

Ventura County Sheriff's Office



Patrol Services Division

Standard Operating Procedures

(Revised 08/01/2019)

Ventura County Sheriff's Department
PATROL SERVICES DIVISION

STANDARD OPERATING PROCEDURES

REVISED: 08/01/2019

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Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: ANNUAL LEAVE SIGN-UP & COMPENSATORY LEAVE USE

DATE ISSUED:

10/11/2016

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Victor Fazio

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To provide consistent guidelines for all patrol stations for annual leave sign-up and compensatory leave use.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

REFERENCES:

M.O.A. between the County of Ventura and V.C.D.S.A., section 1103

M.O.A. between the County of Ventura and V.C.D.S.A., section 1206

Replaces Patrol Services Division SOP entitled "Vacation / CTO Policy" dated 7/05

Replaces Thousand Oaks SOP entitled "Vacation/CTO Policy" dated 10/14/04

Replaces Camarillo Patrol Station SOP entitled "Vacation/Compensatory Time Policy" dated 10/ 26/05

Replaces Ojai Station SOP entitled "Vacation/Comp Time Off Policy" dated 4/7/06

PROCEDURE:

Annual vacation sign-up shall be every November 1 through November 30 for the upcoming year. The sign-up list will be based on seniority per MOA section 1206(A)1. Deputy seniority is determined by the date hired as a deputy or, in case of a conflict, by department identification number. Senior deputy seniority is determined by the date promoted to senior deputy or, in case of a conflict, date hired as a deputy.

All patrol deputies will be given an **individual time period** to sign-up for vacation. This will prevent any bumping, due to seniority in a group, from occurring. Depending on the number of patrol deputies needing to sign-up at a station, the sign-up period will vary from several hours to a day. All deputies are responsible for signing up for their annual vacation during their assigned period. If a deputy is unable to personally sign-up during their assigned time period, it is their responsibility to make arrangements with a peer to sign-up for them. There will be no bumping / deleting of any names.

During the initial sign-up period, deputies will be able to sign-up for a maximum of three consecutive weeks. Once all deputies have had an opportunity to sign-up for three consecutive weeks of annual leave, the Annual Leave Sign Up Book will be made available to all deputies, regardless of seniority, to schedule up to one additional week of leave. The additional fourth week of annual leave may be signed up for any time after the initial sign-up period, but no later than 30 days prior to the requested leave. **The maximum number of leave slots (listed by weeks) that a deputy may sign-up for on the Annual Leave Sign Up Book is four (4) weeks.** Any additional time-off (annual leave or compensatory leave) beyond four weeks will fall under the Short Term Leave/Compensatory Leave rules identified below. Deputies may only sign up for the weeks they intend to take, because doing otherwise may prevent another employee from taking time off during that same period. [MOA Sec 1206(A)1]

The above procedure does not apply to specialized units (i.e. Traffic, Special Enforcement Unit, School Resource Officers, Detectives, etc...). However, if a deputy knows that they will be transferred to a 12-hour patrol assignment during the upcoming year, it is their responsibility to ask to be included in the sign-up procedure to reserve their desired

vacation period. When a deputy is granted time off in writing for annual leave and is then transferred to a new station, that deputy shall retain the same time off period. If, however, this would unduly disrupt the orderly operation of the new station, the deputy's time off may be denied. The deputy will then be offered alternate dates for annual leave. [MOA Sec 1206(A)4]

In special circumstances, deputies may submit a request to their respective captain or commander for a waiver of this policy. The type of leave taken during the weeks reserved on the Annual Leave Sign Up Book may be annual leave or compensatory Leave, provided the deputy has met the minimum requirement of 80 hours of annual leave use during the last 26 pay periods. [MOA Sec 1103(B)2]

The "Time Off Request" form (SO-1018) must be submitted at the same time the deputy signs up for their vacation. If the Time Off Request form is not submitted, the deputy's leave is deemed abandoned and other time-off request(s) will be considered. Request for annual leave will only be deemed granted when the deputy receives written confirmation of approval.

Short Term Leave/Compensatory Leave Requests

This section will address requests for time-off for three (3) days or less, or times other than those contained in the Annual Leave Sign Up Book. Requested leave will generally be compensatory leave, however, annual leave may also be used if the time-off request is approved.

Vacation and compensatory leave requests for three (3) days or less shall not be entered in the sign up book. Deputies will submit these requests on the Time Off Request form (SO-1018) directly to their station's scheduler. These requests will be evaluated on a case-by-case basis. In order to prevent unduly disrupting the operation of the division, no 24-hour station patrol schedule may exceed 20% of patrol personnel off on discretionary time or planned variances. This includes: staff off on annual leave based upon the Annual Leave Sign-Up book, compensatory leave, sick leave, military leave, training, and FMLA. If the vacancy rate has been exceeded, the leave request will be denied. The Department will make every reasonable effort to offer another alternate day off within 60 days of the date originally requested. The deputy will have the opportunity to withdraw the time off request if the alternative date is not acceptable. The station's patrol captain or his/her designee

must approve any deviation from this policy. [MOA Sec 1103(B)7]

Every reasonable effort will be made by the Department to approve or deny the request no later than 10 days before the requested leave day(s). [MOA Sec 1103(B)5] Requests for compensatory leave that are less than a full workweek must be submitted no more than 60 days in advance and no less than 14 days prior to the dates off requested. [MOA Sec 1103(B)3]

Deputies must have used 80 hours of vacation time in the preceding 26 pay periods prior to taking compensatory leave. [MOA Sec 1203(B)2] No compensatory leave requests will be granted on scheduled holidays as defined in the MOA Section 1103(B) 8.

Deputies are entitled to time off. Each deputy is responsible for monitoring and managing his/her leave banks. This means taking time off if the leave accrual amounts are nearing maximum levels. The Department is under no obligation to grant short-term leave solely based on a deputy reaching the maximum accrual allowed.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: ARREST APPROVAL

DATE ISSUED:

10/31/2006

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Victor Fazio

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish guidelines for the review and approval of all arrests prior to booking.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

All arrests shall be reviewed and approved by a patrol sergeant or the Watch Commander prior to booking.

- ALL DETECTIVE BUREAU arrests shall be reviewed by that bureau's assigned supervisor, a patrol sergeant or the Watch Commander prior to booking.
- Direct bookings from the field to the PTDF or East County Jail shall receive the review and approval by a patrol sergeant or the Watch Commander in person, by telephone or MDC prior to transporting the arrestee from arresting deputy's area of operation. If personal, telephonic or MDC contact is not possible or practical the arresting deputy shall make telephone contact from the Detention facility prior to booking.

- **ARRESTS APPROVED:**
 - The date, time and name of the approving supervisor shall be noted in the final paragraph of the Arrest Report Narrative.

ARRESTS NOT APPROVED: If an arrest is not approved for booking after appropriate supervisor review, the arresting deputy shall:

- Run the arrestee through the appropriate automated system(s) to ensure there are no outstanding wants or warrants, and:
 - If there are no wants or warrants, expedite the release of the arrestee and complete a DETENTION CERTIFICATE (DOJ Form, Rev. 1/18).
-
- **WATCH COMMANDER NOTIFICATION**
 - The Watch Commander shall be notified of all significant or noteworthy cases, including but not necessarily limited to those with extenuating circumstances to the arrest, which may generate liability, complaint or significant interest from the press, public or contract city management.
 - The Watch Commander will evaluate the circumstances and make any chain of command notifications appropriate



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: BEAT COORDINATOR RESPONSIBILITES

DATE ISSUED:

11/19/2012

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Victor Fazio

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To define of the role of the Sheriff's Beat Coordinator.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

BACKGROUND:

Intelligence led policing involves three themes: Increased effectiveness by attacking underlying crime problems that give rise to incidents that consume patrol and investigator time; reliance on the expertise and creativity of the crime analysis unit, patrol deputy, detectives and to study problems carefully and develop rapid and sustaining solutions; and, closer involvement with the public and community based organizations to ensure that the VCSO is in fact addressing the needs of the citizens.

PROCEDURE:

Beat Coordinators are each assigned to one or more of the established contract city and/or county patrol beats. Aside from patrolling their assigned beat, the primary goal of the beat coordinator is a citizen oriented, intelligence-led approach to preventing and combating both real and perceived crime.

The beat coordinator should utilize a systematic process for examining and addressing community problems. This process requires identifying these problems in precise terms, coordinating necessary resources, and assessing the outcome.

The beat coordinator will communicate his/her activities with the beat sergeant(s), and as needed, directly to the station patrol captain. The beat coordinator will give direction and supervision to the patrol deputies in their beat areas to assist in problem solving.

Designated patrol sergeants will be assigned on a collateral basis to assist and provide guidance to the beat coordinators. Staff duties will be required.

ACTIVITIES:

Beat Coordinators shall, in the absence of a sergeant or captain, assume supervisory responsibilities at major crime scenes, pursuits, special operations, disasters and those situations requiring immediate supervisory attention.

Identify and establish a relationship with key community organizations. This will include, but not be limited to, neighborhood councils, faith based organizations, homeowners and tenants associations, and special groups.

Work closely with Crime Analysis in order to develop a detailed knowledge of criminal trends in assigned beats.

Prepare a monthly beat activity briefing to include crime trends and problems, such as neighborhood problems, juvenile or adult gang information, tagging issues, dysfunctional neighborhood issues, and all ongoing situations that may necessitate increased patrol action. The beat activity briefing will be submitted to the respective patrol captain.

Establish regular contact with investigative units, allied agencies, detective supervisors and the station's special enforcement units.

Establish contact with other county departments and public agencies in order to develop relationships within these agencies. Example: Roads Department, Parks, GSA, Public Works, Code Enforcement.

The Beat Coordinator may be responsible for certain staff duties. These include but are not limited to public speaking at community forums, organizing special events and maintaining storefronts/drop in center.

Intra-Station Beat Coordinators should assist one another on common problems.

All efforts should be employed to incorporate the shift deputies assigned to the beat.

Beat Coordinators may delegate other deputies assigned to his/her beat to research problems or details that directly relate to problem solving and preventing crime within the beat. Such research, projects or details should not interfere with the regular patrol responsibilities of the beat deputy. Beat deputies provided such assignments should maintain close contact with the beat coordinator concerning the progress of that assignment.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: BOATING UNDER THE INFLUENCE

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Shane Matthews

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To provide deputies a guideline for arresting and accepting arrests related to boating under the influence.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

With the ever-increasing number of boaters in our waterways, the Sheriff's Department from time to time has been called upon to assist the Coast Guard, Harbor Patrol, and Lake Patrols when they come in contact with a boater who is suspected of boating under the influence (BUI). Due to restraints not necessarily under their control, these agencies may not have the personnel or capability to take enforcement action or process and transport these individuals for booking. Our role in these incidents will be to respond to requests from these agencies for assistance and accept the individuals detained for evaluation. We will evaluate them for probable cause to arrest on suspicion of violating Harbor and Navigation's Code 655(b) (Misdemeanor), then arrest and transport them for booking.

As most of you know, the U.S. Coast Guard is a military service that currently comes under the purview of the Department of Transportation and Department of Homeland Security.

They have federal police powers and great latitude in dealing with boating and shipping issues. They also receive training in many law enforcement issues including under the influence investigations. When they come in contact with individuals they suspect are BUI, they will often conduct two different sets of evaluations. The first set is done on board the boat or vessel. Once they reach shore, and after waiting 15 minutes, they may conduct a second set of tests that are similar to our Standardized Field Sobriety Tests. They will then prepare a report of the incident that details both sets of tests.

The Harbor and Lake Patrol are very limited in police powers and jurisdiction. They will typically observe a BUI suspect, detain them and call us to evaluate. They will look for basic objective symptoms, and in the case of Harbor Patrol, they may have the suspect conduct an alphabet test or something similar. They will not conduct Standardized Field Sobriety Tests. They will provide you with the details of their stop and observations, but their reports may be somewhat limited. Do not confuse the Harbor Patrol and the Lake Patrol, they are separate entities but often operate in the same manner.

PROCEDURE

The procedure for accepting a Harbor Patrol, Lake Patrol, or Coast Guard detention is outlined below:

1. The detaining agency will request a patrol unit to assist them.
2. A patrol deputy will respond, evaluate the situation and administer SFST's no sooner than 15 minutes after the detainee has been transferred to the shore. If there is probable cause to justify a BUI arrest, make the arrest and complete an Intoxication Report. If any questions arise, contact a field sergeant. If a field sergeant is unavailable, contact the Watch Commander.
3. If the detention is by the Coast Guard and they already have administered the SFST's that appear on your Intoxication Report, you are still required to conduct your own investigation and process the arrest as if you made the initial contact. This may duplicate some tests, but your Probable Cause Declaration should reflect that you based your arrest on your own observations. The Coast Guard understands that they must also document their observations and how they administered the SFST's on their agency's forms. The Harbor and Navigation code 655(g) allows for information obtained from a Coast Guard

Officer who directly observed the offense to be used for establishing the necessary probable cause for a peace officer to make an arrest.

4. If you make the arrest, complete an arrest report and write a narrative indicating the circumstances under which you came to accept the arrest. The report should also refer to the reports by the Coast Guard or Harbor Patrol Officer for details of their contact with the suspect. Do not list the detaining officer's name in the "Arresting Citizen's" area of your arrest report. Refer to them by name and ID number in your narrative, the D.A.'s office will receive a copy of their report with needed information. Include the detaining agencies report number in the narrative of your report.

5. The deputy will handle obtaining a chemical test, even if a P.A.S. has been administered in the field. The arrestee will be given a choice of a blood or breath test. The Harbor and Navigations Code does not allow for forced bloods under offenses other than incidents that cause injury or death. 655.1(b) H&N reads:

"The arrested persons shall be informed that a refusal to, or failure to complete the required chemical testing may be used against the person in a court of law and that the court may impose increased penalties for that refusal or failure, upon conviction."

If arrested for a violation of 655(f) H&N – BUI causing injury to another, handle in the same manner as described in general order, "Blood Sample, Collection for Alcohol Impairment."

Operation of a boat under the influence shall be investigated under the same policy and procedure as defined in D.U.I. cases, including the drawing of blood in injury or death incidents as requested by the District Attorney in his opinion dated May 13, 1975. The only exception is that, upon refusing to take a chemical test, the suspect is not subject to loss of his or her license since no license is required to operate a boat. There is, however, a provision for an enhanced penalty upon refusal to submit and the suspect should be informed. Authority for enhanced penalties can be found under Section 655.5(a) of the Harbor and Navigation Code.

- If arrested for a violation of 655(f), keep in mind Section 655(h), which states the chemical test must be given within three hours after the operation of the vessel.

- A blood sample can be obtained; however, advise the subject of the penalties as described in section 655.1.

- Do not take the arrestee's license. You do not need a license to pilot/drive a boat, therefore your license is not subject to suspension for this offense.

6. After obtaining a blood or breath test, or a refusal, the arrestee shall be booked per normal booking procedures, this includes medical clearance if required.

7. Complete your report as if it were your in-custody arrest. Other things to consider when handling a BUI:

- Be sure to detail the chemical test administered or the specifics of the refusal in your report. Because there is no implied consent in the Harbor and Navigations Code, the refusal obviously becomes very critical, so document it accordingly.

- A low blood alcohol level for a BUI is not necessarily a bad thing in the Harbor and Navigations Code. Section 622J(2) states that a result between .05 and .08 can be considered along with other evidence in determining impairment at the time of arrest.

- Make sure you confirm with the agency you are taking the arrest from that they are going to write a report. They may assume you are writing their observations in your report.

Relevant Harbor and Navigations Codes:

- 655(b) – Operation of a vessel, manipulating water skis, aquaplane, or similar device when under the influence of an alcoholic beverage and/or any drug. Commonly referred to as BUI. (Misdemeanor)

- 655(c) – Operation of a vessel, manipulating water skis, aquaplane, or similar device with a blood alcohol level above .08%. (Misdemeanor) Note: 655(b) is the equivalent to of 3152(a) and 655(c) to 23152(b)

- 655(d) – BUI a commercial vessel – B.A. over an .04% (Misdemeanor)
- 655(f) – BUI causing injury to another. (Felony)
- 655(g) – Notwithstanding any other provision of law, information, verbal, or otherwise, which is obtained from a commissioned, warrant, or petty officer of the United States Coast Guard who directly observed the offense may be used as the sole basis for establishing the necessary reasonable cause for a peace officer of this state to make an arrest pursuant to the United States Constitution, the California Constitution, and section 836 of the Penal Code for violations of subdivisions (b), (c), (d), and (e) of this section.
- 655.4 – No person shall serve as a crewmember on any charter boat while under the influence of alcohol or drugs. (Misdemeanor)
- 655.5(a) – Enhanced penalty for failure to submit to a chemical test. (Misdemeanor)
- 655.6(a) – Under 21 years, operation of a vessel with .01% or greater BAC.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: COUNTER OR COURTESY REPORTS

DATE ISSUED:

07/01/2019

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. R. Ferguson

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure for taking counter and/or courtesy reports from citizens. Citizens living within or outside the Ventura County Sheriff's Department patrol jurisdiction are included in this directive when reporting crimes. It is the intention of this directive to make it as easy as possible for citizens to report a crime, regardless of where the crime occurred. Every effort should be made to provide help to citizens so they are not inconvenienced when reporting a crime.

DEPARTMENTAL IMPACT

Patrol Services Division – All Stations

PROCEDURE

Whenever a citizen walks into a patrol station and notifies a member of the Department about a crime and requests a report to be taken, it shall be the responsibility of that member to make every effort to accommodate the citizen by determining the following:

- That a crime actually occurred.
- The location where the crime occurred.
- The station or agency responsible for the report.
- Crimes occurring within our jurisdiction.

If the crime occurred in a contract city within that station a patrol deputy assigned to that city will take the report.

If the crime occurred in the unincorporated area of the county a patrol deputy assigned to the unincorporated area of the county will take the report.

Crimes Occurring Outside of Our Jurisdiction

If a citizen walks into a Sheriff's Department station reporting a crime that occurred in another agencies' jurisdiction:

- The citizen will be notified and given the opportunity to report the crime to the appropriate agency.
- The victim will also be told that a courtesy report can be taken at the station or at their residence (provided they live in that station's jurisdiction).

The decision to report the crime to the appropriate jurisdiction, wait for a deputy to respond to the station for a report or to return to their home and have the deputy respond there is to be made by the reporting party



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: EATING ESTABLISHMENTS, NUMBER OF PATROL VEHICLES

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. R. Ferguson

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish guidelines for the number of Patrol personnel present at an establishment during a "10-10" or meal break. Patrol personnel need to remember that they are highly visible to the public. We are constantly under scrutiny when in public and although we are entitled to meal breaks, limiting the number of deputies at one location lessens the possibility of misperceptions by those we serve and also helps to maintain beat integrity.

DEPARTMENTAL IMPACT

Patrol Services Division – All Stations

PROCEDURE

No more than two marked patrol vehicles shall be present at any eating establishment during a "10-10" or meal break. This policy includes personnel assigned to Traffic, SED or Patrol. A patrol sergeant may join deputies on a break or eating a meal at his or her discretion.

Any deputy on a "10-10" or meal break shall notify Sheriff's Communications Center (SCC).



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: EVACUATION POLICY/RESTRICTED AREA ACCESS

DATE ISSUED:

11/16/2010

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Renee Ferguson

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To provide guidelines for the evacuation and access of affected areas during a natural disaster or hazardous material incident.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

EVACUATION RESPONSIBILITIES

1. It is the County Counsel's opinion that when an area is to be evacuated due to any emergency, i.e., flood, fire, etc., the residents of that area should be advised and told that their lives might be in danger. However, if the property owners and residents refuse to leave the property, deputies shall not force them to leave their homes.
2. After a deputy has made every reasonable effort to advise occupants of the danger, it is the County Counsel's opinion that the Sheriff's responsibility has been fulfilled.
3. During a fire or other emergency incident, the decision to evacuate an area is generally at the discretion of the responsible fire department/other agency. However, nothing precludes other public safety personnel from making advisement to leave an area if there is an imminent threat to people, structures or facilities.

During the sometimes frenetic operational tempo during emergencies, it is possible that the responsible agency is not aware of the pace, direction, and location of the disaster. In these cases, make the advisement to the persons in the area of danger, but also communicate the situation to the Incident Commander with as much information as possible (speed, height of flames / water, direction, and address of structures threatened). All notifications will be documented on the emergency evacuation log.

4. After deputies have made every reasonable attempt to notify the persons of the danger, they should enter the information for the location on the "Emergency Evacuation Log." The information should include the person contacted, the number of persons remaining, any special needs and phone information if possible.
5. In-person notifications are recommended. However, helicopter or unit public address (PA) systems may be utilized if time and officer safety dictate the need for expedited notifications.
6. When attempting to contact residents to notify them of evacuations, look for signs or other indicators that a resident may have function or access needs, eg., braille signs near doors, handicap access ramps, etc. If a deputy encounters a resident with functional or access needs, notify the command post to arrange for medical or alternate transportation as soon as possible.
7. **Sheriff's Department personnel will not force anyone to leave their home when asking them to evacuate due to any emergency, e.g., flood, fire, etc. If during the notification process, a deputy reasonably suspects an adult in immediate peril and may be gravely disabled, nothing shall preclude the deputy from evaluating the resident per WI 5150 and taking appropriate actions. If a residence is in imminent peril and is occupied by unattended children or children where the adult caregiver refused to leave, and the deputy reasonably believes the situation poses an immediate threat to the child's health or safety, the deputy should consider taking the children into protective custody under WI 305.**

TYPES OF EVACUATIONS

VOLUNTARY EVACUATION

The "Voluntary Evacuation Notice" is given as an early warning to allow residents time to prepare for and / or commence evacuation of special needs persons or livestock. Deputies are advised to notify residents if they wait too long to begin

the evacuation of special needs persons or large animals, they may find the roads blocked by emergency vehicles and / or resources unavailable as the threat increases. Any resident who wants to ensure their safety should leave at this time.

MANDATORY EVACUATION

The “Mandatory Evacuation Notice” is given when the threat poses an immediate danger to life and property and it is highly recommended that all residents leave the area at this time. Residents should be advised that law enforcement officers and other public officials may not be able to warn the residents to leave again.

ACCESS TO RESTRICTED AREAS

A “soft” closure may allow limited access to restricted areas. When a road or area is closed or restricted because of a disaster or other cause, property owners and those who have legitimate business in the closed area shall be given access to remove personal property and animals.

1. The “soft” closure will allow access based on the following:
 - a. Individual identification;
 - b. Statement of a reasonable purpose for access;
 - c. The access will not hamper emergency efforts.
2. Ventura County Agriculture Employee Identification
 - The cards shall be issued by the Ventura County Agriculture Commission member designated by the Commission.
 - The cards are light blue, and are two sided.
 - The bearer must have valid photo identification (driver license or state issued ID card)
 - The agriculture ID card must be complete, including;
 - Card number
 - Employee name, address, physical description, DOB, expiration date
 - Name of agriculture employer
 - Signature of employer
 - Signature of employee

Ventura County Agriculture Employee ID				
				Card Number
Employee Name				
City				
Address				
Agriculture Employer				
Sex	Height	Weight	Hair	Eyes
DOB		Exp Date		
<p>At the discretion of a public safety member or their designee, this card when accompanied by valid photo identification, may be used to gain needed and legitimate access to restricted areas during emergency road closures. Said access if granted, is taken at the sole risk and responsibility of the card holder and issuing company.</p>				
Employer Signature			Employer Signature	

Each card is printed with the following admonishment;

“At the discretion of a public safety member or their designee, this card when accompanied by valid photo identification, may be used to gain needed and legitimate access to restricted areas during emergency road closures. Said access, if granted, is taken at the sole risk and responsibility of the card holder and issuing company.”

Access will only be granted if it does not interfere with public safety operations in the closed area. This includes the movement of public safety equipment on the public and/or private roadways in the affected area.

All persons given access should be documented on a log, including the specific location they are working at, vehicle information, the work they will be performing, any contact/cell information, and when they expect to leave the area.

1. When a person is granted access to the area a “Restricted Access Log” shall be initiated listing name, vehicle, destination and time of the entry and exit from the area in question. The completed log shall be turned into the appropriate area command location. For further information on road closures, refer to the Sheriff’s Policy Manual #426 Road Closures. The completed log shall be turned into the appropriate area command location.

A “hard” closure shall prohibit public access and be instituted to keep non-emergency personnel and vehicles off the roadway.

If extenuating circumstances should arise and person requests access to an area closed due to a hard or soft closure, contact a supervisor of the command post for additional directions.

MEDIA ACCESS

Refer to #328 Media Relations and #426 Road Closures.

A deputy may not allow a media vehicle into the affected areas if they determine that firefighting or emergency operations could be hampered by the vehicle. Media should be directed to park their vehicle in a location that does not affect traffic control and enter the area on foot.

MUTUAL AID

If members are assigned to provide evacuation mutual aid to another agency, members shall continue to follow the guidelines set forth in the Sheriff Department's policies.

HAZARDOUS MATERIAL INCIDENT

It shall be the responsibility of the Sheriff to evacuate locations within our jurisdiction considered as potential high-risk areas. However, if the location has been contaminated or there is a threat of immediate contamination by a chemical spill, toxic fumes, or other hazardous materials, the on-scene supervisor shall contact the Fire Department and request their hazardous materials team to evacuate the area.

In all events, the on-scene supervisor should consider use of the helicopter, "Reverse 911" and/or the "Emergency Broadcast System" for evacuation notifications.

REFERENCES

Ventura County Hazardous Materials Emergency Response Plan Pages: 2.1-2.3 B3 (a-j); 5.3-5.5 (A-H); Tab N.

Ventura County Multi-Hazard Functional Plan

Pages: Annex H; Appendix H.

Ventura County Fire Department Operational Procedure Manual Procedure Number 3004, Section 3004.1 – 3003.5.2.2

California Welfare & Institutions Codes § 300, 305, and 5150



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: GANG RELATED INCIDENT REPORTING

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Sgt. B. Koppenjan

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To provide a uniform reporting mandate for all gang related incidents.

AGENCY IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

An incident shall be considered gang-related when the conduct is consistent with gang activity or criminal conduct. Indicators of a gang-related incident may be based on the victim's/witness' statements, suspect's description, method of operation, or other evidence that indicates that a gang member was involved in the incident.

A General Offense report shall be written, even if the victim does not want prosecution or if a victim cannot be located at the time. Experience has shown that the vast majority of gang-related incidents are in retaliation of a previous incident or that retaliation of a higher degree will soon follow. **The documentation of these incidents is critical for intelligence, investigative and prosecution purposes.**



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: HANDLING OF SOCIAL HOST ORDINANCE CALLS

DATE ISSUED:

07/ 29/ 2009

REVISION DATE:

08/01/2019

PREPARED BY:

Sgt. B. Koppenjan

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure for enforcement of the provisions of Social Host Ordinances throughout the Sheriff's jurisdictions.

AGENCY IMPACT:

Patrol Services Division

DEFINITION OF SOCIAL HOST:

Except as permitted by Article 1, Section 4 of the California Constitution, (Religious Expression), any party, gathering or event (assemblage) where persons under the age of twenty-one (21) are present and alcoholic beverages are in the possession of, or are being consumed by, any person under the age of twenty-one (21) is declared a public nuisance. In the unincorporated areas of the county, two (2) or more persons under the age of twenty-one (21) shall meet the criteria for an assemblage. The contract cities have set forth their own limits. In the cities of Camarillo and Moorpark, two (2) or more persons under the age of twenty-one (21) will meet this criteria. In the cities of Fillmore and Ojai, five (5) or more persons under the age of twenty-one (21) and in Thousand Oaks, four (4) or more persons under the age of twenty-one (21) shall be considered an assemblage.

PROCEDURE:

When a deputy either receives a call or encounters a situation where the Social Host Ordinance as defined above may apply, the deputy shall:

- Identify the individual minors seen consuming alcohol and determine their true ages.
- If no minors are observed actually in possession of alcohol, the criteria of the Social Host Ordinance is met if evidence, such as an odor of an alcoholic beverage on the breath of minors, symptomology of alcohol use, and/or the presence of alcoholic beverage containers exists.
- Identify the owner of the property, and/or the person in charge of the property and/or the person responsible for the assemblage (responsible party may be an adult or juvenile) and determine if they reasonably should have known that minors were consuming alcohol.

When it is determined that the owner of the property, person in charge of the property, or the person responsible for the assemblage is in violation of the Social Host Ordinance, the deputy may issue a citation for the appropriate city municipal code or county ordinance violation.

Because a violation of this ordinance is administrative, rather than criminal, no arrest can be made. Violators refusing to sign the administrative citation will not be arrested. If the violator refuses to sign the citation, the deputy shall write, "refused" on the signature line.

When a citation is issued the appearance date and location shall be crossed out and the person being cited will be given the information sheet that contains the instructions on how to pay the fine or appeal the citation.

If the party host, property owner, or person responsible for the property cannot be identified at the time of the incident, the deputy shall submit a completed Incident

Report prior to the end of shift. The administrative sergeant will review the report and determine if further investigation is necessary.

Minors found to be in possession of alcohol should be issued a citation for the appropriate section, i.e. 25662 BP, and when appropriate their parents should be contacted.

When a violation of the ordinance has occurred, the party should be dispersed.

When a violation of this ordinance has occurred and a citation has been issued, the on scene patrol supervisor will at that time personally notify the owner of the property, and/or the person in charge of the property and/or the person responsible for the assemblage that such persons shall be held personally liable for any law enforcement cost required in providing any follow-up or additional police response during the next twelve (12) months for violation of this ordinance. The advisement to the responsible party shall be documented in the Incident Report.

PROCESSING REPORT:

City Jurisdiction

If the individual contract cities do not have a policy, refer to the below information for processing a Social Host Ordinance Violation within a contract city's jurisdiction.

The preparation of an Incident Report with RB number will be necessary in all Social Host Ordinance violations.

If the party host, property owner, or other responsible person cannot be identified at the time of the incident, the deputy must submit a completed Incident Report prior to the end of shift. The report should list the names of the violators, involved minors (if applicable), and pertinent witnesses. The station captain or their designee will review the report and determine if further investigation is necessary. All approved reports and information related to the violation must be forwarded to the station captain or their designee who will log the citation and forward the package to city staff for processing.

County Jurisdiction

The preparation of an Incident Report with RB number will be necessary in all Social Host Ordinance violations.

If the party host, property owner, or other responsible person cannot be identified at the time of the incident, the deputy must submit a completed Incident Report prior to the end of shift. The report should list the names of the violators, involved minors (if applicable), and pertinent witnesses. The station captain or their designee will review the report and determine if further investigation is necessary. All approved reports and information related to the violation must be forwarded to the station captain or their designee.

A Notice of Ventura County Ordinance Violation Letter (as described in Addendum A) will be completed. The letter will be signed by the station captain and mailed to the subject who was cited. A Social Host Ordinance Document (as described in Addendum B) will be mailed with the violation letter. The information contained in the Social Host Ordinance Document will provide the offender an understanding of the fines and the appeal process. The station captain or their designee will log the citation in order to track the outcome of the case.

The station captain or their designee shall forward all reports, a copy of the letter, and a copy of the Social Host Ordinance Document to the Ventura County Executive Office, Public Safety Analyst for processing.

The station captain or their designee shall forward a copy of the citation, the letter, and the Social Host Ordinance Document to the Ventura County Sheriff's Business Office, Accounts Receivable.

Special Considerations

It is the intent of this ordinance to penalize those responsible for hosting or allowing gatherings where minors are consuming alcohol. When a deputy encounters a gathering where no adult is present, he/she should keep the following criteria in mind: It is not necessary for a parent or responsible adult to be present at the gathering to be in violation of the Social Host Ordinance. If it is determined, through investigation, that the absent parent or responsible adult should have reasonably known that minors were

consuming alcohol at the gathering, this parent or responsible party is in violation of the ordinance. **It is not required that the parent or responsible party supplied the alcohol to the minors.**

If it is determined that the parent or responsible adult took reasonable action to prevent minors from consuming alcohol in their absence, (i.e., contacted relatives or neighbors to keep watch on their residence, made periodic telephone calls to the minors etc.), these adults would not be in violation of the Social Host Ordinance.

The determination to issue a citation to a responsible party who is not present at the party shall only be made after consultation with a supervisor. If there is any question, the deputy should not issue the citation until further investigation and review is conducted.

This policy does not prevent the enforcement of any state or local statues, as warranted. Deputies should refer to specific administrative procedures for their station.

[Click here for Addendum A \(Ventura County Ordinance Violation Letter\)](#)

[Click here for Addendum B \(Social Host Ordinance Document\)](#)

Addendum A

NOTICE OF VENTURA COUNTY ORDINANCE VIOLATION

[Insert Date]

[Insert Name]

[Insert Address]

[Insert City, State, Zip Code]

On [Insert weekday], [Insert Date of Offense], at [Insert Time], [Insert Arrestee Name], date of birth [Insert mm/dd/yyyy], received a citation from the Ventura County Sheriff's Department for hosting a gathering of underage drinkers at [Insert address]. This is a violation of Ventura County Ordinance number 6113,

which requires a civil penalty of \$1,000.00 must be paid to the Sheriff's Department within 45 days of the date the citation was issued. Included with this notice is a copy of the *Payment and Appeal Process*. If you have any questions about this violation, please call the [Insert Patrols Stations who has jurisdiction] at [Insert phone number]. [Insert

Addendum B

SOCIAL HOST ORDINANCE

PAYMENT OF CIVIL MONEY PENALTIES AND RESPONSE COSTS

Article 1.1 of Chapter 1 of Division 6, Sections 6113 through 6113-13, of the Ventura County Ordinance Code (known as the "Social Host Ordinance") makes it a public nuisance to conduct or allow a loud or unruly gathering at which alcohol is served to or consumed by persons under 21 years of age.

Civil Money Penalty. Persons who violate the Social Host Ordinance are liable for a \$1,000 civil money penalty under section 6113-4. The civil money penalty must be paid to the Ventura County Sheriff's Department with 45 days of the date the citation is issued.

Response Costs. In addition, persons who violate the ordinance after having received a written warning within the prior 12 months are liable under section 6113-5 to reimburse the County for all law enforcement, fire, or other emergency provider costs incurred in responding to and/or abating the nuisance. The Sheriff's Department will provide persons liable for response costs which the response occurred. Persons must pay the response cost stated in the itemized notice within 45 days of the date of the notice itemizing the costs due.

Payments of civil money penalties and/or response costs should be addressed to:
Ventura County Sheriff's Department
Attn: Business Office
800 South Victoria Avenue
Ventura, California 93009

RIGHT TO APPEAL

To appeal the imposition of a civil money penalty/or response cost, the cited person must file a written request for hearing in the County Executive Office within 45 days of the date the citation or the notice of response costs was issued. Persons requesting a hearing will be entitled to an administrative hearing before a neutral officer. The failure to appeal within the time periods provided will result in the citation and/or notice of response costs becoming final.

If the citation is upheld upon appeal, then the cited person is liable for the full cost of the Administrative Hearing in addition to any other fines and penalties.

Request for a hearing to appeal the imposition of the civil money penalty and/or response cost reimbursement should be addressed to:

Ventura County Executive Office
Attn: Public Safety Analyst
800 South Victoria Avenue, #1940
Ventura, California 93009



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: HANDLING OF LANDLORD/TENANT DISPUTES

DATE ISSUED:

06/ 21/ 2012

REVISION DATE:

08/01/2019

PREPARED BY:

Sgt. B. Koppenjan

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To provide practical and legal guidelines for patrol deputies in the handling of
Landlord / tenant disputes

AGENCY IMPACT:

Patrol Services Division – All Stations

REFERENCES:

California Tenants – A Guide to Residential Tenants' and Landlords'
Rights and Responsibilities

**Note: This guide may be found in the front office of every patrol station or may
be viewed or downloaded from the California Department of Consumer Affairs**

Website:

<http://www.dca.ca.gov/publications/landlordbook/catenant.pdf>

Copies of the guide may be given out to the public.

**Other valuable resource material regarding landlord/tenant matters is also
available on the website:**

<http://www.dca.ca.gov/publications/landlordbook/index.shtml>

INTRODUCTION:

A deputy sheriff's role as a keeper of the peace requires dealing with all areas of human conflict, including the handling of landlord/tenant disputes. Although the traditional practice of law enforcement has been to regard landlord/tenant conflicts exclusively as a civil problem, quite often such disputes involve criminal violations of the Penal Code by either the landlord or the tenant. Therefore, it is important to be aware of both the practical and the legal issues involved in the typical landlord/tenant dispute. A deputy who has basic knowledge of civil and criminal law in this area can be effective in handling landlord/tenant disputes. **Familiarization and use of the California Tenants Guide referenced above will provide valuable resource information in this process.**

RELATED CALIFORNIA PENAL CODE SECTIONS:

The following is a list of the most common Penal Code and Civil Code sections violated by either the landlord or the tenant. Deputies should understand that the majority of the violations will not occur in their presence; therefore a private persons arrest must be made. Refer to the Private Persons Arrest Policy in the Sheriff's Policy Manual for details (Policy 364).

Unlawful conduct by landlord:

418 PC (misd) – tenant lockout / seizure of tenants property

594 PC (misd) – malicious destruction, removal of doors, windows, etc.

602.5 PC (misd) – trespassing without tenant's consent (may enter in an emergency, 1954 CC)

Unlawful interruption of utility services:

591 PC (fel) – telephone

593 PC (fel) – electricity

593c PC (fel) – gas

624 PC (misd) – water

Unlawful conduct by tenant:

419 PC (misd) – unlawful entry after a lawful eviction

602.5 PC (misd) – unlawful entry without consent from owner

OTHER IMPORTANT CONSIDERATIONS:

The California Tenants Guide also contains important information regarding situations that often arise during landlord/tenant disputes, including the following:

- ☐ Hotels/motels (page 3)
- ☐ Single lodger in a private residence (page 4)
- ☐ Rent withholding (pages 41-44)
- ☐ Responsibility for repairs (pages 36-40)
- ☐ Eviction process (pages 67-80)
- ☐ Guest vs. tenant (page 3, page 85)



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: IDENTIFICATION BADGES

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Sgt. B. Koppenjan

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure for the wearing of identification badges while inside a Sheriff Facility.

AGENCY IMPACT:

Patrol Services Division – All Stations

PROCEDURE:

The following people shall be required to wear visitor identification badges while on or within a Sheriff's facility:

- All non-law enforcement visitors who are not employed by the Ventura County Sheriff's Department, (i.e., press, ride-along, etc.).
- All non-uniformed law enforcement personnel, including volunteers, shall wear their departmental identification badge on an outer garment while within a Sheriff's facility.

Visitors, who are under the continuous, direct supervision of an employee assigned to the facility, will not be required to wear an identification badge.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: IDENTITY THEFT

DATE ISSUED:

07/ 01/ 2005

REVISION DATE:

08/01/2019

PREPARED BY:

Sgt. B. Koppenjan

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To provide deputies with the information and procedure regarding mandated reporting of Identity Thefts.

AGENCY IMPACT:

Patrol Services Division – All Stations

PROCEDURE:

Deputies responding to possible identity theft calls shall obtain all pertinent information and determine what type of crime has been committed. It is important to consider all theft and forgery sections within the Penal Code. If it is determined that the crime falls within 530.5 P.C., deputies **shall take** a report regardless of where the crime occurred as per 530.6 P.C. Example: The victim lives in El Rio, but the crime occurred in Los Angeles. Detectives will then forward the courtesy report to the appropriate agency after reviewing the case. Deputies shall gather all pertinent evidence if the crime has occurred within the Sheriff's Department jurisdiction. If another agency has jurisdiction over the crime, our role is to take the courtesy report and the preferred procedure is to leave the evidence with the victim so the agency with jurisdiction can take possession of it. This will enhance their chain of evidence, reduce our agency's involvement in the

criminal procedure, and reduce storage burden in our property room. Some cases may require an absolute necessity for taking the evidence. Normal property storage procedures shall be taken.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: OVERTIME POLICY AND OVERTIME REDUCTION FOR PATROL

DATE ISSUED:

11/09/2016

REVISION DATE:

08/01/2019

PREPARED BY:

Sgt. Mike Harris

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish guidelines for reducing overtime costs and provide meaningful budget control consistency throughout the patrol divisions.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

It is the responsibility of all personnel to be diligent in the effort to ensure that overtime is not expended when there are other options available. Therefore, the following guidelines will be followed:

1. Elimination of "end of shift" overtime. Late calls for service will be assigned to the next shift. Late arrests will be transported to the jail by the next shift, and reports will be held for completion during regular hours by the arresting deputy. Any necessary overtime **MUST** be approved by a Sergeant.
2. Station Supervisors Meetings and/or Sergeant Meetings shall be limited to no more than two per year. This will encourage sergeants to communicate more efficiently by E-mail, telephone, or by direct communication with each other.

3. Efficient utilization of the Robert cars is necessary to reduce overtime. It is the responsibility of all the patrol stations to communicate with each other on a daily basis to determine the need for a Robert car. Scheduling staff should be contacting each other if they are short a deputy, as well as to offer a Robert car if one is available. Anytime a patrol schedule is changed, an updated copy of it will be placed on the Sheriff's Intranet.
4. A "Robert" car is defined as an extra car on a shift once all minimum staffing requirements are met division-wide. All Robert cars will be assigned to either Shift-1 or Shift-2. To avoid scheduling problems for the employee, Robert cars will not be assigned to overlap or cover shifts. The station with the extra car may send any deputy they choose to the requesting station; it does not have to be the deputy that appears on the schedule as the Robert Car (ie, K9, Sr. Dep., Etc...). However, the station with the extra car will tell the requesting station which deputy will be sent at the time the request is confirmed. This allows both stations to finalize their respective schedules.
5. If a patrol station has a vacancy due to a variance or staff shortage, a request for a Robert car should be made within 14 days of the vacancy. If a request is made within 14 days, the station with the Robert car will give the extra deputy to the station with the vacancy. If the station that originally had the Robert car later develops a vacancy (someone calls is sick after the car has been given up), that station must fill the overtime and CAN NOT pull back the Robert car.
6. If a deputy is temporarily (a week or longer) transferred to another station, the deputy shall report directly to the temporarily assigned station at the regular start time for his/her shift properly attired with all required equipment.
7. If a vacancy occurs in a contract city and a Robert car is available at another station, the Robert car will be assigned to the city.
8. If a deputy is scheduled to work overtime, but on the day of the overtime a Robert car is available at another station, the deputy will be paid 2 hours of overtime and be sent

home; the Robert car will cover the vacancy.

9. If someone calls in sick, the station scheduler or patrol sergeant will verify that there are no Robert cars available in the division prior to filling the vacancy with overtime.
10. Watch Commanders will be responsible to ensure all resources are used efficiently and effectively in an effort to reduce unnecessary overtime through the movement of available Robert cars to fill vacancies division-wide. To facilitate this, at the beginning of each shift the Watch Commander will review each of the stations' schedules to reassign Robert cars as needed.
11. When possible, all sworn personnel will qualify at the range while on-duty. It will be the field sergeant's responsibility during briefings to survey deputies and to require those who have not qualified to attend while on-duty.
12. Crime reports and other paperwork should be completed in the field and approved by an area supervisor prior to the end of shift, whenever possible. Deputies who are backlogged with reports need to notify a sergeant prior to the end of shift. In those cases when a unit is backed up on reports, sergeants will monitor calls for service and ensure that other units, if available, are assigned to the calls to permit the completion of reports prior to the end of the shift.
13. Shift sergeants shall monitor all pending reports and, whenever possible, review/approve completed reports in the field during the shift.
14. Elimination of overtime for the purpose of "report writing." Sergeants will be notified of any incomplete or pending reports before the end of shift. The reports will be held for completion during regular hours by the reporting deputy.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: PERFORMANCE REVIEW (MID-YEAR)

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Brian Slominski

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure for supervisors to give performance level feedback to safety/general members working in their squads/units six-months prior to annual performance reviews.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

In an effort to make the annual Performance Appraisal system more meaningful to all employees, each supervisor will schedule a one-on-one meeting with members of their squad/unit six months prior to their annual performance review date. The meeting will allow the supervisor to meet with each employee and review his/her progress during the period leading up to the annual review. The meeting will be documented on the Divisional Personnel Report as a "performance update" and may be used during annual performance appraisals.

The mid-year report is intended to be a “snapshot” of how the employee is doing six months into the new performance year to ensure that he/she receives constructive feedback in advance of their annual performance appraisal. The one-on-one meeting between the supervisor and employee should be an opportunity for collaboration in adjusting priorities, goals and performance issues in advance of the annual performance appraisal to allow the employee to correct any existing problems.

Supervisors should document the employee’s strengths, weaknesses and progress toward attainment of the previous year’s goals on the report. The one-on-one meeting is intended to be a positive way for supervisors to focus on work activities, goals and performance issues, as well as having a “sit down session” together where an exchange of information can take place away from the daily work environment.

From the employee’s perspective, the purpose of the mid-year evaluation is to:

- Tell him/her what you want them to do.
- Tell them how to accomplish it.
- Tell them how they have done so far.
- Reward them for doing well.
- Help them reach their goals.

Studies have shown that employees are more likely to feel satisfied with their annual appraisals if they have a chance to freely discuss their performance reviews ahead of time and are given clear feedback on how they are doing. From the department’s standpoint, it is most important for all members to be told how they are doing, but also be held accountable for their job performance.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: RESERVE DEPUTIES

DATE ISSUED:

03/01/2012

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Shane Matthews

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To define the tasks and level of supervision under which reserve deputies shall perform their duties.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

Refer to the Ventura County Sheriff's Office Reserve Unit Policy Manual



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: SAFE HARBOR MDIC FACILITIES

DATE ISSUED:

08/01/2019

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Shane Matthews

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure to address safety and security issues at the two Safe Harbor MDIC facilities.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

Sheriff's personnel shall first advise SCC over the air whenever they use either of the two Safe Harbor MDIC facilities located in the County. **NOTE: The actual location of the MDIC shall not be given over the radio. SCC should just be advised either "Safe Harbor East or Safe Harbor West."** If, for some reason, a radio notification is not practical, the watch commander shall be notified by phone. This shall be done both when arriving and leaving, during or after hours.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: SENIOR DEPUTY RESPONSIBILITIES

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Shane Matthews

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure for patrol Senior Deputies to be utilized as field supervisors.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

Throughout the Department Senior Deputies have had different roles and responsibilities depending on their assignment. As first line supervisors, it is the Department's expectation that Senior Deputies will take charge when necessary and be held accountable for their actions. Senior Deputies are considered patrol supervisors and as such, will provide direct oversight to subordinate personnel.

In an effort to afford patrol Senior Deputies responsibilities commensurate with their position as first line supervisors, the following procedures will be followed:

1. Senior Deputies will be allowed to sign off reports with their area Sergeant's approval. Approval is necessary to ensure Senior Deputies assigned to approve reports have the necessary experience, training and understanding of the report process. Obviously, newly assigned Senior Deputies to patrol will need to gain experience before Sergeants

utilize them to sign off reports.

2. Senior Deputies are authorized to sign deputy overtime slips, however senior deputy overtime slips must be signed by Sergeants and above. Patrol Sergeants are responsible for the oversight of any Senior Deputy approved overtime.

3. Senior Deputies are also authorized to approve vehicle tows without Sergeant or Watch Commander approval.

4. Senior Deputies do not need Sergeant or Watch Commander approval to take 10851 CVC reports.

5. Deputy mid-year reviews may be assigned to Senior Deputies to write in coordination with their shift Sergeants.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: SHOTGUNS / LESS LETHAL SHOTGUNS

DATE ISSUED:

7/1/2005

REVISION DATE:

8/1/2019

PREPARED BY:

Capt. Shane Matthews

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish a procedure for inventory and issuance of shotguns and less lethal shotguns to patrol services personnel.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

Shotguns

1. Every deputy assigned to patrol may be issued a shotgun by the station Administrative Sergeant.
2. Every deputy who deploys with an issued shotgun shall inspect it prior to deploying. (Visually inspect the weapon and remove and reload the ammunition prior to every shift, i.e. BEEFS Check.) If the deputy finds it to be defective and in need of repair or maintenance, it shall be the deputy's responsibility to notify the patrol sergeant and coordinate a replacement shotgun. (Supplemental reference Lexipol Policy 306.11)

3. If a deputy working patrol does not have an issued shotgun, they will notify the patrol sergeant who will make sure the deputy is issued a station shotgun from the station gun locker.

Less Lethal Shotgun (Lexipol Policy 302.8.3)

1. It shall be the relieving deputy's responsibility to inspect the weapon to ensure that it is in good working order.
2. Visually and physically inspect the chamber, magazine, and carrier to ensure no shells are present in the chamber or magazine tube.
3. The deputy shall perform a "BEEFS" (Barrel, Ejector, Extractor, Firing Pin and Safety) check of the weapon to ensure the weapon is operational and unloaded. The sidesaddle shall contain only six (6) rounds of the prescribed beanbag ammunition.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: SMOKING LAW - ENFORCEMENT

DATE ISSUED:

07/01/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Shane Matthews

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish responsibility for enforcing the provisions of Labor Code Section 6404.5 that will prohibit smoking in the workplace, specifically directed towards bars, taverns, nightclubs, gaming clubs, and restaurants effective January 1, 1998.

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

REFERENCES

Labor Code, section 6404.5

Penal Code, section 335

Business and Professions Code, section 25619

DEFINITION

Section 6404.5 of the Labor Code was enacted by the Legislature to protect workers in the workplace. It reads, in part, as follows:

“The Legislature finds and declares that regulation of smoking in the workplace is a matter of statewide interest and concern. It is the intent of the Legislature in enacting this section to

prohibit the smoking of tobacco products in all (100 percent of) enclosed places of employment in this state, as covered by this section, thereby eliminating the need of local governments to enact workplace smoking restrictions within their respective jurisdictions...”

PROCEDURE:

Section 6404.5 of the Labor Code is enforceable as an infraction, as defined in the Penal Code. The general consensus is that these offenses will come to the attention of law enforcement through citizen complaints. The Ventura County Sheriff’s Department will respond to all complaints and take appropriate action when necessary. However, with respect to enforcement of this statute, the law enforcement officer has wide discretion and a proactive stance is not necessary.

As a general rule, you may consider the following options when answering these types of complaints:

- Warn and admonish the offending party and/or owner of the establishment.
- Cite and release the offender and/or owner of the establishment for allowing the offense to occur when the circumstances dictate that the owner of the establishment are endorsing the smoking of tobacco products in his/her business.

The citation should include the following information:

- The citing deputy should check off the “infraction” box on the citation and note that it is an infraction of Labor Code Section 6404.5 “Smoking where Prohibited.”
- Each citation will be stamped “District Attorney authorizes filing as an infraction under P.C. 17.”

The deputy should include the following written items on an arrest report for the citation to demonstrate Probable Cause:

- This is an enclosed workplace with four walls and a ceiling.
- This establishment has (number of) employees **(To eliminate the owner/operator exemption).**

- The defendant was smoking (brand) of cigarettes **(To eliminate a later claim that they had clove cigarettes or anything other than tobacco. Deputies do not keep the cigarettes as evidence).**
- The defendant was located **(State exact location within the bar or establishment).**
- The defendant was standing/sitting next to **(Name everybody defendant is socializing with to eliminate a later claim that it was somebody else who was smoking).**
- The arrest report should include the elements of the violation and should close with the statement that enforcement is mandated by section 335 of the Penal Code and Subsection (j) Labor Code section 6404.5: “This subdivision shall be enforced by local law enforcement agencies including, but not limited to, local health departments, as determined by the local governing body.”
- **Regarding the mandate to enforce, the wording in Section 335 of the Penal Code is the same as the wording in Section 25619 of the Business & Professions Code that mandates enforcement of ABC laws. Failure to enforce ABC laws is a misdemeanor.**
- An Alcohol Beverage Control card should also be filed to document the offense and actions taken. Since the complaints involve bars, taverns, and/or establishments where clientele may be confrontational, it is most important to remain aware of your surroundings and practice sound officer safety techniques and people calming skills.



Ventura County Sheriff's Office

Patrol Services Division

Standard Operating Procedures

SUBJECT: Vehicle Storage and Impound

DATE ISSUED:

07/2005

REVISION DATE:

08/01/2019

PREPARED BY:

Capt. Eric Tennesen

AUTHORIZED BY:

Asst. Sheriff Chris Dunn

PURPOSE:

To establish towing guidelines when dealing with an unlicensed driver or driver with a suspended license

DEPARTMENTAL IMPACT:

Patrol Services Division- All Stations

PROCEDURE:

The legislative intent of this law is to punish unlicensed drivers and registered owners who allow unlicensed drivers to use their vehicles by impounding the vehicles for 30 days. If the vehicle is not towed, your report should explain the circumstances that led to the decision not to tow.

Not every incident involving the circumstances of towing a vehicle is the same, however; you should take the following information into consideration:

- If the driver is arrested for 12500(a) CVC (no license issued) or 14601 CVC (suspended or revoked per 13200 to 13376 VC and with good service), the vehicle should be towed pursuant to 22651(p) CVC and impounded for 30 days pursuant to 14602.6(a)(1) VC. Note both vehicle code sections in the "Storage Authority/Reason" box; adding 22651(p) CVC provides a second towing authority that will help protect the deputy should the 14602.6(a)(1) CVC be done in error. Also, note in the remarks section that the driver has either never had a license issued or, for

suspensions, the DMV service code and authorization section. All 30-day impounds require supervisor approval prior to towing the vehicle.

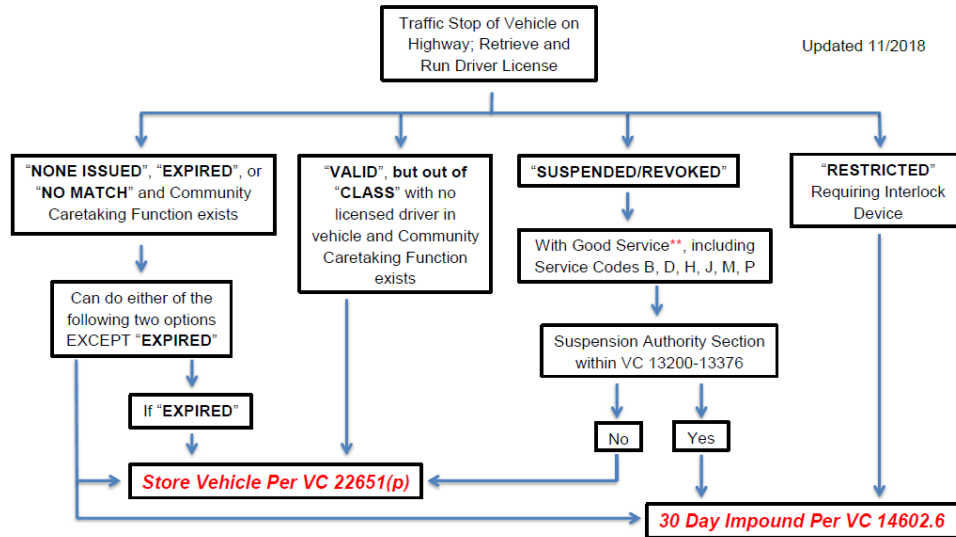
- If the driver is arrested for 12500(a) CVC (expired license), or if the driver has had a driver license elsewhere (including other states or countries), the vehicle cannot be impounded and should be towed per 22651(p) CVC.
- If the driver is arrested for other charges, the vehicle should be stored pursuant to 22651(h) CVC if it cannot be legally and safely parked or released to a passenger with a valid driver's license.

Deputies should use discretion when deciding whether to leave a vehicle parked and locked or to place the vehicle in storage. Community caretaking factors to consider include whether the vehicle is a traffic hazard, the vehicle and/or its contents cannot be secured, and/or if there the vehicle may be stolen, property may be stolen from the vehicle, or the vehicle may be vandalized.

Even if the vehicle can be parked legally and safely, the driver or owner should be asked if they want the vehicle towed and be told of the risks involved in leaving the vehicle at the scene. If the vehicle is towed at the owner's or driver's request, no release fees will be charged by the Department. Your report must include details concerning why the vehicle was towed or left at the scene.

If the vehicle is towed, do not tell the driver what the towing or storage fees will be. If the vehicle is being impounded for 30 days, do not tell the owner or driver they may be able to have the car released early. The registered owner or legal owner, or their agent, is entitled to a hearing to determine the validity or the storage or impound only, and impounded vehicles can only be released early under the four circumstances listed in 14602.6 CVC; hardship is not one of the circumstances. The person can schedule a hearing by calling the Station Tow Representative.

If you have any questions or concerns about whether or not to impound or store a vehicle, contact your field supervisor.



NOTES:

- ** "Service Needed" does NOT mean NOT good service, refer to codes.
- A Driving Permit falls under "None Issued."
- Suspension or Revocation due to W&I Code then use VC 22651(p) only.
- Private Property Open to Public, cite for VC 12500(c). Refer to code section.

Community Caretaking Function exists when a vehicle is a traffic hazard, you are unable to secure the vehicle or its contents, and/or it is a threat of being stolen, vandalized, or broken into.

SERVICE CODES:

- A = First Class Mail, not returned unclaimed****
- B = Served, Signed Document on File
- D = Personal Service Document on File
- H = Acknowledgement, No Signature
- I = Returned Unclaimed (No Service)****
- J = Written Notice Served by Officer
- K = Refused Service (No Service)****
- L = Reported Deceased (No Service)****
- M = Verbal Notice Document on File
- P = Personal Service (Discontinued by DMV)
- **** Fill Out DMV DL-310 form