

VENTURA COUNTY SHERIFF'S OFFICE
SHERIFF'S INVESTIGATIONS MANUAL



Standard Operating Procedures

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The Ventura County Sheriff's Investigations Manual is designed as a guide for all investigative and specialized units within the agency.

1.0 Introduction to the Detective Training Program

An investigator is an individual who gathers, documents, and evaluates facts about a crime. Investigation is the process through which these are accomplished. The duty of an investigator is to follow the evidence and find the truth in an impartial manner. The purposes of the investigator's actions are to establish that a crime was committed, identify and apprehend the suspect(s), and to assist in the successful prosecution of the party charged with the offense.

1.1 Detective Training Program

The purpose of the training program is to provide a standardized baseline introduction to investigations. The program is designed to assist and guide the newly appointed investigator in transitioning into his or her new role. The training program is designed to achieve the following goals:

- To promote success by producing qualified investigators capable of conducting investigations from inception to completion.
- To establish investigative consistency throughout the agency, with specific emphasis on the planning and execution of enforcement and surveillance operations.
- To assist newly assigned investigators with identifying safety issues and concerns that arise with operating in a non-uniformed position.
- To assist the new investigator in establishing key relationships with outside bureaus and agencies necessary to facilitate both the investigation of crime and prosecution of offenders.

The detective training program is intended to facilitate the deputy sheriff's transition into an investigative assignment. To make the training process more effective, a Detective Training Officer (DTO) will be assigned to each investigator in the training program. The DTO is an experienced investigator who is selected to conduct this type of training. There will be no formal process for the selection of the DTO; rather, they will be assigned at the discretion of the unit supervisors / management. It is the responsibility of the DTO to review this manual with the new investigator, and expose him/her to the essential elements of the assignment. Specific emphasis should be placed on the elements listed in the sign off sheet that can be accessed through the following link: [**DTO Training Blocks**](#). To be successful, the program must create a positive environment in which learning is maximized and mistakes can be minimized.

To complete the training program, the new investigator must complete the sign-off sheet with his/her assigned DTO. The sheet will be approved by the unit supervisor or manager, and then



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forwarded to the investigator's training file. Every effort should be made to complete the program within six months of assignment into an investigative unit. If the investigator cannot complete the program during the allotted time, he/she will meet with the assigned DTO, team sergeant and bureau manager to discuss a strategy for program completion.

1.2 Expectations of New Detective

While in the training program, new investigators are expected to be open to learning, willing to accept constructive criticism, and be willing to improve upon deficiencies noted by the DTO and/or unit supervisors.

New detectives will complete all assignments in a prompt, timely manner as directed by the DTO or other responsible training staff. They will follow all policy and procedures, as outlined in the Sheriff's Office manuals, established case law, statutory law and Sheriff's Office General Orders.

1.3 Role / Expectations of the Detective Training Officer (DTO)

Any member who accepts an assignment in investigations will also have the responsibility of training and mentoring other deputies and newer investigators. This might include selection and assignment as a DTO. Selection as a DTO is made at the discretion of management and is considered part of an investigator's regular job responsibilities.

The DTO should act as a coach, providing guidance and encouragement to the new detective. It is essential that the new detective receive timely, honest feedback regarding his or her performance.

DTOs should immediately establish a good training relationship with the new detective. There should be a clear understanding of the DTOs role and the new detective's role. The goal of the training process is to assist the new detective in successfully making the transition to an investigative assignment.

1.4 Detective Training Program Checklist

DTOs are expected to instruct, demonstrate, or discuss each of the performance objectives within the Detective Training Program curriculum. It is likely that a new investigator will not have the opportunity to perform all of the performance objectives listed on the checklist during the training program. In such cases, the new investigator can meet the training requirements by demonstrating knowledge and understanding of the training material.

As part of successful completion of the training program, the DTO must Explain (E) or Demonstrate (D) the checklist information being presented, and the new detective must satisfactorily Perform (P) or show Knowledge (K) of each area on the checklist.



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As the information is explained or performed, the DTO will record that date and initial the appropriate column on the right hand side of the list. The columns are labeled as follows:

E - Explained to the new detective by the DTO

D - Demonstrated to the new detective by the DTO

K - The new detective has shown knowledge and understanding of the material (verbal or written)

P - The new detective has satisfactorily performed/completed the listed task.

The checklist is designed with space at the end of each section so the DTO can add any performance objectives that are not included that he or she has determined is important for the new investigator to know. The DTO will probably have resources and information that is not listed in the checklist or other material that he or she uses regularly. The DTO is encouraged to include this information for the training of the new investigator.

Once all of the items in the checklist have been signed off, the DTO and the new investigator will sign the last page of the checklist indicating the new investigator has completed the training program. The completed Detective Training Program Checklist will be given to a supervisor for final review and approval, and then forwarded to the investigator's training file.



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2.0 EQUIPMENT

Personnel are responsible for the care and maintenance of their personal equipment as well as all department issued equipment.

Personnel are to have available to them at all times the following departmental issued equipment:

- a) Approved firearm, holster, and ammunition
- b) Handcuffs
- c) Badge and I.D. card
- d) Cellular telephone
- e) Body Armor
- f) Ballistic helmet
- g) Digital audio recorder
- h) Camera
- i) Flashlight
- j) Radio
- k) Less lethal option (TASER, OC, etc...)

In addition to department issued equipment, personnel may be issued the following:

- a) Ballistic Goggles
- b) Binoculars
- c) Vehicle
- d) Gas Credit Card
- e) Equipment Bag
- f) Marijuana Eradication Gear
- g) Search Warrant Kit
- h) First Aid Kit
- i) Laptop computer and/or tablet
- j) Misc. equipment, e.g., GPS, Lab Gear, Knox Box Key, etc.



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6.0 EVIDENCE

- 6.1 Any evidence located by a detective should be photographed in place, and if appropriate, video recorded as is. Photographs and/or video of the evidence will accomplish the following:
- a) Aid in strengthening the chain of custody
 - b) Provide a visual substantiation to deputy's written reports
 - c) Represent any evidence, which due to its bulk size, toxicity, etc., may preclude it from being brought into the courtroom
 - d) Depict the circumstances or the location in which the evidence was seized
 - e) Aid in the prosecution of the case
- 6.2 During the execution of a search warrant, one deputy should be assigned by the Case Agent to function as the "evidence collector." This will ensure that all evidence is processed in a lawful, timely and systematic manner and is within Department Guidelines. Certain items of evidence, e.g., firearms and money shall be collected and booked per Department Policy (Refer to Ventura County Sheriff's Office Property and Evidence Manual for details).
- 6.3 All seized controlled substances shall be photographed and weighed prior to being booked into evidence. An exception would be if the investigator believes the controlled substance is hazardous, e.g., Fentanyl.
- 6.4 In order to ensure the integrity of the chain of custody, all evidence should be booked into the Ventura County Sheriff's Office Property Room as soon as practical. Without exception, all controlled substances, firearms and money will be booked into evidence prior to the end of shift. In cases involving asset seizure monies, a SIU supervisor will have the discretion of placing the money into the SIU safe pending its processing with the asset forfeiture coordinator.
- 6.5 Whenever money is located at the scene of a narcotics investigation, and is subject to seizure, the money will be photographed and counted at the scene by a SIU supervisor. The money count will be witnessed by the finding deputy and the evidence collector deputy. The SIU supervisor will place the money into a department approved money envelope, which will then be signed and initialed by the evidence collector and SIU supervisor. The money will then be booked into a Sheriff's Property Room or released to the SIU supervisor who will place the money into the SIU safe. All money seized during an investigation will be counted and receipted. The original packaging for the money shall also be seized and booked.
- 6.6 Whenever a very large sum of money is seized and it is impractical to count the money at the scene, the following procedure will occur:



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- a) A SIU supervisor will be notified and respond to the scene. The money will not be disturbed until the SIU supervisor is present. Once the SIU supervisor is present, the money will be photographed and/or videoed in place, collected, and placed into a clear plastic evidence money bag. The SIU supervisor, the finding deputy, and property owner (if available) will each initial the clear plastic bag. Once initialed, the evidence bag's tamper proof tape flap will be placed over the signatures.
- b) On the property receipt and evidence tag, the finding deputy will write "Undetermined Amount of Currency" as the item description.
- c) The SIU supervisor will place the money into the SIU safe and notify the SIU Captain.
- d) On the next business day (if practical) the SIU Asset Forfeiture Investigator and a SIU supervisor will transport the sealed evidence bag to the Sheriff's Business Office.
- e) A Sheriff's Business Office representative will witness the count and take possession of the funds.
- f) Note: when opening the clear plastic evidence bag to conduct the count, the bottom of the bag is to be cut. The tamper proof seal preserving the signatures is not to be disturbed.
- g) A receipt for the exact amount of the money will be given to the SIU Asset Forfeiture Coordinator.
- h) The Business Office representative will note the condition of the plastic evidence bag on the receipt.
- i) Only one official count will be made and the final count will be included in the deputy's report.
- j) For the purpose of this procedure, a large sum of money is when the SIU supervisor believes there may be over \$100,000 in cash and or a significant number of bills are present.
- k) After the currency is counted, all clear plastic evidence bags will be booked into the Sheriff's Property Room using the same case number. A notation on the property report shall be made associating the property item number of the clear plastic evidence bag to the original "Undetermined Amount of Currency" item number.
- l) A SIU supervisor in consultation with the SIU Captain will have the option to deposit the seized cash directly to the financial institution, which conducts business with the



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County of Ventura. The Sheriff Business Office will be notified prior to the deposit occurring.

- m) In the event a deposit is made directly to a financial institution, the Asset Forfeiture investigator or SIU supervisor will take the bank deposit receipt to the Sheriff's Business Office and obtain the appropriate Sheriff Business Office receipt.
 - n) The Asset Forfeiture investigator may transport funds in the sealed Sheriff evidence envelope(s) to the Sheriff Business Office provided the total dollar amount in the envelope(s) does not exceed \$75,000. The Asset Forfeiture investigator will retain the original evidence envelopes in the respective asset forfeiture file. This does not include the clear plastic money bag described in paragraph "a" above.
- 6.7 If large sums of cash are located during investigations by units other than SIU, the requirements outlined in the prior sections will remain the same, with the exception that the respective unit supervisor will respond to supervise the processing of the money. In these circumstances, investigative supervisors should consult with a SIU supervisor to determine if the money falls under the guidelines of asset forfeiture. This does not apply to the steps outlined in 6.6
- 6.8 Any money or assets seized per 11470 H&S will follow the guidelines outlined in Section 7.0 (Asset Forfeiture Guidelines) of this manual.



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7.0 ASSET FORFEITURE GUIDELINES PHILOSOPHY

Law enforcement is the principal objective for all criminal investigations. Potential asset forfeitures must not be allowed to interfere in the effective investigation and prosecution of criminal offenses, officer safety, the integrity of on-going investigations, or the due process rights of citizens. A deputy's employment or assignment shall not be based upon the level of asset seizures or forfeitures that he or she has initiated.

In all asset forfeiture cases, probable cause shall exist prior to any property being seized. In state asset forfeiture cases, the circumstances leading to this probable cause shall be reviewed and approved by the District Attorney Asset Forfeiture Investigator prior to a "Notice to Interested Parties" being served. When appropriate, the deputy shall make every effort to immediately release any seized property where innocent ownership can be established and with approval of a SIU supervisor.

In federal asset forfeiture cases, the Case Agent will consult with our federal law enforcement partners to determine if the U.S. Attorney's Office will accept the case. If the U.S. Attorney's Office accepts the case, the Case Agent will notify the SIU Asset Forfeiture coordinator.

The following narcotics related charges are required to seize assets in state cases. Federal cases differ slightly:

- | | |
|------------|---|
| 11351 HS | Possession of heroin, certain controlled prescription drugs, or cocaine powder for sale |
| 11351.5 HS | Possession of cocaine base (rock or crack) for sale |
| 11352 HS | Sales or transportation of drugs |
| 11355 HS | Sales in lieu of controlled substances |
| 11359 HS | Possession of Marijuana for sale |
| 11360 HS | Sales or transportation of Marijuana |
| 11378 HS | Possession of methamphetamine, LSD, MDMA, or certain prescription and non-prescription drugs for sale |
| 11378.5 HS | Possession of PCP for sale |
| 11379 HS | Sales or transportation of drugs |
| 11379.5 HS | Sale or transportation of PCP |



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- 11379.6 HS Manufacturing or preparing a controlled substance
- 11380 HS An adult using, soliciting, or intimidating a minor for drug violation
- 11382 HS Transportation in lieu of a controlled substance
- 11383 HS Possession of a precursor chemical with intent to manufacture
- 182 PC Any conspiracy involving the above listed charges

Note: If arresting for §11350 HS or §11377 HS (possession only), assets are NOT subject to seizure. If arrested for §11358 HS (cultivation of marijuana), assets are NOT subject to seizure. Personnel should consult with a SIU supervisor to see if the case qualifies for asset forfeiture under federal guidelines.

The Sheriff's Office shall ensure that seized property is subjected to the same internal controls as any evidence. Every effort shall be made to ensure that seized property is protected and its value preserved. Forfeiture proceeds shall be maintained in a separate fund (trust account) and subject to appropriate accounting controls. The Sheriff's Office shall avoid any appearance of impropriety in the sale of forfeited property. All Sheriff employees are prohibited from participating either directly or indirectly in any auction of forfeited property.

All forfeited property that is put into use by the Sheriff's Office and all forfeiture proceeds to the Sheriff's Office shall be utilized for law enforcement efforts such as training, equipment and salaries (where specified by the statute). These guidelines shall apply to all real and tangible property and currency seized by the Sheriff's Office under state and federal law.

- 7.1 If it appears that any criminal case will also produce a significant asset seizure case, the SIU supervisor will notify the District Attorney Asset Forfeiture Investigator to accompany the serving of the search warrant in order to participate in the asset seizure. The SIU supervisor and District Attorney Asset Forfeiture Investigator shall determine what property will be seized.
- 7.2 When practical, asset forfeiture financial background investigations on potential suspects should be conducted when sufficient probable cause has been developed to ensure that the suspect was involved in criminal activity. Additionally, the financial background investigation should be initiated prior to the service of the search warrant. The financial investigation should include real property ownership, banking institutions, banking habits, and finance affiliates.
- 7.3 When serving search warrants, attention should be paid to gather all information on checking accounts, savings accounts, pass books, bank statements, purchase receipts, and canceled checks. Federal and State tax returns should be seized whenever located.



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Money order purchases, rental agreements, contracts, escrow papers, mortgage statements, and property tax statements should also be seized when located. Photographs of the interior and exterior of the search site should be taken prior to the search in order to depict the lifestyle of the suspects. Suspect's photographs depicting vacations, cruises or other hidden assets such as boats, airplanes, and exotic cars should also be seized when located.

- 7.4 After an asset is seized (including U.S. Currency) an "FS" number will be obtained by the District Attorney Asset Forfeiture Investigator from the Asset Forfeiture Deputy District Attorney. This only applies to "State" asset forfeiture cases. Seizure of real property will not be initiated until approved by the Asset Forfeiture Deputy District Attorney in State cases or the United States Attorney in federal cases.
- 7.5 Whenever practical, deputies shall remove any personal property from any vehicle that is being seized. The property being removed shall be left at the residence of the suspect, released to a responsible party at the direction of the suspect, or booked for safe keeping into the Sheriff's Office Property Room.
- 7.6 All property seized by deputies at a search location, with the exception of real property, shall be booked into evidence in a timely manner.
- 7.7 All currency seized shall follow the guidelines outlined in the unit memorandum sections 6.0 "Evidence" and 8.0 "Tactical Operations."
- 7.8 Seized money should be booked as evidence with "To Be Seized per 11470 HS" noted on the evidence envelope. Narrative in arrest reports should include information regarding where the money was found, who had access to it, and who was served with Notice of Non-Judicial Forfeiture and Claim Opposing Forfeiture forms (a sample of a completed Non-Judicial Forfeiture document is included on the following page). Suspect(s) and/or other persons must be served with these Notices within 15 days of seizure.
- 7.9 The Asset Forfeiture Deputy District Attorney should be notified by the case agent or the District Attorney Asset Forfeiture Investigator via e-mail of the seizure within 24 hours. An e-mail will suffice as proper notification. A "receipt" response should be requested when making this e-mail notification to ensure the Asset Forfeiture Investigator received the e-mail.

Asset Forfeiture forms can be accessed through this link:

[Asset Forfeiture Instructions/Forms](#)



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8.0 DRESS POLICY AND GROOMING

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10.0 REPORTS / CASE FILING PROCEDURE

- 10.1 Written reports concerning the activities such as arrests, surveillances, and investigation reports shall be completed and submitted to a supervisor for approval in a timely manner. Deputies shall not approve each other's reports.
- 10.2 Information received concerning any criminal activity, the investigation of which is the responsibility of another unit of the department such as Major Crimes, Burglary, Sex Crimes, etc., or the responsibility of an outside agency, shall be communicated in writing to that other unit or agency.
- 10.3 Reports are to be written using the department's most current report writing system.
- 10.4 When taking a case to the District Attorney's Office for complaint review, it is important to be familiar with Complaint Review Evaluation (CRE) process and to have all the necessary documentation

To ensure the appropriate paperwork and supporting documents are in the case filing package, the following may be used as a guideline:

- a) All reports – complete
 - b) One (1) copy of all reports if the case is a felony
 - c) Three (3) copies of all reports if the case is a misdemeanor
 - d) Include copies of interview transcripts if necessary / appropriate
 - e) Include CII information, probation and/or parole information
 - f) Include FBI information, rap sheets from all states
 - g) Include DMV information
 - h) Input case into VCIJIS CRIMES
 - i) Take case to District Attorney's Office for review
- 10.7 There are limitations on how long an arrestee may be jailed before a complaint is filed. Generally speaking, pursuant to Penal Code Section 825, that time period is 48 hours.



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11.0 VEHICLES

- 11.1 Personnel are responsible for the proper care and maintenance of their assigned vehicles.
- 11.2 Vehicles are only to be serviced or repaired by County Fleet Maintenance. Vehicles are to be serviced according to the schedule established by Fleet Maintenance. It is the responsibility of each deputy to assure that his or her assigned vehicle is serviced in a timely manner.
- 11.3 Assigned vehicles are to be kept clean and in good condition. Any repairs to the vehicle shall be made as soon as practical.
- 11.4 Vehicles are to be utilized only to facilitate Department business.
- 11.5 Vehicles should primarily be fueled at County fuel sites. When a County fuel site is unavailable or impractical to access, a department-issued Voyager card may be used to purchase fuel at a commercial establishment. In the absence of a Voyager card, a County travel card may be used to purchase fuel. A County procurement card may not be used to purchase fuel.
- 11.6 When purchasing fuel with a County credit card, the purchaser shall indicate the unit number of the vehicle on the credit card receipt.
- 11.7 If fuel needs to be purchased and no credit card is available, the deputy is to pay cash and receive reimbursement by filing a "Claim for Reimbursement of Travel Expenses." A copy of the fuel receipt must be attached to the claim.
- 11.8 Firearms shall not be stored in the passenger compartment of an unattended vehicle, unless they are in a locked box that is secured to the vehicle.



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12.0 FIREARMS / TASER

- 12.1 At all times while on duty, Personnel shall have a firearm available for use. The firearm shall be operational and clean.
- 12.2 Deputies shall carry only their Department issued or Department approved firearms.
- 12.3 When the circumstances dictate, deputies may carry and deploy their issued shotgun or tactical rifle at their discretion.
- 12.4 Personnel shall not utilize any firearm as a striking instrument, except in a life-threatening situation where other options for defense are not an option. Refer to Ventura County Sheriff's Office General Orders – Force Options.
- 12.6 Deputies trained with other specialized and Department approved firearms may deploy those weapons on an operation with the approval of a supervisor.
- 12.7 Taser X26 Inventory Control and Data Download:

Inventory Checklist & Data File Downloads:

The designated senior deputy will maintain an inventory list of the identification numbers of all Tasers and probe cartridges issued to their respective personnel. Additionally every six months, the senior deputy will download, to his office computer, the information from each Taser and note each download on the inventory list. The notations will include the date, time, and the data files that were downloaded from the Taser(s). The purpose of the download is to monitor the use of the Tasers and to ensure they are functioning properly and have adequate battery life. The inventory list will remain in the sergeant's office. This policy does not preclude the random downloading of a TASER by the sergeant or his/her designee.

When a Taser is used as a force option, the sergeant will download the data files from the Taser after the incident. If the sergeant is unavailable for a download, the deputy's Taser will be retained by their immediate supervisor and a replacement Taser will be issued if needed. After downloading the data files from the Taser, the Taser will be returned to the investigator that it is assigned to. The only exception to this would be after an extraordinary incident (i.e. death, serious injury, etc.) requiring the Taser to be retained as evidence. In such cases, a replacement Taser will be provided.

Storage and Replacement of Tasers and Extra Probe Cartridges:

A designated bureau sergeant will responsible for the storage and tracking of replacement Taser devices. The serial number of each device will be listed and the Taser devices will be kept in a secure location. If an employee's Taser becomes damaged or must be booked into evidence for investigation purposes, the employee is to be issued a Taser from the



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supply. Whenever an employee is issued a new Taser for any reason, a "Taser Issuance" form must be completed and forwarded to the Training Center.

A designated bureau sergeant will be responsible for storage and tracking of replacement probe cartridges. The identification numbers of surplus replacement probe cartridges will be listed, and each week the designated sergeant is responsible to account for all probe cartridges, noting any changes.

When a Taser has been used as a force option and the probe cartridge needs to be replaced, the designated sergeant will ensure the used probe cartridge is properly booked as evidence and as soon as practical, issue a replacement probe cartridge. If the probe cartridge is defective, the designated sergeant will ensure the defective probe cartridge is collected and stored. Each bureau is responsible for designating an appropriate secure storage location for Taser equipment supplies.

In the absence of the designated sergeant, a team sergeant will be responsible for collecting used/defective probe cartridges and issuing replacement probe cartridges. All replacement probe cartridges must be signed out and issued by a sergeant, with a notation on the tracking form indicating to whom the cartridge was issued and date/time. Replacement Tasers can be issued if an investigator's Taser fails to operate, has a low battery, or is kept for downloading after a use in the field.



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13.0 RADIOS

- 13.1 Personnel are issued Motorola HT 1250 radios in addition to their unit radios. These radios are to be kept in good working order and servicing for these radios is to be done only by the County of Ventura General Services Agency - Communications.
- 13.2 Prior to the initiation of any operation a radio check shall be done.
- 13.3 For every operation and surveillance the Case Agent shall assign a primary and secondary frequency. If a radio conflict occurs, the secondary frequency shall be used. Deputies shall acknowledge the frequency change via a roll call with the Case Agent or deputy in charge of the surveillance.
- 13.4 On tactical operations such as the service of search warrants, buy-busts, etc., the supervisor or Case Agent shall appoint a deputy to act as the emergency radio operator. The emergency radio operator will be responsible for contacting and establishing emergency communication with the Sheriff's Communication Center (S.C.C) or the agency in whose jurisdiction the operation is occurring. Plans should be made in advance for those rare occasions (e.g., a deputy down or deputy involved shooting), where the immediate request of additional deputies and/or emergency services personnel is required.
- 13.5 The CLEMAR frequency shall not be utilized except when necessary to communicate with deputies of other agencies during investigations.



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14.0 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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15.0 BUY FUNDS / MONEY EXPENDITURES

- 15.1 Deputies may obtain any required funds from a SIU supervisor whenever the necessity should arise.
- 15.2 Deputies are to be strictly accountable with the funds they handle to insure that the expenditure of the funds is necessary to further an official investigation.
- 15.3 Sheriff's Office funds shall be expended only for the following purposes:
- a) The purchase of evidence
 - b) The purchase of materials or services to facilitate a criminal investigation
 - c) Payment of expenses to a confidential informant
 - d) Payment of an approved salary to a confidential informant
- 15.4 All purchases using Sheriff's Office funds shall require the completion of a Buy Information Form.
- 15.5 Deputies must have a SIU supervisor's approval prior to the expenditure of Sheriff's Office funds.
- 15.6 Claims for reimbursement of an authorized expenditure shall be prepared in detail. Vouchers shall also contain a sufficient narrative explaining the expenditure.
- 15.7 Whenever Sheriff's Office buy funds are used for the purpose of purchasing evidence, the serial numbers of the currency shall be recorded. The information shall be made available in a report for prosecution purposes and for the potential recovery of funds. When practical, photographing and or video recording of the buy funds is also suggested.
- 15.8 [REDACTED]
- 15.9 [REDACTED] A second deputy shall witness the payment.



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16.0 SEARCH WARRANTS

- 16.1 Search warrants are commonly used during the course of investigations. While there are exceptions to the search warrant requirement, it is highly recommended that a search warrant be written if probable cause to search exists.
- 16.2 Investigators wishing to complete a search warrant shall fill out the search warrant and affidavit in support of the search warrant.
- 16.3 All completed search warrants will be approved by a unit supervisor prior to being submitted to the District Attorney's Office for review.
- 16.4 All search warrants must be reviewed by a Deputy District Attorney before being submitted to a judge for judicial review and approval. This requirement does not apply to DUI search warrants or warrants being signed in other counties. Investigators will contact those appropriate jurisdictions and adhere to the local procedural requirements.
- 16.5 Search warrants are generally submitted for judicial review electronically. They may, however, be presented in person if circumstances dictate.
- 16.6 Search warrants generated outside normal business hours, should be reviewed by the "on call" Deputy District Attorney and the "on-call" judge.
- 16.7 Prior to serving a search warrant at a physical location (i.e., business, residence, etc.) an operational plan, including a location threat matrix analysis, shall be generated and approved by a unit supervisor
- 16.8 In situations where the threat matrix requires a consultation and/or utilization of SWAT for the warrant service, a SWAT sergeant or above shall be consulted prior to the warrant execution. The consultation and results shall be noted in the operational plan.
- 16.9 Team members involved in the service of search warrants at physical locations shall be equipped with the necessary tactical gear, including ballistic vests and helmets.
- 16.10 A sergeant shall be present when a search warrant is served at a physical location.
- 16.11 At the completion of a search warrant, the on scene supervisor shall ensure a copy of the Notice of Search Warrant and list of property seized are left at the location as appropriate. In unique situations and with supervisory permission, deputies may leave a "Notice of Search Warrant" form at the scene. Detective supervisors are encouraged to contact SIU supervisors to discuss when these forms are appropriate.
- 16.12 Prior to searching, the on scene supervisor will ensure photographs are taken to document the condition of the location. Photographs will also be taken after the search is completed.



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If possible, investigators executing search warrants should make every effort to leave the location in a somewhat similar state as when they arrived.

- 16.13 There are various types of search warrants. The updated templates for the most common search warrant varieties can be found in the Document Library on the Sheriff's Intranet.
- 16.14 Any damage resulting from search warrant services shall be photographed and noted in the appropriate report. The on scene supervisor will be responsible to make notification to County Risk Management. No statements or promises will be made to the resident(s) regarding liability and / or responsibility for the damage. Risk Management shall assess the circumstances and determine any liability or financial responsibility.
- 16.15 Some search warrants may require the use of a Special Master for service. Examples include medical and legal offices where privileged information may be present. If investigators determine a Special Master is necessary, the following link provides an example of the appropriate insert for the search warrant: [Special Master Insert](#)
- 16.16 If an investigator determines a wiretap is necessary for the furtherance of an investigation, the Electronic Surveillance (Wiretap) Manual can be accessed at the following link: [State Wiretap Manual](#)
- 16.17 While this manual does not discuss the various types of search warrants and the requirements for each, this information can be acquired in the Los Angeles County District Attorney's Search Warrant Manual, which can be accessed at the following link: [Search Warrant Manual](#)



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17.0 MISCELLANEOUS DIRECTIVES

- 17.1 Deputies shall not leave the County of Ventura to conduct investigations without prior supervisory notification. Exceptions to this include the immediate pursuit of a violator or other exigent circumstance. In these circumstances, a supervisor shall be notified as soon as practical.
- 17.2 Any time deputies leave the County of Ventura and there is a reasonable possibility enforcement action may take place, a sergeant will accompany the deputies. Examples of circumstances where a sergeant is required include, but are not limited to [REDACTED]
- 17.3 While conducting any planned enforcement action, search warrant, or covert operation, a supervisor shall notify the patrol watch commander and the agency with primary law enforcement responsibilities where the event is to occur. A notification to [REDACTED] will also be made.



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18.0 TRAINING

It is an established fact in law enforcement that training is essential to performance and, in many cases, mandated by law and/or policy. This is especially true for those employees assigned to investigative units. The benefits of training are often found in increased job satisfaction and moral among employees, as well as increased employee motivation. As such, the department places a high priority on training and development of its investigators.

Training courses attended by investigators are based on three criteria; mandatory training (i.e., training that is required by statute or regulation), essential training (i.e., training that is necessary for professional performance), and desirable training (i.e., training that provides some type of auxiliary skills that are related to performance).

In addition to the DTO program, investigators attend specific classes to help build expertise in their fields. The list of classes can be accessed at the P.O.S.T. Website:
<https://www.post.ca.gov/80-hour-cap-courses.aspx>



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CHECKLIST

USING THE CHECKLIST

During the Detective Training Program, the new detective will be assigned to a Detective Training Officer (DTO) who will instruct and supervise them. In addition to general investigative duties, the DTO/new detective will be responsible for covering a specific body of information and tasks. The topics are listed in the respective checklists on the following pages.

As the information is explained or performed, the DTO will record that date and initial the appropriate column on the right hand side of the list. The columns are labeled as follows:

E - Explained to the new detective by the DTO

D - Demonstrated to the new detective by the DTO

K - The new detective has shown knowledge and understanding of the material to the satisfaction of the DTO (verbal or written testing)

P - The new detective has satisfactorily performed/completed the listed task

As part of successful completion of the training program, the DTO must explain (E) or demonstrate (D) the checklist information being presented, and the new detective must satisfactorily perform (P) or show knowledge (K) of each area on the checklist.

The checklist is designed with space at the end of each section so the DTO can add any performance objectives that are not included which he or she has determined is important for the new investigator to know. The DTO will probably have resources and information that is not listed in the checklist or other material that he or she uses regularly. The DTO is encouraged to include this information for the training of the new investigator.

When the detective and DTO have completed the checklist, it will be reviewed and approved by the appropriate detective sergeant and unit Captain. The completed checklist will be sent to Sheriff's Personnel for placement in the detective's training file. The Detective Training Checklist should be completed within two months of assignment into an investigations unit. Any extensions are at the discretion of bureau management.