Ventura County Sheriff’s Office

Special Services Division

Standard Operating Procedures

# SUBJECT: ACQUISITION OF CONTROLLED PROPERTY THROUGH DEFENSE LOGISTICS AGENCY LAW ENFORCEMENT SUPPORT OFFICE

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| **DATE ISSUED:** | **REVISION DATE:** | **PREPARED BY:** | **AUTHORIZED BY:** |
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**PURPOSE:**

To provide guidelines for the approval, acquisition, and reporting requirements of controlled property acquired through the Defense Logistics Agency Law Enforcement Support Office (LESO) as described in the State Plan of Operation with the State of California.

# DEFINITIONS:

# Controlled Property

# Controlled property includes all items designated by the Department of Defense with a DEMIL code of B, C, D, E, F, G and Q (with an integrity code of “3”).

# Regardless of the DEMIL code, the following additional items will also be considered controlled property:

# Manned Aircraft, Fixed Wing: Airplanes

# Manned Aircraft, Rotary Wing: Helicopters

# Unmanned Aerial Vehicles: Remotely piloted aircraft without an onboard crew

# Armored Vehicles, Wheeled: Any wheeled vehicle intended to provide ballistic protection to its occupants

# Tactical Vehicles, Wheeled: On and off-road vehicles, such as High Mobility Multi-purpose Wheeled Vehicles (HMMWV), 2.5-ton trucks, 5-ton trucks, and/or any vehicles with a breaching apparatus attached. This excludes commercially available vehicles not tactical in nature.

# Command and Control Vehicles: Command Posts

# Specialized Firearms and Ammunition, Under 50 Caliber: Includes launchers specifically designed to launch less lethal projectiles, but does not include weapons or ammunition such as handguns, rifles, and shotguns that are issued and approved by the agency to be used by deputies during the course of their regularly assigned duties.

# Explosives and Pyrotechnics: Includes flashbangs and explosive breaching tools

# Breaching Apparatus: Includes battering rams, kinetic breaching tools, ballistic breaching tools, and explosives, but not dual purpose tools such as sledgehammers and bolt cutters.

# Riot/Crowd Control Batons: Non-expandable and of a length of more than 24”, and/or any baton that has advanced features such as tear gas deployment or electronic or “stun” capabilities

# Riot Helmets: Designed to protect the face and head from injury during melees and projectiles

# Riot/Crowd Control Shields: Intended to protect the user from head to knee in crowd control situations

# Long Range Acoustic Devices that do not have a Commercial Use: Capable of directing sound over great distances at extreme volume in more geographical precision than an ordinary speaker

# Vehicles that do not have a Commercial Application: Including tracked and armored vehicles

# Significant Incident

# A violent encounter among civilians or between civilians and deputies

# A use of force resulting in death or serious bodily injury

# A demonstration or other public exercise of First Amendment Rights

# An event that draws, or could be reasonable expected to draw, a large number of attendees or participants, such as one where advanced planning is needed

# PROCEDURE:

# Controlled property made available under this program is for official law enforcement use only. Property shall not be loaned, donated, or otherwise provided to other groups or entities that are not authorized to participate in the program.

# In order to request, acquire or retain controlled property, the Sheriff’s Office shall:

# Maintain and enforce regulations designed to impose adequate security and accountability measures for controlled property to mitigate the risk of loss or theft.

# Provide written or electronic notification to the Board of Supervisors and the local community of intent to request additional controlled property at the beginning of each federal fiscal year (October 1st or after).

# The notification shall include a comprehensive list of controlled property that may be requested throughout the year and must be translated into appropriate languages to inform individuals with limited English proficiency.

# An acceptable alternative to providing notice of intent at the beginning of each new federal fiscal year is to provide such notice 30 days prior to requesting specific controlled property.

# Adopt publicly available protocols for the appropriate use, supervision, and evaluation of the effectiveness of controlled property, including auditing and accountability practices designed to prevent unauthorized use and/or loss of controlled property.

# Conduct annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property obtained through this program.

# The training will be scenario based and include respect for rights of citizens under the Constitution of the United States and de-escalation of force.

# Training records of all personnel trained in the use of controlled property shall be maintained for a minimum of three years.

# In the event controlled property is used during a “Significant Incident” the Special Services Commander or his/her designee shall collect and retain information for a minimum of three years from the date of the incident.

# Documentation will be made available to the community with exemptions concerning the disclosure of sensitive information.

# No new report format is required so long as information is easily accessible and organized.

# Required information includes:

# The name and quantity of controlled property used, including relevant details such as the make, model, and serial number of controlled property used.

# Description of the law enforcement action/operation involving the controlled property.

# Identification of deputies who used and directed the use of controlled property.

# Identification or description of civilians who were the subject of the law enforcement operation.

# Result of the action/operation in which controlled property was used.

# VEHICLES

# All vehicles obtained through this program that do not have a commercial application, including all tracked and armored vehicles, may only be used for disaster-related emergencies, active shooter scenarios, hostage or other search and rescue operations, or antiterrorism preparedness, protection, prevention, response, recovery or relief.

**COMMUNITY INPUT & IMPACT**

In conjunction with the annual public meeting required by Sheriff’s Policy 709 as it relates to military equipment, the Sheriff’s Office should hold at least one well-publicized and conveniently located community engagement meeting, at which the Sheriff or his representative should discuss any intent to seek controlled property during the year and respond to public questions regarding the acquisition, or use of controlled equipment.