authorized break or when the need arises. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding fifteen minutes will be considered unpaid (Labor Code § 1030). If a given job classification is entitled to compensated breaks, lactation breaks will be considered in the same manner.

Employees desiring to take a lactation break shall notify a supervisor prior to taking such a break and 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.

1035.4 PRIVATE LOCATION
The Department will make reasonable efforts to accommodate employees with the use of an appropriate room or other location to express milk in private. Such room or place should be in close proximity to the employee's work area and shall be other than a toilet stall or bathroom (Labor Code § 1031).

Employees 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 employees should avoid interrupting an employee during an authorized break, except to announce an emergency or other urgent circumstance. Commanders shall identify such private areas in advance and notify all employees of the area's designation and potential restriction for privacy.

Authorized lactation breaks for employees assigned to the field may also be taken at the nearest appropriate private area.
1035.5 STORAGE OF EXPRESSED MILK
Any employee storing expressed milk in any authorized refrigerated area within the department shall clearly label it as such. No expressed milk shall be stored at the department beyond the employee's shift.
Payroll Records

1036.1 PURPOSE AND SCOPE
Time cards (RSD Form 344) shall be submitted to the Riverside County Sheriff's Department Accounting and Finance Bureau on a bi-weekly basis for the payment of wages on a bi-weekly basis. Minimizing errors and corrections during this process is essential to achieving efficiency and transparency.

1036.1.1 SUPERVISOR RESPONSIBILITIES
Supervisors within all classifications are responsible for maintaining and referring to records of all employee leave used throughout each pay period, such that the Form 344 can be effectively reviewed for accuracy before submission. For example, supervisors shall maintain or have access to records that allow them to confirm that the regular hours worked are accurate, submitted overtime was worked, worked overtime was submitted for compensation, and sick and all other leave use was accurately documented on the Form 344. All supervisors and managers shall be knowledgeable regarding the various Memorandums of Understanding specific to the work schedule, leave, and payroll provisions within each document.

1036.2 POLICY
The Riverside County Sheriff's Department maintains timely and accurate payroll records.

1036.3 RESPONSIBILITIES
Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1036.3.1 SUPERVISOR RESPONSIBILITIES
Supervisors within all classifications are responsible for maintaining and referring to records of all employee leave used throughout each pay period, such that the Form 344 can be effectively reviewed for accuracy before submission. For example, supervisors shall maintain or have access to records that allow them to confirm that the regular hours worked are accurate, submitted overtime was worked, worked overtime was submitted for compensation, and sick and all other leave use was accurately documented on the Form 344. All supervisors and managers shall be knowledgeable regarding the various Memorandums of Understanding specific to the work schedule, leave, and payroll provisions within each document.

1036.3.2 DUTY TIME AND ABSENCES
Duty time and absences are governed by the Department and/or County Ordinance 440 and Memorandums of Understanding (MOU). County Ordinance 440 and MOU outline compensation, accrual, and use related to the following:

(a) Working hours;
(b) Overtime;
(c) Vacation time;
(d) Holiday time;
(e) Sick leave;
(f) Pregnancy;
(g) Military leave;
(h) Leave of absence;
(i) Worker's Compensation law;
(j) Bereavement leave.

Employees are responsible for accurately documenting the above information on the RSD Form 344. Sick leave is to be documented no later than one working day after the employee’s return to duty from sick time use. A RSD Form 344 documenting overtime worked, vacation used, holiday time used/worked, compensation time used/worked, and military leave time will be filed with the employee's immediate supervisor so that the activity appears on the Form 344 covering the date(s) of the activity. Correction documents may be submitted when circumstances prevent the timely submission of all activity during a pay period.

1036.4 TIME REQUIREMENTS
Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the County payroll procedures.

1036.5 RECORDS
The Director of Finances shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).
Personal Appearance Standards

1045.1 PURPOSE AND SCOPE
In order to project uniformity and neutrality toward the public and other members of the department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

1045.2 GROOMING STANDARDS
Unless otherwise stated and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Sheriff has granted exception.

All personnel are subject to inspection. Supervisors will ensure all personnel are maintaining a professional appearance. Personnel assigned to special assignments, with commander’s approval, do not have to adhere to the grooming standards within this specific policy.

1045.2.1 HAIR
Hairstyles of all members shall be neat in appearance. For male department members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female department members, loose hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is assuming a normal stance, or, hair may be worn up, or in a tightly wrapped braid or ponytail.

1045.2.2 MUSTACHES
A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip. Waxed mustaches will not be allowed.

1045.2.3 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1045.2.4 FACIAL HAIR
Facial hair in the form of a groomed and maintained mustache, goatee, or beard is authorized. Facial hair must not be longer than one-half (1/2) inch in length. Distinct cheek and neck lines are mandatory. All facial hair will be worn in manner that reflects a professional image on the department while in civilian attire and uniform.

1045.2.5 FINGERNAILS
Department members shall not wear fingernails that extend more than one-fourth (1/4) inch from the tip of the finger. Fingernails shall not be so long as to interfere with the duties assigned or to pose a safety hazard to the employee or public.
Personal Appearance Standards

Only female employees may wear fingernail polish. Nail polish may be worn only if it is kept well manicured; chipped polish must be removed. Only conservative colors may be worn that do not detract from a professional appearance. No fluorescent or iridescent colors are permitted. Fingernail jewelry, whether glued or pierced through the nail, will not be allowed.

1045.2.6 JEWELRY AND ACCESSORIES

Visible jewelry, other than those items listed below, shall not be worn unless specifically authorized by the Sheriff or designee.

(a) Wrist watch with a band of black or brown material, yellow or white metal no wider than one inch.

(b) Wedding ring(s), class rings, or other rings worn must be of a design and size that does not present a safety concern. A maximum of one ring/set may be worn on each hand.

(c) Medical alert bracelet.

(d) Female employees may wear one stud earring, no larger than 5mm or 3/16 inches in diameter, in the lower lobe of each ear. See DSM 1046.4.4 for other policies related to piercings.

(e) Jewelry, if worn around the neck, shall not be visible above the shirt collar.

Employees should evaluate the wearing of any ornamentation against the possible safety hazard and the possibility of such items being lost or damaged during the course of duty. Commanders may reasonably alter the standards within DSM 1045.2.6 related to their employees who are both non-sworn and non-uniformed after considering their duties and their level of public contact.

1045.3 TATTOOS

See DSM 1046 for department policies related to tattoos, brandings, and scarifications.

1045.4 CIVILIAN ATTIRE

There are assignments within the Sheriff's Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar or polo shirts, slacks or suits that are moderate in style.

(c) All female personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style. Acceptable hemline lengths range from 2" above the knee to ankle length.

(d) All department members, when not required to wear the departmental uniform, shall be attired in neat, clean and professional dress. The following are unacceptable items of dress:
Personal Appearance Standards

1. Any clothing item that shows excessive wear and/or that detracts from a professional business appearance;
2. All T-shirts;
3. Swimsuit, tube or tank tops, or halter tops;
4. Shorts and/or running suits;
5. Sandals and/or any footwear that constitutes a safety hazard;
6. Spandex type pants or see-through clothing;
7. Bare midriffs;
8. Bare shoulders and spaghetti straps;
9. Low necklines;
10. Hemline lengths more than 2" above the knee;
11. Distasteful or unprofessional slogans, pictures, product advertisements, drawings, buttons or pins.

(e) No item of civilian attire may be worn on duty that would adversely affect the reputation of the Riverside County Sheriff's Department or the morale of the employees.

(f) Variations from this order are allowed at the discretion of the Sheriff or designee when the employee's assignment or current task is not conducive to the restrictions in 1045.4.

1045.5 COURTROOM ATTIRE
Employees shall dress in uniform or business attire. Suitable business attire for male employees would consist of a coat, tie, collared dress shirt, and dress pants. Suitable business attire for female employees would consist of a dress jacket, dress blouse, and skirt or slacks. Duty related court appearances by any department member requires adherence with 1045.2.6 (a-e).
Tattoos, Brandings, and Scarifications

1046.1 POLICY
It is the policy of this agency that tattoos or brands that are detrimental to good order are prohibited. Additionally, while on or off-duty in uniform or on-duty civilian attire, employees are prohibited from exhibiting tattoos, body art, or brands that are offensive or demeaning to persons of ordinary sensibilities. This policy may be rescinded or modified at any time by the Sheriff.

1046.2 PURPOSE
Professionalism is the cornerstone of the Riverside County Sheriff's Department, and is a major contributor to our reputation for excellence. The Department has a responsibility to ensure all on-duty employees adhere to appropriate personal appearance standards to support this foundational value. A professional image encourages community confidence and promotes esprit de corps among the organization.

This policy establishes specific guidelines for the display of tattoos, brandings, and/or scarifications by members of this Department. It places accountability for compliance not only upon each employee, but also upon their supervisors and commanding officers.

1046.3 DEFINITIONS
Body modification: a deliberate altering of the human anatomy or human physical appearance.

Brand: a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs or other markings as a result of using means other than burning to permanently scar or mark the skin.

Extremist: extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate hatred or intolerance based on race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, economic status, age, or disability; advocate, create, or engage in illegal discrimination based on race, ethnicity, national origin, gender, sexual orientation, gender identity, religion, economic status, age or disability; or advocate violence or other unlawful means of depriving individuals rights infer the U.S. Constitution, and Federal or State law.

Indecent: indecent tattoos or brands are those that depict nudity or are offensive to modesty, decency, propriety, or professionalism.

Political: relating to the symbols, causes, ideas or strategies of a particular party or group in politics, including special interest groups.

Racist: racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person or group of people based on race, ethnicity, or national origin.
Tattoos, Brandings, and Scarifications

Sexist: sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person or group of people based on gender.

Tattoo/body art: a picture, design, or making made on the skin or other areas of the body by staining it with an indelible dye, or by any other methods including pictures, designs, or markings only detectable or visible under certain conditions (as in an ultraviolet light or invisible ink tattoo). The term tattoo and body art are interchangeable.

1046.4 APPLICATION

1046.4.1 PROHIBITED MARKINGS
The following tattoos, brands, or scarifications are prohibited, regardless of visibility:

(a) Extremist
(b) Indecent
(c) Sexist
(d) Racist

Any tattoo/body art or brand that implies a negative bias toward any group will cause the employee to be subject to disciplinary action, up to and including termination.

No group, station, shift, assignment, team, or other collection of employees, may display the same tattoo or marking if the theme message, content, or mere existence as a group tattoo or marking, is viewed by the Sheriff or his designee to be in conflict with our mission, professional image, or otherwise in violation with any other part of this policy. Employees are encouraged to consider the impact that such group tattoos may have upon their image, testimony in official proceedings, and upon our role as an unbiased law enforcement organization.

1046.4.2 PROHIBITED LOCATIONS
All employees are prohibited from having tattoos on any part of the hands, neck, face, head, eyelids, mouth, and ears with the following exceptions:

(a) Tattoo of a wedding band on the ring finger
(b) Permanent facial make-up on the eyebrows, eyeliner, and lips that is conservative

1046.4.3 CONCEALMENT
The Department reserves the right to require employees to conceal their tattoos/body art or brands if deemed necessary to comport with evolving standards. This policy and its exceptions do not grant permanent approval to display any tattoos/body art or brand subsequently deemed unacceptable for display, and employees may be required to cover them at any time.

The following tattoos/body art and brands must be concealed in accordance with this policy while in uniform or on duty in civilian attire:

(a) Symbols or markings likely to elicit a strong negative reaction in the workplace or public or that are inconsistent with the Department’s values or community relations objectives
Tattoos, Brandings, and Scarifications

including, but not limited to, symbols or markings that promote or are associated with violence or weaponry

(b) Anything contrary to the purpose of law enforcement including, but not limited to, depictions symbolizing or indicative of alcohol or narcotics, illegal or gang related activity, or symbols suggestive of activity that undermines the purpose of law enforcement

(c) Illustrations, references, symbols, acronyms or the like that denigrate the United States, State of California, or the Department

(d) Symbols or markings that represent political beliefs, political parties, political slogans, or that cast any political group in a negative light

Concealment for areas not naturally covered by the uniform or plainclothes attire shall be accomplished with flesh-color matched bandages or wraps.

1046.4.4 PIERCINGS AND MODIFICATIONS

Female sworn and uniformed civilian employees may wear one stud earring no larger than 5mm or 3/16 of an inch in diameter in the lower lobe of each ear; however regardless of gender, body piercing of the face, head, neck, nose, mouth, and hands is prohibited. For all employees, any visible piercing or alteration to any areas of the body that is distracting, inconsistent with a professional appearance, or which noticeably distorts normal anatomical features (i.e., that is not a reasonable elective cosmetic surgery performed by a licensed physician or medically required) is prohibited. Such prohibited body alterations include, but are not limited to:

(a) Tongue splitting or bifurcation

(b) Complete or transdermal implantation of any objects other than hair replacement or other reasonable elective cosmetic surgery performed by a licensed physician

(c) Abnormal shaping of the ears, eyes, or nose

(d) Outlandish or unnatural contact lens colors or color variations that detract from a professional appearance

(e) Gauging or gradually increasing the radius of a surgically induced opening in the flesh in areas such as the earlobes or lips

(f) Abnormal filling of the teeth

(g) Dental jewelry or unnatural appearing covers such as “grills”

(h) Extraocular implants

Procedures medically necessary because of illness, deformity, or injury (and performed by a licensed physician) shall not be considered body modifications for the purpose of this policy.

1046.5 AUTHORIZATION FOR VISIBLE TATTOOS / BODY ART

(a) Current employees are encouraged to submit designs for new tattoos to their Chief Deputy when there is doubt about compliance with this policy
Tattoos, Brandings, and Scarifications

(b) Prospective employees shall include information on all tattoos/body art in their application packet to ensure none are prohibited by this policy.

1. The Support Services Commander or Chief Deputy will make the final determination as to whether an applicant’s tattoos/body art comply with this policy.

(c) The Sheriff or his designee shall make the final determination as to whether tattoo/body art conforms to this policy.

1046.6 SPECIALIZED ASSIGNMENTS AND VISIBLE TATTOOS / BODY ART

(a) Employees working the following assignments are prohibited from displaying tattoos or body art:

1. School Resource Officers
2. Basic and Modular Academy Staff
3. Basic and Modular Academy Recruits
4. Media Information Bureau
5. Uniformed Courtroom Assignments

(b) Department personnel appearing in court, in or out of uniform, shall not display any tattoos or body art during their presence in the courtroom or during testimony.

(c) The Sheriff or his designee may amend what specialized assignments are prohibited under this section.
Badges - Issuance and Use

1048.1 PURPOSE AND SCOPE
The agency badge and uniform patch as well as the likeness of these items and the name of the Riverside County Sheriff's Department are property of the department and their use shall be restricted as set forth in this policy.

1048.2 POLICY
The uniform badge shall be issued to department members as a symbol of authority and the use and display of department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on or off-duty or otherwise acting in an official or authorized capacity.

1048.2.1 FLAT BADGES
Sworn deputies, with the written approval of the Sheriff may purchase, at his/her own expense, a flat badge designed for wallet-carry. The use of the flat badge is subject to all the same provisions of department policy as the uniform badge.

(a) A deputy may sell, exchange, or transfer the flat badge he/she purchased to another sworn deputy within the department with the written approval of the Sheriff or designee.

(b) An honorably retired deputy may keep his/her flat badge upon retirement.

(c) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1048.2.2 POCKET BADGES
Sworn, Correctional Deputies and Deputy Coroners in specific assignments may request a pocket badge, at employee expense, for display on dress clothing. RSD Form 101(A) can be found on the department's intranet site under "Docs and Forms/Pocket Badges." After receiving all necessary approvals as indicated, route the form to Uniform Services via e-mail or stop-mail. Pocket badges are approved for on-duty wear and carry only.

1048.2.3 RETIREE BADGES

Upon honorable retirement, sworn employees, as defined in Penal Code 830.1 and 830.2, may be given a flat badge with wording imprinted upon it indicating the department member is retired. Honorably retired, non-sworn employees, as defined in Penal Code 831.5(a) may be given their duty badge for fixed, display purposes only. It is intended that the duty badge be used only as private, static display memorabilia as other uses or displays of the badge by non-sworn employees
Badges - Issuance and Use

may be unlawful and/or in violation of this policy. The Sheriff may also authorize the issuance of a uniform badge to an honorably retiring Community Service Officer.

1048.3 UNAUTHORIZED USE
Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer. Department badges are issued to all sworn employees and some non-sworn uniformed employees for official use only. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used as an endorsement 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, uniform patch and department name on all printed material created for department use is subject to approval by the Sheriff.

Employees shall not loan their department badge or identification card to others. Employees shall not permit the badge or identification card to be photo-copied except for legitimate law enforcement purposes, such as attendance at department-related training or educational registration. Employees shall not use or otherwise display or present their department badge for the purpose of influencing the course or outcome of a criminal investigation, an arrest or detention, or other dispute involving themselves, or within which they have a personal or familial involvement, or to influence the course or outcome of any such matter for a friend or acquaintance.

1048.3.1 CIVILIAN AND NON-SWORN PERSONNEL
Badges and department identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Correctional Deputy, Community Service Officer).

(a) Non-sworn personnel shall not display any department badge except as a part of their uniform and while on duty, or otherwise acting in an official and authorized capacity.

(b) Non-sworn personnel shall not display any department badge or represent themselves, on or off duty, in such a manner which would cause a reasonable person to believe that they are a sworn peace officer.

1048.4 USE BY EMPLOYEE GROUPS

After receiving approval from the Sheriff, employee associations 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 Riverside County Sheriff's Department, and only after the following modifications to the image are made:

(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 employee association.

The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.
Badges - Issuance and Use

The use of the department badge image by sanctioned groups (Shooting Team, Baker-to-Vegas Team, for example) is authorized with permission of the Sheriff.

The use of the department badge as the logo/symbol of any informal group, or unofficial collection of employees is prohibited.

1048.4.1 CHALLENGE COINS

The production, use or dissemination of challenge coins using the department's badge, patch, or other official symbol must be approved by the relevant Chief Deputy. Any station, bureau, or group of employees, must first submit an accurate and detailed depiction of their design to include any writing, slogan, or statement proposed to appear on the coin. This draft design shall be sent to the relevant Chief Deputy via the chain of command before producing any coins. One side of any proposed coin shall be standard across the department as depicted below.

Proposals containing images or writing contrary to an honorable and professional law enforcement mission will be denied. Department members are encouraged to ask the vendor for a pre-production sample before finalizing their order.

The payment for production will be at the Commander's discretion.
Badges - Issuance and Use

1048.5 LOSS OR THEFT OF BADGE
All badges issued have a unique number and the employee to which they are assigned is recorded. Employees shall take diligent care to prevent the loss or theft of their badge. Overnight, or otherwise prolonged storage in vehicles or unsecured office space is discouraged.

Should any badge authorized by this policy be lost or stolen, the employee shall immediately notify their supervisor. A lost or stolen property report shall be filed with the relevant agency and appropriate entries made into the Automated Property System. In each instance, the Commander shall determine if a personnel investigation is necessary.
Nepotism and Conflicting Relationships

1051.1 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: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

1051.1.1 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 employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a department employee's action, inaction or decisions are or may be influenced by the employee'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 - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

1051.2 RESTRICTED DUTIES AND ASSIGNMENTS
The department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following reasonable restrictions shall apply (Government Code § 12940):

(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
Nepotism and Conflicting Relationships

1. 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 employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The department, however, reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, FTOs and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) 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.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees 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.

1051.2.1 EMPLOYEE RESPONSIBILITY
Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide official information or services to any relative or individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1051.2.2 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.
Illness and Injury Prevention

1058.1 PURPOSE AND SCOPE
The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Riverside County Sheriff's Department, in accordance with the requirements of 8 CCR § 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Countywide safety efforts.

1058.2 POLICY
The Riverside County Sheriff's Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1058.3 ILLNESS AND INJURY PREVENTION PLAN
The Support Services Chief Deputy or their designee is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.
(b) Regularly scheduled safety meetings.
(c) Posted or distributed safety information.
(d) A system for members to anonymously inform management about workplace hazards.
(e) Establishment of a safety and health committee that will:
   1. Meet regularly.
   2. Prepare a written record of safety and health committee meetings.
   3. Review the results of periodic scheduled inspections.
   4. Review investigations of accidents and exposures.
   5. Make suggestions to command staff for the prevention of future incidents.
   6. Review investigations of alleged hazardous conditions.
   7. Submit recommendations to assist in the evaluation of member safety suggestions.
   8. Assess the effectiveness of efforts made by the Department to meet relevant standards.
Illness and Injury Prevention

(f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR § 342).

1058.4 CHIEF DEPUTY RESPONSIBILITIES
The responsibilities of the Support Services Chief Deputy or their designee include but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
   1. New member orientation that includes a discussion of safety and health policies and procedures.
   2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
   1. Informing members of the illness and injury prevention guidelines.
   2. Recognizing members who perform safe work practices.
   3. Ensuring that the member evaluation process includes member safety performance.
   4. Ensuring department compliance to meet standards regarding the following:
      (a) Respiratory protection (8 CCR § 5144)
      (b) Bloodborne pathogens (8 CCR § 5193)
      (c) Aerosol transmissible diseases (8 CCR § 5199)
      (d) Heat illness (8 CCR § 3395)
      (e) Emergency Action Plan (8 CCR § 3220)
      (f) Fire Prevention Plan (8 CCR § 3221)
      (g) Hazards associated with wildfire smoke (8 CCR § 5141.1)

(e) Making available the Identified Hazards and Correction Record form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.
Illness and Injury Prevention

(g) Making available a form to document the safety and health training of each member. This form will include the member’s name or other identifier, training dates, type of training, and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1058.5 SUPERVISOR RESPONSIBILITIES
Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Chief Deputy.

(e) Notifying the Administration Chief Deputy when:
   1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
   2. New, previously unidentified hazards are recognized.
   3. Occupational illnesses and injuries occur.
   4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
   5. Workplace conditions warrant an inspection.

1058.6 HAZARDS
All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.
Illness and Injury Prevention

All significant actions taken and dates they are completed shall be documented on an Identified Hazards and Correction Record form. This form should be forwarded to the Administration Chief Deputy via the chain of command.

The Administration Chief Deputy will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1058.7 INSPECTIONS
Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The inspection leader shall ensure that the appropriate documentation is completed for each inspection.

1058.7.1 EQUIPMENT
Members are charged with daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete and forward a memorandum if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1058.8 INVESTIGATIONS
Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.
(b) An interview of the injured member and witnesses.
(c) An examination of the workplace for factors associated with the accident/exposure.
(d) Determination of the cause of the accident/exposure.
(e) Corrective action to prevent the accident/exposure from reoccurring.
(f) Documentation of the findings and corrective actions taken.
(g) Completion of an Investigation/Corrective Action Report form.
(h) Completion of an Identified Hazards and Correction Record form.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required by department policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.
1058.9 TRAINING
The Support Services Chief Deputy or their designee should work with the Chief Deputy to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
(b) To all members with respect to hazards specific to each member’s job assignment.
(c) To all members given new job assignments for which training has not previously been provided.
(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1058.9.1 TRAINING TOPICS
The Chief Deputy shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
(b) Use of appropriate clothing, including gloves and footwear.
(c) Use of respiratory equipment.
(d) Availability of toilet, hand-washing and drinking-water facilities.
(e) Provisions for medical services and first aid.
(f) Handling of bloodborne pathogens and other biological hazards.
(g) Prevention of heat and cold stress.
(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
(k) Back exercises/stretches and proper lifting techniques.
(l) Avoidance of slips and falls.
(m) Good housekeeping and fire prevention.
(n) Other job-specific safety concerns.

1058.10 RECORDS
Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.
Attachments
CONFIDENTIAL

SHERIFF’S ADMINISTRATIVE LOG

DATE:

STATION:

PERSON REPORTING:

SUMMARY OF SIGNIFICANT INCIDENT(S):

TOTAL CALLS FOR SERVICE: (city/county)
Use of Force Continuum.pdf
Objectively Reasonable Use of Force

Officers are permitted to use that force which is objectively reasonable under the totality of the circumstances known at the time.

**OFFICER / SUBJECT FACTORS**

Compliant ➡️ Passive / Non-Compliant ➡️ Active Resistance ➡️ Assaulitive ➡️ Life-Threatening

**DEADLY FORCE**

**INTERMEDIATE FORCE – Significant Risk of Injury**

(e.g. OC/CS, PepperBall®, Impact Weapons, Sting Ball, Personal Body Weapons, Carotid Restraint, Conducted Energy Applications)

**NON-DEADLY FORCE – Minimum Risk of Injury**

(e.g. Firm Grip, POA, Pressure Points, Joint Locks, Take Downs, Control Holds)

Command Presence – Verbal Commands – TacComm / De-Escalation Techniques

Revised September 5, 2017
“3” Levels of Force
Deadly Force
Intermediate Force
Non-Deadly Force

“8” Officer Subject Factors
Prior contacts
Number of Officers vs. Subjects
Age, Size, Relative Strength
Special Knowledge / Skills
Injury / Exhaustion
Mentally Ill / Under the Influence
Environmental Factors
Proximity to Potential Weapons

“5” Graham Factors
Immediate Threat to Officers or Others
Active Resistance
Split-Second Decisions
Severity of the Crime
Attempting to Evade / Escape

TOC
OR = 835

“5” Use of Force
When:
Effect an Arrest
Overcome Resistance
Prevent Escape
Defense of Self
Defense of Others

Constitutional Law Crate ©
I. Purpose
It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While the county of Riverside has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. The concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program (EAP). While the county encourages employees to seek help voluntarily, it will be firm in identifying and disciplining those employees who violate this policy.

Supervisors will be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

The county will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to the county's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

In recognition of the public service responsibilities entrusted to the employees of the county and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the county.

II. Policy
It is county policy that employees shall not be
a. under the influence of alcohol or drugs while on duty or on a standby or an on-call status;
b. consume alcohol or illicit drugs while on county property or at work locations or while on duty; or
Subject: ALCOHOL AND DRUG ABUSE POLICY

Policy Number: C-10
Page: 2 of 4

c. possess controlled substances or prescription drugs without a prescription while on duty.

Employees shall not
a. manufacture, sell, provide, distribute, or dispense prescription drugs or controlled substances to any other employee or to any person while on duty unless authorized by law; or
b. sell, provide, distribute, or dispense alcohol to any other employee while such employee is on duty.

While use of medically prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor, before beginning work, when taking medications or drugs which could potentially interfere with the safe and effective performance of duties or operation of county equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from the county medical director, or designee, may be required.

The county reserves the right to search, without employee consent, all areas and property in which the county maintains control or joint control with the employee, except the lockers of peace officers, or other space for storage that may be assigned to peace officers. No peace officer shall have his/her locker, or other space for storage that may be assigned searched except in the peace officer's presence, or with consent, or unless a valid search warrant has been obtained or where the peace officer has been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the county. The county may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the county.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and may be detained for a reasonable time until they can be safely transported from the work site.

The county is committed to providing reasonable accommodation to those employees whose drug or alcohol problem qualifies as a disability under federal and/or state law.
Subject: ALCOHOL AND DRUG ABUSE POLICY

The county has established a voluntary EAP to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors or the EAP directly for additional information.

III. Application
This policy applies to all county employees and to all applicants for positions with the county.

This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

IV. Employee Responsibilities and as a Condition of Employment
An employee must:

a. not report to work or be in a standby or an on-call status while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use;

b. not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time;

c. not use alcohol at any time while on county property or while on duty;

d. not directly or through a third party manufacture, sell, distribute, dispense, or provide controlled substances to any person, including any employee, at any time;

e. not manufacture, sell, distribute, dispense, or provide alcohol to any employee while either or both are on duty;

f. notify the supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of county equipment; and

g. notify the employee's supervisor of any criminal drug statute arrest or conviction no later than five calendar days after such arrest or conviction.
COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: ALCOHOL AND DRUG ABUSE POLICY

Policy Number: C-10
Page: 4 of 4

V. Management Responsibilities and Guidelines

a. Managers and supervisors are responsible for reasonable enforcement of this policy.

b. Except as otherwise lawfully permitted (e.g. search required for entering a secured facility), no persons shall physically search the person of employees, or shall they search the personal possession of employees without the freely given consent of, and in the presence of, the employee.

c. Managers and supervisors shall notify agency/department head or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the county. If the agency/department head or designee concurs that there is reasonable suspicion of illegal drug possession, the agency/department head or designee shall notify the appropriate law enforcement agency.

VI. Distribution

A copy of this policy was provided to every employee of the County of Riverside upon its adoption and shall be provided to each new employee hired on or after September 1, 1989.

VII. Supersession

This policy shall supersede any previous drug and alcohol policy of the county of Riverside. However, the provisions of this policy are not intended to, nor is this policy to be construed to supersede the drug and/or alcohol policy and/or general orders of any agency/department of the county.

Reference:
Minute Order dated 07/10/75
Minute Order 3.126b of 08/29/89
Minute Order 3.10 of 02/26/91
Minute Order 3.3 of 04/10/07
COUNTY OF RIVERSIDE
BOARD OF SUPERVISORS' POLICY

Subject: ALCOHOL AND DRUG ABUSE POLICY

ACKNOWLEDGEMENT OF
COUNTY OF RIVERSIDE
DRUG AND ALCOHOL ABUSE POLICY

I have received a copy and am fully aware of the County of Riverside's Drug and Alcohol policy and I agree to abide by the terms of this policy. I also agree to remain apprised of future revisions to this policy and to abide by the terms of such revisions.

Employee Name: ____________________________________________

Employee Signature: _________________________________________

Date: _______________________________________________________

This form shall be retained in department files.
NOTIFICATION TEMPLATE EMPLOYEE.pdf
NOI TEMPLATE EMPLOYEE.pdf
Riverside County Sheriff
NOTICE OF INCIDENT (NOI) – Employee Injury

1. Name, rank and Sheriff ID # :

2. Station or Bureau and assignment :

3. Location of Incident :

4. Details: (max five lines of text)

5. Plan of Action: (max three lines of text)
Riverside County Sheriff
NOTICE OF INCIDENT (NOI)

1. Date / Time:

2. File number:

3. Location:

4. Reporting Party / Victim / Other name(s):

5. Suspect name / age:
   a) Weapon:
   b) Injuries:

6. Agency(s) bureau involved:

7. Details: (Max five lines of text)

8. Investigative Plan of Action: (Max three lines of text)

9. Supervisor name and cell #:
Ride Along Application-Form 213-701.pdf
Riverside County Sheriff's Department
Chad Bianco, Sheriff
RIDE-ALONG APPLICATION

Application # RAA ______
Application # will be automatically generated in Patrol Tracker

Applicant's Full Name
Date of Birth
Male
Female

Applicant's Complete Address
Phone Number
Date & Time of Participation

Applicant's Occupation (if student, Name of School)
Education Level
Driver's License No.
State of Issuance

Next of Kin to be contacted in case of emergency
Telephone Number
Alternative Contact No. or Email Address

Doctor or Medical Facility (Name & Address)
Type of personal accident insurance

1. Have you ever been arrested for a criminal offense other than minor traffic offenses? □ NO □ YES If yes, please explain:

2. Have you had any contact with the criminal justice system? □ NO □ YES If yes, please explain:

3. What are your reasons for requesting participation at this time?

APPROVAL FOR RIDE-ALONG OR DIRECT LAW ENFORCEMENT EXPERIENCE

□ Approved □ Disapproved

Reason for Disapproval:

                                      ____________________________  ____________________________
Station Commander Signature       Watch Commander Signature

Assigned to:

To be completed by employee assigned. Please print or type information.
Describe any significant crimes or problems you and your observer became involved in:

Number of hours observer remained:                  Did observer interfere with your duties: □ NO □ YES
If YES explain:

                                      ____________________________
Employee Signature

Riverside County Sheriff-Form 213-701 (Revised 06-06-2019)
AGREEMENT ASSUMING RISK OF DEATH, INJURY OR DAMAGE
WAIVER AND RELEASE OF CLAIMS

As used in this agreement, the term "law enforcement department" shall include the Sheriff's Department of Riverside County and the Police Departments of the cities within Riverside County. The term "county" shall refer to Riverside County and the term "city" shall refer to every city within Riverside County as appropriate. (Initials ______)

WHEREAS, the undersigned (and parent or legal guardian if applicant is under the age of eighteen) while not being a member, employee, or agent of any law enforcement agency, has made a voluntary written request for permission to ride as a guest or observer in a law enforcement department vehicle at a time when such vehicle is operated and manned by members of said law enforcement department and has further requested permission to accompany members of said law enforcement department during the active performance of their official duties as Sheriff's Deputies; and that the undersigned agrees to not interfere with any law enforcement duty unless requested to do so in an emergency. I understand, audio/video recording of any portion of the ride along is strictly prohibited without expressed permission from the Department. (Initials ______)

WHEREAS, the undersigned acknowledges that the work and activities of said law enforcement department are inherently dangerous involving possible risk of death, injury, damage, expense or loss to person and property and further agrees that the said law enforcement department did not take the initiative in extending an invitation to ride or accompany its members. (Initials ______)

WHEREAS, sworn employees' of another agency, from this state or another, must be in possession of their full peace-officer powers to participate in a ride-along. Be it understood, the undersigned is to be riding in an off-duty capacity throughout the duration of the ride-along. No law enforcement is to be conducted by the undersigned, and no concealed weapon will be displayed unless it is during a life-threatening emergency for the protection of human life or the prevention of bodily injury. (Initials ______)

NOW, THEREFORE, be it understood that the undersigned and his/her parent or guardian (if applicable) hereby agree that the city, the county, the law enforcement department, any member of a law enforcement department, the driver or owner of any automobile owned or operated by, or in the service of the city or county, their sureties, and each of them shall not be held liable or responsible under any circumstances whatsoever by the undersigned, his estate or heirs of any injury, damage, expenses or loss to their person or property of the undersigned incurred while riding as a guest or observer in any law enforcement department vehicle or while accompanying a member of said department during the active performance of their official duties as a peace officer. (Initials ______)

READ AND INITIAL EACH SECTION IN THIS DOCUMENT BEFORE SIGNING BELOW

Applicant signature _____________________________________________ Date __________
Applicant name printed __________________________________________
Parent signature if applicant is a minor _____________________________ Date __________
Parent name printed _____________________________________________
Address _________________________________________ Phone ____________________

After the ride-along, please use the space below to tell us about your experience and opinions.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
## Anti-Reproductive-Rights Crimes (ARRC) Data Collection Worksheet

### Administration

<table>
<thead>
<tr>
<th>Preparer's Name</th>
<th>Telephone Number</th>
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<tbody>
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<thead>
<tr>
<th>Agency</th>
<th>NCIC Number</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Occurrence Date</th>
<th>Time</th>
<th>Crime Case Number</th>
<th>Total Number of Individual Victims</th>
<th>Total Number of Property Victims</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### ARRC Offenses(s)

<table>
<thead>
<tr>
<th>Statute (Code Section)</th>
<th>Literal</th>
<th>Level (M/F)</th>
<th>Number of Victims/Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>10.</td>
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</table>

### Location Information

- [ ] Public Health Facility
- [ ] Government/Public Building
- [ ] Religious Facility
- [ ] Private Health Facility
- [ ] Parking Lot/Garage
- [ ] School/College
- [ ] Commercial/Office Building
- [ ] Residence/Home/Driveway
- [ ] Other ________

### If Weapon Involved, Check Type (up to 3)

- [ ] Firearm (type unknown)
- [ ] Blunt Object (club, hammer, etc.)
- [ ] Drugs/Narcotics
- [ ] Handgun
- [ ] Motor Vehicle (when used as a weapon)
- [ ] Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
- [ ] Rifle
- [ ] Personal Weapons (hands, fists, feet, etc.)
- [ ] Unknown
- [ ] Shotgun
- [ ] Poison
- [ ] Other ____________
- [ ] Other Firearm (machine gun, bazooka, etc.)
- [ ] Explosives
- [ ] Fire/Ionicdiary Device

### Victim Information

<table>
<thead>
<tr>
<th>Race</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Victim Type</th>
<th>Victim Of (refer to statute list above)</th>
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</thead>
<tbody>
<tr>
<td>V1</td>
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<td>V5</td>
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</table>
# Anti-Reproductive-Rights Crimes (ARRC)
## Data Collection Worksheet

<table>
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<tr>
<th>Property Type</th>
<th>Type of Loss or Damage</th>
<th>Quantity</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>γ None γ Burned γ Destroyed/Damaged/Vandalized γ Stolen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Property Description or Property Category Code**

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<table>
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<tr>
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<td></td>
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</tbody>
</table>

**Property Description or Property Category Code**

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### Suspect Information

<table>
<thead>
<tr>
<th>Race</th>
<th>Sex</th>
<th>Date of Birth or Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td></td>
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<td>S2</td>
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<td>S4</td>
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<tr>
<td>S5</td>
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</tr>
</tbody>
</table>

**LEGEND**

**Race/ethnicity Codes**
- A - Other Asian
- B - Black
- C - Chinese
- D - Cambodian
- F - Filipino
- G - Guamanian
- H - Hispanic
- I - American Indian
- J - Japanese
- K - Korean
- L - Latvian
- Q - Other
- P - Pacific Islander
- S - Samoan
- U - Hawaiian
- V - Vietnamese
- W - White
- Z - Asian Indian
- X - Unknown

**Victim Type Codes**
- IC - Individual Client
- IE - Individual Employee
- IO - Individual Other

**Property Type Codes**
- B - Business
- G - Government
- H - Health Facility
- OE - Other Entity
- R - Religious Organization

**Property Category Codes**
- 1 - Automobiles
- 2 - Bicycles
- 3 - Buses
- 4 - Clothes/Furs
- 5 - Computer Hardware/Software
- 6 - Office-type Equipment
- 7 - Other Motor Vehicles
- 8 - Personal Items Other Than Clothing (Purses/Handbags/Wallets)
- 9 - Radios/TVs/VCRs/DVRs
- 10 - Structures - Single Occupancy Dwellings
- 11 - Structures - Other Dwellings
- 12 - Structures - Other Commercial/Business
- 13 - Structures - Public/Community
- 14 - Structures - Other
- 15 - Other
NOI TEMPLATE (2).pdf
Chemical Agent Warning Form 465.pdf
***WARNING***

NOTICE OF CHEMICAL AGENT ON PROPERTY

During a tactical operation, the Riverside County Sheriff’s Department deployed chemical agent (commonly referred to as tear gas) on the property located at:

_______________________________________________________________________________________

The Riverside County Sheriff’s Department is not responsible for cleaning up the chemical agent left on the property. Private biohazard/crime scene clean up companies are available to clean the property at your expense.

Some chemical agent generally remains on the property until the property is cleaned and/or sufficiently ventilated. Anyone going close to or entering the property may experience effects from the chemical agent. The agent(s) marked below were used on this property. Some potential effects of each agent are also listed below.

_____ Orthochlorobenzalmalononitrile (commonly known as CS)

Possible Effects:

- Irritation of nose, throat and lungs
- Difficulty breathing, tightness in chest, coughing
- Profuse tearing, involuntary closure of the eyes
- Nasal drip, excess salivation
- Stinging sensation on exposed skin
- Exposure to high concentrations of CS for a relatively long period of time can pose health risks

_____ Oleoresin Capsicum (commonly known as OC)

Possible Effects:

- Involuntary eye closure
- Shortness of breath, difficulty breathing
- Gagging sensation, coughing
- Burning sensation in eyes, lungs and skin
- Exposed skin inflammation

If you need further information, you can contact Riverside County Sheriff’s Department Communications Center at 1-800-950-2444, (951) 776-1099 or (760) 836-3215.
# INDEX / TOPICS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td></td>
</tr>
<tr>
<td>Policy manual</td>
<td>20</td>
</tr>
<tr>
<td>ADULT ABUSE</td>
<td>113</td>
</tr>
<tr>
<td>AIRCRAFT</td>
<td>238</td>
</tr>
<tr>
<td>Aircraft accidents</td>
<td>238</td>
</tr>
<tr>
<td>ALCOHOL</td>
<td>296</td>
</tr>
<tr>
<td>ALCOHOL USE</td>
<td>296</td>
</tr>
<tr>
<td>AMMUNITION</td>
<td></td>
</tr>
<tr>
<td>Gun violence restraining order surrenders.</td>
<td>189</td>
</tr>
<tr>
<td>ANTI-REPRODUCTIVE RIGHTS CRIMES</td>
<td>160</td>
</tr>
<tr>
<td>APPOINTMENTS</td>
<td></td>
</tr>
<tr>
<td>Communications supervisor</td>
<td>281</td>
</tr>
<tr>
<td>Petty cash fund manager</td>
<td>275</td>
</tr>
<tr>
<td>ARREST OF PUBLIC SCHOOL TEACHER</td>
<td>170</td>
</tr>
<tr>
<td>ARRESTS</td>
<td></td>
</tr>
<tr>
<td>First amendment assemblies</td>
<td>228, 230</td>
</tr>
<tr>
<td>AUDITS</td>
<td></td>
</tr>
<tr>
<td>Petty cash</td>
<td>275</td>
</tr>
<tr>
<td>AUTOMATED EXTERNAL DEFIBRILLATORS</td>
<td>220</td>
</tr>
<tr>
<td>(AED)</td>
<td></td>
</tr>
<tr>
<td>COMMUNICABLE DISEASE</td>
<td></td>
</tr>
<tr>
<td>Health orders</td>
<td>216</td>
</tr>
<tr>
<td>COMMUNICABLE DISEASES</td>
<td></td>
</tr>
<tr>
<td>First responders</td>
<td>217</td>
</tr>
<tr>
<td>Illness and injury prevention</td>
<td>333</td>
</tr>
<tr>
<td>COMMUNICATIONS CENTER</td>
<td></td>
</tr>
<tr>
<td>Vehicle pursuits</td>
<td>72</td>
</tr>
<tr>
<td>CONDUCT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>136</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td></td>
</tr>
<tr>
<td>Communications center</td>
<td>285</td>
</tr>
<tr>
<td>Radio broadcasts</td>
<td>210</td>
</tr>
<tr>
<td>CONTROL DEVICES</td>
<td></td>
</tr>
<tr>
<td>First amendment assemblies</td>
<td>229</td>
</tr>
<tr>
<td>COURT ORDERS</td>
<td></td>
</tr>
<tr>
<td>Gun violence restraining order surrenders.</td>
<td>189</td>
</tr>
<tr>
<td>CRIME SCENE AND DISASTER INTEGRITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>215</td>
</tr>
<tr>
<td>DAMAGE BY COUNTY PERSONNEL</td>
<td>152</td>
</tr>
<tr>
<td>DEATH</td>
<td></td>
</tr>
<tr>
<td>Native American Graves (NAGPRA).</td>
<td>154</td>
</tr>
<tr>
<td>DEPARTMENT OWNED PROPERTY</td>
<td>270</td>
</tr>
<tr>
<td>DISCLOSING INFORMATION</td>
<td>313</td>
</tr>
<tr>
<td>DOMESTIC VIOLENCE</td>
<td></td>
</tr>
<tr>
<td>Court Orders</td>
<td>88</td>
</tr>
<tr>
<td>DRIVING</td>
<td></td>
</tr>
<tr>
<td>MDT/MDC</td>
<td>209</td>
</tr>
<tr>
<td>DRUG USE</td>
<td>296</td>
</tr>
<tr>
<td>DUI ENFORCEMENT</td>
<td>257</td>
</tr>
<tr>
<td>ELECTRO-MUSCULAR DISRUPTION TECHNOLOGY DEVICE</td>
<td>51</td>
</tr>
<tr>
<td>ELECTRONIC CIGARETTES</td>
<td>303</td>
</tr>
<tr>
<td>EVIDENCE</td>
<td></td>
</tr>
<tr>
<td>NAGPRA</td>
<td>154</td>
</tr>
<tr>
<td>Seizing recordings</td>
<td>214</td>
</tr>
<tr>
<td>EXPOSURE CONTROL</td>
<td></td>
</tr>
<tr>
<td>Reviews</td>
<td>333</td>
</tr>
<tr>
<td>FIREARMS</td>
<td></td>
</tr>
<tr>
<td>Removal for vehicle maintenance</td>
<td>273</td>
</tr>
<tr>
<td>FIRST AMENDMENT ASSEMBLIES</td>
<td>226</td>
</tr>
<tr>
<td>FORCE</td>
<td>34</td>
</tr>
<tr>
<td>Copyright Lexipol, LLC 2019/12/11, All Rights Reserved. Published with permission by Riverside County Sheriff's Department</td>
<td>Index - 352</td>
</tr>
<tr>
<td>RECORDS BUREAU</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Administrative hearings.</td>
<td>262</td>
</tr>
<tr>
<td>Impaired driving.</td>
<td>262</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECORDS RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness and injury prevention.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELIGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAGPRA</td>
</tr>
<tr>
<td>REPORT CORRECTIONS</td>
</tr>
<tr>
<td>REPORT PREPARATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESPONSE TO CALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVIEWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposures.</td>
</tr>
<tr>
<td>Illness and injury prevention.</td>
</tr>
<tr>
<td>Policy manual.</td>
</tr>
<tr>
<td>Public records on social media.</td>
</tr>
<tr>
<td>RIDE-ALONG</td>
</tr>
<tr>
<td>Eligibility.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROLL CALL TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>196</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications center.</td>
</tr>
<tr>
<td>First responder.</td>
</tr>
<tr>
<td>Inspections (occupations).</td>
</tr>
<tr>
<td>Occupational.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAFETY EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>First amendment assemblies.</td>
</tr>
<tr>
<td>Seat belts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEARCHES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime scene.</td>
</tr>
<tr>
<td>Gun violence restraining orders.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEAT BELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>304</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHERIFF CANDIDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SMOKING AND TOBACCO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>303</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL MEDIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>312</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STANDARDS OF CONDUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>136</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASER</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>318</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIME CARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>318</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>AED.</td>
</tr>
<tr>
<td>Dispatcher.</td>
</tr>
<tr>
<td>First amendment assemblies.</td>
</tr>
<tr>
<td>Hazardous materials.</td>
</tr>
<tr>
<td>Occupational safety.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNLAWFUL ASSEMBLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>229</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>URINE TESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>260</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USE OF FORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First amendment assemblies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USE OF SOCIAL MEDIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>181</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEHICLE MAINTENANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>273</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEHICLE PURSUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIDEO RECORDINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First amendment assemblies.</td>
</tr>
</tbody>
</table>