

# VENTURA COUNTY SHERIFF'S OFFICE



## SANTA CLARA VALLEY STATION POLICY AND PROCEDURE MANUAL

Revision: May 1, 2019



Ventura County Sheriff's Office  
Santa Clara Valley Station  
Standard Operating Procedures



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## **Preface**

The Santa Clara Valley Station Standard Operating Procedure (SOP) manual contains the policies and procedures established by the Chief of the Patrol Services Division, or his designee, in order to maintain the integrity and safety of his employees in providing police services to the community. The policies and procedures shall remain in effect as issued and in the event of a conflict with the Policy Manual the Policy manual shall assume precedence. It shall be the duty of every member of the Department to be thoroughly familiar with the provisions of the "Policy Manual". (See 'Conduct and Ethics' 341)

Written directives are necessary to clearly define division and bureau policy and provide guidelines with which personnel can make administrative and operational judgments. Recognition of errors or deficiencies in the intent or text of these Policies and Procedures shall be reported in writing to the office of the Patrol Services Division Chief for appropriate disposition.



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**Subject: Booking Evidence/ Property, Control of Master Key, Locker Accessibility**

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**Date Issued: 11/15/2007**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy J. Chavez**

**Authorized by: Captain Eric Tennesen**

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**Purpose: To establish and maintain a uniform procedure for the accountability and integrity of property booked into the Santa Clara Valley Station as evidence, for destruction, or for safekeeping. Limit access to evidence lockers and the Master Key.**

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**Departmental Impact: Santa Clara Valley Station**

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**References:**

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**Procedure:**

When property is received as evidence, found property, for destruction, or for safekeeping, the following procedure shall be used:

All evidence or property will be booked into the Santa Clara Valley Station Evidence Lockers or transported to the Sheriff's Crime/ Property Room prior to the end of a deputy's shift. Property reports will be approved by the shift sergeant prior to evidence or property being physically placed into station lockers. If extenuating circumstances exist they should be brought to the attention of the shift supervisor.

Under no circumstances is evidence or property to be kept in personal lockers, residences, offices, or any other location not designated for proper evidence retention.

All evidence and property booked at the Santa Clara Valley Station will have a photocopy of the Property/ Evidence Report attached to the item or submitted with the evidence locker contents in the event of several items being booked.

Deputies will ensure items are placed and packaged in the appropriate manner consistent with the Sheriff's Property Room/ Crime Lab Evidence/ Property Manual. Paperwork related to evidence and property should contain correct information including, the desired disposition i.e. hold as evidence, hold for safekeeping, found property, book for destruction, or return to owner.

It is the responsibility of the deputy to remove the evidence locker key once an item or items are booked in a locker and place the key in the appropriate and marked secured slot.

Deputies will log all evidence and property on the evidence log, which is located adjacent to the evidence lockers.

Shift supervisors will review the evidence log daily to verify all property is booked according to this outlined procedure.

The Master Key opens all station evidence lockers so property can be transferred to the Sheriff's Property Room located in Ventura. Custody and control of the Master Key will be limited to the station captain and the administrative sergeant.

The station cadet will obtain the Master Key from the captain or administrative sergeant for the purpose of removing evidence and property for transfer to the Sheriff's Property Room. The station captain, administrative sergeant, or shift supervisor will be present during this process.



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**Subject: Evidence Log for Urine and Blood Samples**

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**Date Issued: 05/20/2007**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy J. Chavez**

**Authorized by: Captain Eric Tennesen**

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**Purpose: Ensure proper logging and preservation of body fluid evidence**

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**Departmental Impact: Santa Clara Valley Station**

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**References: Crime Lab Evidence Guide Manual, Chapter Two, #5**

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**Procedure:**

The Santa Clara Valley Station's refrigerated evidence locker is located in the station's briefing room. All Sheriff's personnel booking urine or blood samples into the refrigerated evidence locker are required to fill out the evidence log adjacent to the refrigerated locker. A photocopy of your property and/or evidence report shall be attached with each sample. In addition, a completed "Electronic Request for Analysis" (ERFA) form shall accompany each sample being submitted to the Crime Lab for analysis. The refrigerated evidence locker is secured with a combination lock. Station personnel are provided the combination based on need.

The refrigerated evidence locker is only to be used for refrigerated evidence. All other evidence should be logged on the evidence log located adjacent to the evidence lockers in the station's briefing room.



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**Subject: Maintenance and Inventory of Equipment**

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**Date Issued: 11/11/2007**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy J. Chavez**

**Authorized by: Captain Eric Tennesen**

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**Purpose: To establish and maintain a procedure for the accountability of station equipment and provide ongoing fiscal responsibility for the maintenance and replacement of missing or damaged items.**

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**Departmental Impact: Santa Clara Valley Station**

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**References: Policy Manual 1046 (Uniform Regulations)  
Monthly formal inspections, Daily unit checks**

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**Procedure:**

Various types of equipment are used by deputies during the course of their duties. The station issues certain items of individual equipment to each deputy including: digital recorders, tasers, portable radios, first aid kits, station keys, etc. Patrol units have equipment assigned according to beat, which are listed on the computerized patrol log in the CAD system. Additional station equipment items include: desktop computers, printers, intoxilizers, digital cameras, night vision binoculars, etc. These items are used at the station or taken into the field as needed.

**Individual Equipment**

Station deputies are responsible to inventory their personal equipment at the beginning of each shift, ensuring the equipment is operable. If any issued equipment is missing, broken, or beyond its expiration date, the equipment should be turned into a shift sergeant for replacement or exchange.

Individual equipment is subject to monthly inspections. Supervisors will ensure deputies do not take into the field any equipment, which is not functioning as intended, not authorized for use, or is in violation of department general orders.

### Patrol Unit Equipment

Deputies are responsible to inventory the patrol unit's equipment at the beginning of each shift. The deputy shall check to confirm the equipment is present and operable. Patrol unit equipment shall be logged utilizing the Versaterm computerized patrol log. Any missing or damaged equipment shall be documented on the patrol log and, additionally, brought to the attention of the patrol shift supervisor for replacement as soon as practical. Any deputy using disposable equipment items during their shift shall ensure the items are replenished as necessary. Each deputy is responsible for maintaining a clean patrol unit before, during, and at the end of their shift.

### Station Equipment

Various types of equipment are provided at the station for use as needed. Computers and computer related equipment such as printers, download stations are maintained by separate department and county entities. Nonfunctioning or damaged equipment meeting this criteria should be brought to the attention of the shift supervisor and then the appropriate entity should be contacted to rectify the problem i.e. Sheriff's Systems Bureau, Photo Lab etc. The shift supervisor shall confirm the proper notification was made to the proper entity.

Other specialty equipment items are available to deputies for use in the field i.e. night vision binoculars, Alco-sensor devices, etc. This equipment will be checked out to individual deputies by the shift supervisor. The shift supervisor will ensure a log is maintained for checkout and return of these items so all equipment is accounted for and available when needed. Any equipment that is damaged or requiring repairs/maintenance shall be reported to the shift supervisor prior to the deputy ending their assigned shift

Specific equipment issued to individual deputies upon being assigned to the Santa Clara Valley Station includes:

Hand Held Radio with Sam Brown holder and charging base

Station Keys

Digital Recorder with Sam Brown holder

First Aid Kit including Pocket Rescue Mask

Taser with Sam Brown holder



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**Subject: Monthly Equipment Inspections**

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**Date Issued: 11/11/2007**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy Q. Vo**

**Authorized by: Captain Eric Tennesen**

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**Purpose:** Station deputies are issued and authorized to wear, carry, and use specific equipment to perform their assigned duties. The department is responsible and in some cases mandated to ensure deputies have equipment available that is operable and approved for use. Monthly equipment inspections will be conducted to meet this goal.

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**Departmental Impact:** Santa Clara Valley Station

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**References:** Policy Manual 1046 - Uniform Regulations,  
Authorized Firearms

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**Procedure:**

Monthly inspections shall occur on all shifts during the first week of each calendar month. Each uniformed patrol deputy shall be inspected each month. Shift supervisors shall complete the "Santa Clara Valley Station Equipment Inspection Report" form, which is available on the station's Intranet under "Fillmore Forms." The completed form shall be stored in a binder located near the station's Administrative Sergeant's Desk. A different equipment item shall be inspected each month determined by the Station Administrative Sergeant. Items subject to inspection, but are not limited to, include:

- First-Aid Kits/ CPR Pocket Masks
- California Driver's Licenses
- Taser
- Firearms/ Ammunition
- Patrol Vehicle Trunks
- Equipment Lockers
- Uniform Lockers

- Citation Books/ Field Manuals
- Equipment Bags
- Batons
- Knives
- Equipment Bags
- Helmets/ Body Armor
- Duty Leather
- Mail Boxes

Shift supervisors who inspect items deemed to need correction, repair, or replacement will make a note in the appropriate column of the inspection form. The deputy with the notation will initial the comment and take the appropriate steps to correct the deficiency. Shift supervisors will ensure the appropriate correction is made. Any recurrent or flagrant violation of the Sheriff's Policy Manual related to equipment shall be documented consistent with discipline policies and deputies are subject to progressive discipline in this area.



SHERIFF

# FILLMORE POLICE DEPARTMENT

PATROL SERVICES DIVISION

FILLMORE / SANTA CLARA VALLEY

STANDARD OPERATING PROCEDURES



CHIEF OF POLICE  
CAPTAIN ERIC TENNESSEN

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**SUBJECT:** Station Patrol Log

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**DATE ISSUED:**

June 22, 2015

**REVIEWED/APPROVED:**

May 1, 2019

**PREPARED BY:**

ERIC TENNESSEN,  
CAPTAIN

**AUTHORIZED BY:**

ERIC TENNESSEN,  
CAPTAIN

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**PURPOSE:**

The purpose of this standard operation procedure is to establish policy for the need and completion of a Daily Patrol Log. This S.O.P. is intended as an aid to the Sworn and Professional staff assigned to Fillmore/Sheriff Patrol Services Division by providing general guidelines for log completion and processing. Unit personnel are responsible to abide by all rules and regulation set forth in the Sheriff's Procedures Manual.

**DEPARTMENTAL IMPACT:**

Patrol Services Division, Fillmore

- Patrol
- Traffic
- SED
- SRO
- Bike Patrol
- K-9
- Foot Patrol
- VIP
- MEU
- Cadets

**REFERENCES:**

Fillmore/Sheriff's Patrol Division Daily Patrol Log Policy and Procedure manual

**PROCEDURE:**

The Daily Patrol Log is dedicated to complimenting the level of police services to the citizens of Fillmore city and county areas. The log will allow Sergeants to utilize the data collected to determine efficiency and effectiveness of patrol operations.

**GENERAL PROCEDURES:**

The following information is a guide to the proper completion of the Daily Patrol Log. It will be each Sworn /Professional Staff member's responsibility to complete the log throughout their assigned shift giving it to the Patrol Sergeant at the end of shift. In-depth instructions appear on the front and rear of the patrol log.

The Patrol Sergeant will review the activity and assure the log is given to that shift's Sergeant for final review. After the final review, the Daily Patrol Log will be forwarded to the Administrative Management Assistant for filing and retention.

Per the Ventura County Sheriff's Office Policy Manual, Policy 806.1.3, RECORDS RETENTION SCHEDULE, the Patrol Logs will be retained for 2 years by the respective division. Authorized retention also includes making a PDF. copy and keeping on file



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**Subject: Station Security**

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**Date Issued: 11/19/2007**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy Hackworth**

**Authorized by: Captain Eric Tennesen**

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**Purpose: To control access in and out of the station and maintain the integrity of secure items within the station including evidence, files, firearms, and other equipment.**

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**Departmental Impact: Santa Clara Valley Station**

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**References:**

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**Procedure:**

The Santa Clara Valley Station is designed to be a secure facility with controlled access of Sheriff's Office personnel, the public, and other authorized persons and/or groups. {i.e. Sheriff's Search and Rescue (SAR), Citizen's Patrol (VIP), etc.}

All exterior doors will be kept closed and secured by their corresponding locking mechanism when not in use. The exception would be the front door leading to the public lobby during business hours. **Doors are not to be "propped" open and left unattended at any time.** If at all possible, avoid using the station key to enter the exterior doors. The use of department issued white key-cards is the preferred method of entry into the station.

The station's gated parking lot is also designed to be a secure area. Gates in and out of this area are to be kept closed when not in use.



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**Subject:           Temporary Custody of Arrestees at the Fillmore Police Station**

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**Date Issued:   11/24/2007**

**Revised/Reviewed:   05/01/2019**

**Prepared by:   Sr. Deputy Hackworth**

**Authorized by:   Captain Eric  
Tennessee**

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**Purpose: To establish guidelines and procedures for bringing arrestees into the Fillmore Police Station.**

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**Departmental Impact: Santa Clara Valley Station**

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**References:**

**WIC 602, Policy Manual 324 – Minors, Temporary Custody PC 851.5,  
WIC 627**

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**Procedure:**

The Santa Clara Valley Station provides specific areas for the temporary custody of arrestees. The facility has two locking interview rooms with cuffing benches and a cuffing ring mounted to the wall.

There are several circumstances where a patrol deputy needs to bring an arrestee into the Station. Some of the instances include: completion of booking paperwork, further investigation, to obtain a urine or breath sample, interviews, etc. Whenever an arrestee is brought to the Station, the following guidelines must be met:

1. Any arrestee requiring medical attention of a serious nature must be medically cleared before arriving at the Station. Less serious injuries or illnesses can be assessed by local paramedics at the Station.
2. The arrestee must be thoroughly searched before being placed into a holding cell/interview room or other area of confinement.
3. The room or area confinement must also be searched before any arrestee is placed inside. This is to ensure there are no weapons or other items of contraband in the area, which would become accessible to the arrestee. Another search shall be conducted when the person is removed from the room to ensure no contraband was hidden inside.
4. When the room is being searched for contraband, the deputy shall note any damage to the room. The room shall be inspected once again when the arrestee is removed. The arrestee should be held accountable for any new damage and arrested per PC 594.
5. The arrestee shall remain at the Station for the shortest amount of time possible before being transported to the Main Jail, Juvenile Hall, cited and released, or released per PC 849(b). It is important to remember that the Santa Clara Valley Station does not have holding cells.

Adult and juvenile arrestees require separate procedures as established by Sheriff's Policy Manual, the California Penal Code, the Welfare and Institutions Code, etc. The following are guidelines relating to each:

**Adult Arrestees:**

1. Adult arrestees must be secured to the provided anchor points in each area of confinement (secured interview rooms or cuffing rails). The arrestee can remain handcuffed behind his or her back if necessary. The only time arrestees should not be handcuffed is when they are allowed to use the restroom or when obtaining urine samples from them.
2. Arrestees should not be left unattended. There are several circumstances when the arresting deputy would need to leave the booking area, such as to obtain paperwork or coordinate with detectives. These tasks need to be performed as quickly as possible. If the deputy needs to leave for an extended amount of time, he or she needs to assign another deputy to supervise the arrestee.
3. All prebooking paperwork should be completed in an area where the deputy can supervise the arrestee.

4. Any time an arrestee is left alone inside a room capable of being locked, the supervising deputy shall ensure the door is locked and secure.
5. Under special circumstance requiring the arrestee to remain at the Station for a period of three hours or more, the person must be provided three free telephone calls per PC 851.5. If an arrestee is transported to the Main Jail just before this requirement is met, the transporting deputy must notify the booking deputies of the time constraint.

### **Juvenile Arrestees:**

1. Sheriff's Policy Manual 324 specifies strict guidelines, which must be adhered to when bringing juvenile arrestees into the Station. These guidelines include, but are not limited to:
  - If a juvenile arrestee is under the influence of alcohol or controlled substances, a medical clearance is always required before they are brought into the Station.
  - Once at the Station, the deputy must determine if the juvenile should be placed into secure or non-secure detention. Once determined, the guidelines for secure or non-secure detention must be met.
  - A secure or non-secure log must be thoroughly completed and signed by the shift supervisor.
  - The juvenile's parent or guardian must be notified of the arrest as soon as possible.
  - The juvenile must not come in contact with any adult arrestee, detainee, or inmate trustee.
  - If a juvenile arrestee is at the Station for a period of one hour or more, he or she must be provided with three free telephone calls. The calls must be made to a parent, guardian, responsible relative, employer, or an attorney. (WIC 627 and PC 851.5).
  - The juvenile arrestee should be at the Station for the minimum time necessary. A juvenile cannot remain at the Station for a period greater than six hours.



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**Subject:        Pharmaceutical Drop-off Bin**

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**Date Issued:    03/14/2011**

**Revised/Reviewed:    05/01/2019**

**Prepared by:    Sr. Deputy Q. Vo**

**Authorized by:    Captain Eric Tennesen**

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**Purpose: To establish a procedure for the voluntary drop-off and collection of expired pharmaceutical drugs.**

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**Department Impact: Santa Clara Valley Station**

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**References:**

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***Background***

The City of Fillmore, in collaboration with the Fillmore Police Department and the Ventura County Sheriff's Office, has launched a new program that offers a convenient confidential drop box where Fillmore residents can deposit unused or expired pharmaceuticals, in an effort to divert harmful drugs away from the environment and children. The drop box is located in the lobby of the Fillmore Police Department.

***Definitions***

Pharmaceuticals are medications, including prescription drugs such as painkillers, hormones, antidepressants, antibiotics, cold/flu remedies, over-the-counter (OTC) medications and veterinary medicines.

**Procedure:**

Fillmore residents are encouraged to utilize the collection bin located in the public lobby of the police station during normal business hours, Monday thru Friday - 8AM to 5PM. **This program is not intended for commercial use**, and is restricted from receiving mail, batteries, trash and syringes – as placarded on the exterior of the bin.

- The Station Captain and Administrative Sergeant will maintain positive control over the keys for emptying.
- The collection bin will be checked on a regular basis.
- The Administrative Sergeant will be responsible for overseeing collection and booking of contents of the pharmaceutical bin.
- A sworn Deputy and designee shall empty the collection bin together to insure that the integrity and chain of evidence is maintained.
- The contents will be filtered to eliminate unwanted containers and/or non-pharmaceutical items to minimize the weight and size of the load. Employees shall use universal safety precautions for handling drugs utilizing latex gloves.
- A report number will be generated and attached to a property report. The contents shall be weighed and documented on the report.
- The contents will be placed into a Sheriff's Evidence bag and labeled, as would any evidence placed into the property room. The labeling shall include the appropriate language and descriptors identifying drugs, and shall specify that they are booked for destruction. **Do Not Itemize.**
- Book bag(s) into the Fillmore Police Department property room utilizing the appropriate methods. The Property Room will collect all items within our evidence room for transport to the main Property Room in Ventura.



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**Subject: Municipal Code Violations**

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**Date Issued: 03/12/2012**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy Q. Vo**

**Authorized by: Captain Eric Tennessen**

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**Purpose: To establish guidelines for the handling of Municipal Code Violations in the City of Fillmore.**

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**Department Impact: Santa Clara Valley Station**

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**References: Fillmore City Authorities.**

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**Procedure:**

***Fillmore Municipal Code section 1.08.010 - Violations as infractions***

It is unlawful for any person to violate any provision of this code. Unless otherwise provided herein, any violation of any provision of this code shall be an infraction. Any such violation may be prosecuted by city authorities in the name of the people of the state of California or redressed by civil action. A violation shall be a separate offense for each day upon which the violation occurs or continues to exist.

***Fillmore Municipal Code section 1.08.015 - Violations as misdemeanors***

Any violation of any provision of this code which is of an "aggravated nature" shall be a misdemeanor. Violations of an "aggravated nature" include those which are intentional and deliberate, those which occur repeatedly, that is, at least three times, although not intentional or deliberate, and those which are expressly declared to be misdemeanors by the provisions of this code or by applicable law.

## **Issuing Citations**

### ***Adults***

When citing someone for an infraction, the deputy must mark "Non-traffic" on the top of the citation and circle the "I" on the right side of the citation. The deputy should either write notes on the back of the station copy of the citation or complete an Incident Report to assist with any recollection required for future court testimony. The court date and time will be the same as any other infraction.

When citing someone for a misdemeanor, the deputy must mark "Non-traffic" and "Misdemeanor" on top of the citation and circle the "M" on the right side of the citation. The court date issued should be on the **FIRST** Wednesday after the regularly scheduled court day. Along with the citation, the deputy will need to complete all other necessary reports, such as an arrest report, supplemental report, etc. The deputy shall note in the report which sergeant approved the misdemeanor. If a subject is in custody, the deputy must notify front office staff so the paperwork can be processed in a timely manner.

When a deputy submits a case as an infraction, he will be subject to subpoena and may have to testify in court in the same manner as is now done for traffic violations. If a case is filed as a misdemeanor, the City Attorney will subpoena the deputy.

### ***Juveniles***

When a juvenile is cited, do not issue the juvenile a court date. Check the box on the citation that indicates the juvenile will be notified by Youth Services.



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**Subject: Vehicle Fuel Sources**

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**Date Issued: 04/04/2002**

**Revised/Reviewed: 05/01/2019**

**Prepared by: Sr. Deputy Hackworth**

**Authorized by: Captain Eric Tennesen**

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**Purpose: To provide direction for patrol personnel in the event the county gas pumps are out of service.**

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**Department Impact: Santa Clara Valley Station**

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**References:**

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**Procedure:**

Patrol personnel driving county vehicles may use a public gas station with the assigned gas card. Personnel shall obtain a receipt after refueling. Written on the receipt shall be the deputy's 4-digit identification number, vehicle identification number, and the mileage of the vehicle at the time of refueling. All properly completed receipts shall be turned in at the end of shift. The envelope for depositing completed gas receipts is located on the wall of the briefing room.

Although personnel are free to use their assigned gas card, nothing prevents them from using the nearest county gas pump.

Patrol personnel driving city vehicles shall use the city gas pump located on the fire station property. No receipt is required at the city gas pump. The integrity of the entry code at the city yard shall be maintained.

If the city yard gas pump is out of service, personnel shall refuel using the Fillmore city account at the Chevron gas station. Personnel driving city vehicles shall refrain from using the county gas pumps.

If all local gas pumps are out of service, only one city deputy at a time will leave the area for the sole purpose of refueling a vehicle. The deputy will notify dispatch prior to leaving the area to refuel the vehicle. A deputy leaving the area for refueling shall not deviate from their course, unless an emergency exists. Upon completion of refueling the vehicle, personnel shall return to their assigned area as soon as possible.