

MEMORANDUM

PLACER COUNTY AUDITOR CONTROLLER COUNTY OF PLACER

To: Honorable Board of Supervisors

From: Katherine J. Martinis, CPA, Auditor-Controller 

Date: May 24, 2011

Subject: Increase to the Sheriff Department's Placer Regional Auto Theft Task Force (PRATTF) petty cash fund.

Action Requested

Request approval of a \$1,000.00 increase to the Sheriff Department's Placer Regional Auto Theft Task Force (PRATTF) petty cash fund. This increase will bring the fund amount to \$2,500.00 per the new Standard Operating Procedures for this task force. All monies in this confidential fund will be secured to provide control measures.

Background

This account was set up in 2008 as a new petty cash fund for the Sheriff Department's Placer Regional Auto Theft Task Force (PRATTF). The money in the account is used strictly for investigative resources and buy money.

Fiscal Impact

There is no fiscal impact.

Attachments: Resolution
Memo from Sheriff
Supporting Documentation from Sheriff

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF PLACER, STATE OF CALIFORNIA**

In the matter of: A Resolution to increase the Sheriff Department's Placer Regional Auto Theft Task Force Petty cash fund by \$1000 to a total of \$2500.

Resol. No. _____

Ord. No. _____

First Reading: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held May 24, 2011 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairperson, Board of Supervisors

**Attest:
Clerk of said Board**

WHEREAS, the Placer County Board of Supervisors desires to increase the Sheriff Department's Placer Regional Auto Theft Task Force petty cash account by \$1000 to a total of \$2500. Monies will be secured to provide control measures.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State of California, that this resolution approves the increase to the petty cash account for the Placer County Sheriff's Department.



PLACER COUNTY
SHERIFF
CORONER-MARSHAL



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AUBURN, CA 95603
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TAHOE SUBSTATION
DRAWER 1710
TAHOE CITY, CA 96145
PH: (530) 581-6300 FAX: (530) 581-6377

EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

DEVON BELL
UNDERSHERIFF

To: Kathy Martinis, Auditor-Controller

From: Edward N. Bonner, Sheriff-Coroner-Marshall

Date: May 10, 2011

Re: Increase Petty Cash Fund up to \$2,500: Placer Regional Auto Theft Task Force (PRATTF)

The purpose of this memorandum is to request an approval from the Board of Supervisors to increase the Petty Cash Fund previously approved by the Board of Supervisors on March 25, 2008. We are requesting an increase of \$1,000.

Attached is the Standard Operating Procedures for the task force dated November 2010 which authorizes in chapter 4 section I the petty cash fund to retain \$2,500 in the confidential fund, which will be secured to provide control measures.

attachment

RATTF

Placer County Regional Auto Theft Task Force

A Multi-Agency Task Force
November 2010



PLACER COUNTY

2011 MAY 10 AM 7:59

STANDARD OPERATING PROCEDURES RATTF

STANDARD OPERATING PROCEDURES (SOP)

I. PURPOSE.

The purpose of this manual is to provide policy and written description of the organizational and operational functions of the Placer County Regional Auto Theft Task Force (RATTF).

II. RATTF MISSION.

It is the mission of RATTF to reduce the vehicle theft and related crimes within Placer County through aggressive, innovative and proactive enforcement measures.

III. OPEARATION LOCATION

The task force will be based within the Rocklin Police Department Headquarters. All policies and procedures regarding facility security of the Rocklin Police Department shall be adhered to as outlined in Rocklin Police Department Policy. If a decision is made to move the task force, it shall be done with Executive Committee approval, and the location shall be within Placer County.

IV. SOP APPROVAL

This SOP will govern the conduct of the Placer County Regional Auto Theft Task Force and each agency's assigned personnel. In any situation that is not addressed in this SOP, assigned personnel will adhere to their agency's policies and procedures, if addressed therein.

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CHAPTER 1
ORGANIZATION

The RATTFF Executive Committee shall be the governing body of the task force. Comprised of the Chiefs of Police, Sheriff, and Coordinator of the California Highway Patrol (CHP) Investigative Services Unit (ISU). The Board votes on management and budget matters connected to RATTFF.

A designee of the department head from each participating agency shall serve on the RATTFF Executive Committee, which shall be responsible for monitoring the operations and progress of the task force. The Valley Division Investigative Services Unit (ISU) Lieutenant shall serve as Commander of RATTFF and be responsible for all operations of the task force. The Executive Committee shall meet as needed to discuss task force operations and procedures, and to give guidance and input to the task force commander.

The CHP will provide an ISU Sergeant as the full-time supervisor for the task force. The CHP Sergeant will report directly to the RATTFF commander and will have the primary responsibility for daily supervision of all task force personnel and operations.

The Placer County Sheriff's Department, Rocklin Police Department, Roseville Police Department and The California Highway Patrol shall provide at least one sworn employee to serve as investigators on the task force for a minimum of three years, with an option for two one year extensions.

CHAPTER 2

GENERAL

A. DUTY HOURS

Scheduling of task force personnel should normally be the responsibility of the task force supervisor in accordance with the policies of the members' respective parent agencies. When mission requirements necessitate a schedule adjustment of work shift hours, when possible, notice should be given in writing to all effected personnel no less than the prescribed time for written notice, as outlined in the member's labor contract. All effected personnel should adjust their shifts accordingly in compliance with their agency's policies and procedures. In order to meet scheduling needs, parent agencies should make every effort to minimize any task force members time away from the unit.

Due to uniqueness of operating in a small unit, vacation scheduling requires the understanding and consideration of all task force members. All vacation requests should normally be submitted and approved through the task force supervisor. The staffing needs of the unit shall be the defining factor in scheduling vacations. In no event should vacations lower the task force personnel less than 50%. Seniority as a full time California Peace Officer shall be the governing factor should more than 50% of the investigators choose the same vacation dates. The needs of the task force shall supersede any and all vacation requests. The RATTF vacation schedule should be completed by January 1st of each year.

Personnel assigned to the task force should, at the direction of the supervisor, participate in all training exercises which the supervisor deems necessary to maintain an effective and proficient unit. All required employing agency training should normally be attended by respective investigators. Notification of training should be given to the task force supervisor as soon as the investigator is notified.

1. Task force members will normally work 4/10 hour shifts, Monday through Friday, to meet operational needs. Work hours and days off may be adjusted to meet unusual requirements and special operational needs.
2. Investigators shall report for duty as their caseload dictates. This may or may not require their presence at the office.
3. When an Investigator plans to work entirely in the field, or for a significant portion of the work day, he/she should report his/her general itinerary to the task force supervisor prior to the members normal work shift.
4. When an investigator is required to report to court on a case not noted on the RATTF calendar, he/she should notify the task force supervisor in advance.
5. When a work assignment requires overtime, the RATTF supervisor should be notified as far in advance as possible.

- a) If an Investigator is requested for assistance outside of normal shift hours, the task force supervisor shall be notified as soon as practical.

B. EQUIPMENT

The task force supervisor will be accountable for equipment assigned to the task force and will provide for the accounting, and safeguarding of fixed assets. The contributions of participating agencies will be negotiated, and will be based on what items and funding each agency has available. Participating agencies will provide all required safety equipment, and miscellaneous surveillance items in support of their assigned personnel. All equipment provided by an individual agency shall remain the property of that agency, and shall be returned upon termination of that agency's participation in the task force.

Each investigator using unassigned team equipment, no matter how brief the time period, shall sign for the equipment on the appropriate sign out sheet. Upon returning the equipment to the RATTF equipment room, the equipment shall be signed in. No item of team equipment shall be kept away from its routine storage area unless being actively used in an investigation or assignment or at the direction of the RATTF supervisor.

Any law enforcement agency or individual requesting to use RATTF team equipment shall sign that equipment out using the appropriate equipment sign out log. Upon returning the equipment to the RATTF equipment room, the equipment shall be signed back in.

C. VEHICLES

Each agency is required to supply a vehicle for their investigator(s). However, if the agency is not able to provide a vehicle, the task force will assist with acquiring one through other means. Vehicles obtained from the National Insurance Crime Bureau (NICB) shall be registered, insured and equipped (undercover radio and emergency lighting) through the parent agency. Additionally, the parent agency will be responsible for the cost associated with the maintenance and fuel of their vehicle.

D. COMMUNICATION EQUIPMENT

Hand held radios will be provided to the task force by the Rocklin Police Department. Cellular telephones and monthly cellular telephone bills will be paid for with task force funds. All RATTF cellular telephones should be utilized for RATTF or employing agency business purposes consistent with employing agencies cellular telephone use policies and procedures.

E. ADDITIONAL EQUIPMENT

The task force will provide surveillance equipment, binoculars, video cameras, etc., to members from task force inventory. Additional or replacement equipment will be purchased by the task force fund. Any lost, stolen or damaged equipment shall be reported to the task force supervisor as soon as practical.

Should the task force be disbanded, equipment provided by a specific agency will be returned to that agency. Equipment purchased through task force funding will be distributed equally amongst the participating agencies as determined through the Executive Committee. The security and maintenance of issued equipment will be the responsibility of the receiving RATTF team member and the equipment will be returned to the task force supervisor upon the employee's reassignment.

CHAPTER 3

JOB DESCRIPTIONS

A. RATTF Commander – CHP Lieutenant

The RATTF Commander shall be the CHP Valley Division ISU Coordinator. The RATTF Commander is accountable to the RATTF Executive Committee and is responsible for the overall management of the task force.

B. RATTF Supervisor – CHP Sergeant

The RATTF supervisor shall be a CHP Sergeant from Valley Division ISU. The RATTF supervisor is responsible for supervising the day to day operation of the task force and is directly accountable to the RATTF Commander. Refer to annex A for the specific duty statement.

C. RATTF Vehicle Theft Investigators/Detectives

The RATTF Investigators/Detectives are sworn law enforcement personnel selected from Placer County law enforcement agencies, assigned to work vehicle theft in Placer County and the surrounding communities. Under the daily supervision of the RATTF supervisor and the general supervision of the appropriate supervisor within their parent agency, RATTF investigators perform the following functions: Refer to annex B for the specific duty statement.

- Conduct vehicle theft investigations or follow up as assigned.
- Develop leads, proactively foster vehicle theft related intelligence, and ensure such information reaches appropriate conclusion.
- Work closely with District Attorneys Office to maximize the prosecution of vehicle theft suspects.
- Conduct pro-active operations to curb vehicle theft and related activity.
- Provide vehicle theft related training and information.
- Provide vehicle theft education to citizens and community groups.
- Work in conjunction with other Placer County task forces to assist in the completion of their investigations.
- Other duties as necessary to ensure the efficient function of the RATTF office.

CHAPTER 4

PROCEDURES

A. Citizen Complaint

All citizens' complaints against task force personnel shall be forwarded to the task force supervisor for review. The task force supervisor should normally review the circumstances with the citizen and shall determine if further investigation is necessary. The task force commander shall be promptly informed of all citizens' complaints and the nature of the allegations.

Citizens' complaints, where further investigation is necessary, will be forwarded to the parent agency to be investigated. Assistance from the task force supervisor and/or commander will be provided if requested. Complaints naming officers as accused from more than one agency will generally be investigated independently by the involved agencies pursuant to their complaint policies. The retention of all complaint documentation shall be the responsibility of the involved member's parent agency.

B. Internal Affairs Investigations

When RATTF or the parent agency receives an internal affairs related complaint, the RATTF commander or designee shall immediately contact other concerned departments and advise them of the nature of the complaint. When appropriate, the concerned departments will meet to coordinate a multi-jurisdictional internal affairs investigation. Disciplinary action resulting from complaint investigations shall be approved solely by the parent agency. The primary responsibility for conducting internal affairs investigations rests with the employing agency of the officer named in the complaint.

The RATTF supervisor will report the known facts concerning RATTF internal affairs related incidents to the RATTF commander and appropriate agency department head(s). The supervisor will avail himself to department internal affairs investigations and provide assistance in the investigation as appropriate. It is specifically understood that RATTF is not an internal affairs unit. Members of RATTF shall, cooperate with internal investigators as required or deemed necessary. Nothing in this paragraph is meant to limit RATTF members from investigating criminal activities of government employees.

C. Discipline

Any discipline that results from either a citizen complaint, or an internal affairs investigation, will be handled by the involved officer(s) parent agency. For any discipline that results in the removal of an employee from the task force, the guidelines as outlined in the M.O.U., section III, shall be followed.

D. Potential Civil Litigation Reporting

Civil claims filed against members of the task force involving task force operations shall be promptly reported to the task force commander. The commander will expeditiously provide a copy of the claim to the employing agency.

E. Evidence/Property

All evidence/property seized by RATTF personnel, when RATTF is the primary investigative authority, shall be booked at Rocklin Police Department. Rocklin PD evidence/property receipt shall be properly completed in accordance with Rocklin Police Department Policy.

Evidence seized by RATTF team members, where the primary investigative authority rests with another agency, may be booked into that agency's evidence room in order to streamline case management and evidence procedures.

F. Search and Arrest Warrants / Probation and Parole Searches

Each investigator planning or carrying out searches of these types should use the following information as a guide prior to execution.

1. Obtain concurrence of the RATTF supervisor.
 - a) The supervisor should normally be present at all searches.
 - b) A RATTF operation plan should normally be prepared.
2. Obtain a complete description of the premises to include, if possible; photos both aerial and ground, determine who and how many persons occupy the premises, background search of all possible persons for the purpose of determining a history of violence and/or weapons use or possession.
3. Obtain sufficient personnel to conduct a systematic controlled search.
4. Conduct a detailed briefing about the operation and assign participating personnel specific duties. Operation plans and briefing packages should be distributed.
 - a) Briefing packages to be distributed should contain as much information as available but not limited to:
 - (1) Photos of all suspects.
 - (2) Photos of the area/place to be searched.
 - (3) Appropriate maps.

- (4) List of all personnel and their assignments.
 - (5) Listing and phone number of the closest hospital/medical facility, ambulance, fire department, paramedics and appropriate allied agency.
 - (6) Appropriate radio frequency.
 - (7) Appropriate officer safety information to include insuring that all entry team personnel are properly attired (i.e., body armor, weaponry, etc.) and a radio clearance is obtained.
5. The case agent should obtain and have available all necessary equipment, i.e., evidence tags/envelopes, films, etc.
6. The local jurisdiction, where the warrant is to be served, should be notified prior to service as well as the Western States Information Network (WSIN). This will ensure deconfliction with other agencies investigating the same subject/location.
7. Request uniformed assistance as they provide recognizable authority.
8. Entry and / or forced entry shall be compliant with knock and notice laws as defined in the Penal Code.
9. Investigators should be prepared both physically and mentally. All investigators shall be equipped with the appropriate safety equipment, to include, but not limited to: ballistic vest, raid jacket, departmental badge, approved sidearm and shotgun as necessary. Uniformed officers will be required to wear their ballistic vest during the service of the warrant.
10. Upon entry, each occupant should normally be identified, searched for weapons and secured in one room.
11. The search should be made in a logical, orderly fashion. Items seized should be photographed and marked for evidence prior to removal.
12. Articles of value, not subject to seizure, should be noted and secured. If taken for safekeeping, a receipt shall be left.
13. Each item seized shall be adequately described on the inventory list and a receipt left with the occupants or at the place of search.
14. All Penal Code requirements concerning the service and return of the search warrant shall be the responsibility of the investigating officer.

15. Upon the arrest of a juvenile, he/she shall be immediately informed of their constitutional rights. If the decision is made to book the juvenile, he/she shall be booked into the facility that has been approved for the holding of such juveniles. It should normally be the responsibility of the arresting officer to make proper parental notification.

During the service of ALL search warrants, arrest warrants, probation and parole searches, RATTF investigators will be wearing the following equipment:

- 1) RATTF or departmental police raid jacket, tactical vest, or jersey.
- 2) Body armor.
- 3) Departmentally issued service weapon with approved holster.
- 4) At least one full reload for their service weapon.
- 5) Handcuffs.
- 6) Helmet as deemed appropriate.
- 7) Flashlight.
- 8) Departmentally issued less-lethal (taser, o/c, etc.)

Holsters worn during the above circumstances shall be in compliance with the parent agency's existing policy. Weapons or sidearms should not normally be worn in the waist band or in shoulder holsters when investigators are making entry and securing the location. All investigators shall wear a raid jacket, tactical vest or jersey that clearly identifies them as law enforcement while at the search location.

Protective body armor shall always be worn in accordance with the RATTF member's department's policy when they are assigned to serving warrants and making arrests which may result in their exposure to dangerous weapons.

G. Consent Search

Officers / Detectives seeking a consent search will conduct them in accordance to the parent agencies existing policies and procedures.

H. RATTF Operation Plan (Annex C)

When RATTF operations are complex in nature, involve unusual risk/hazards, or may be otherwise sensitive, or at the direction of the RATTF supervisor, a RATTF operations plan shall be provided by the case agent. The plan shall contain complete, pertinent information about the type of operation, background, and the objectives of the operation. The operations plan is a useful tool for safely planning and briefing operations. All RATTF personnel

should carry blank operations plan for operations planned in the field. A copy of the operations plan should normally be maintained at the RATTF office after the conclusion of the operation.

I. Informant Maintenance and Control

Confidential buy funds will be established yearly by the Executive Committee and maintained by the task force. This money will be established from the Placer County Vehicle Theft Funds and replenished as necessary. The task force is authorized to retain \$2,500.00 in the confidential fund, which will be secured to provide control measures. The decision to expend confidential / buy funds should be weighed against the potential for the arrest of the suspect(s) involved and the value of the property to be recovered. All requests for payment to informants and buy money must have approval from the task force commander or designee. Executive Committee approval is required for expenditures in excess of \$1,500.00. Reporting of confidential / buy funds will be done monthly to the Executive Committee.

Informant maintenance and control is the responsibility of each investigator with oversight from the RATTF supervisor. Each investigator should develop worthwhile, productive informants. Informants are considered to be working for the unit and are not the property of the individual investigator. Investigators can be civilly liable for an informant's activities if done at an investigator's direction, therefore, the most important thing to remember when operating informants is that it must be done in accordance with established policy.

An informant is defined as any person who has provided reliable information that has caused this unit or another law enforcement agency to actively pursue a criminal investigation.

An informant may be either paid or non-paid and supervisory approval shall be obtained before signing up an informant.

The use, documentation and maintenance of informants shall be done in accordance with CHP informant policy as found in California Highway Patrol Manual (HPM) 81.1 chapter 7. A copy of this policy will be distributed to each RATTF member.

J. Call Outs – After Hours and Weekends

Each Investigator shall be responsible for call-outs after hours and on weekends as directed by RATTF supervisor. If the task force supervisor or Officer in Charge (OIC) is not available, the task force commander shall be called in his/her place. If any investigator receives a direct call out request, they should first notify the RATTF supervisor, OIC or task force commander before responding. The RATTF supervisor will evaluate the requested call out and if necessary, call out an investigator.

Call-out criteria should be limited to the following situations:

- 1) When the officer in the field encounters a "chop-shop" operation or has developed timely information on shop activity switching or altering vehicle identification numbers.

- 2) When the officer in the field is unable to positively identify a 10751 V.C. vehicle (i.e., missing public VIN and/or missing Federal Label, etc.) and there is a driver or responsible party present.
- 3) Anytime an in-custody 10851 V.C. suspect wants to provide additional information regarding the vehicle theft, (i.e., other suspects, thefts, delivery location, etc) provide any other criminal activity information or wishes to become an informant. In the best judgment of the officer, calling out a RATTF investigator would facilitate the investigation.
- 4) The officer in the field has developed information regarding suspects returning to an abandoned 10851 V.C. vehicle (i.e., house, apartment, hotel, etc.) and surveillance by RATTF investigators would be warranted.
- 5) When the officer in the field believes they have an unreported stolen vehicle and needs assistance with the investigation. This scenario is limited to when the suspects are on-scene or can be clearly linked to the vehicle.
- 6) Anytime the RATTF supervisor deems the request appropriate.

K. Case Assignments

Normally, investigators will develop their own cases through informants, information from patrol officers, etc. In those instances where information becomes available to the RATTF office, the RATTF supervisor will assign the case based on present caseload, priority of the information, and/or geographic considerations.

L. Evaluations / Monthly Time Sheets

Monthly activity for RATTF personnel will be documented on the CHP 136, Vehicle Theft Personnel Activity form. The form should be completed daily. At the end of the month, each 136 should normally be totaled and submitted to the supervisor for review no later than the fifth (5th) of each month.

Task force investigator monthly evaluations should normally be handled by the task force supervisor and a copy provided to the investigators parent agency, monthly or at their request. Each investigator will complete a CHP-136 form on a monthly basis. While the supervisor can supply the most accurate job performance information, it will be the responsibility of the parent agency supervisors to document the annual evaluation.

M. Firearms / Shooting Policy / Use of Force

All RATTF members' use of force decisions will be governed by the policies and procedures of their respective parent agency.

Whenever a weapon is discharged by a member of RATTF, the RATTF Commander and supervisor shall be notified as soon as possible. The local agency, in conjunction with the parent agency of the involved member will normally investigate the discharge of weapon incident, according to that agency's policies, and in conjunction with guidelines established by the Placer County District Attorney. All members of RATTF shall assist, to the best of their ability, in the ensuing investigation. The task force commander or supervisor will normally be responsible for notifying the parent and local agency of the incident and assuring the timely investigation of the incident.

N. Traffic Collisions

Whenever a RATTF Investigator is involved in an accident, the RATTF supervisor shall be notified as soon as possible. The local agency, with the investigative authority, will conduct the accident investigation according to that agency's policies.

Each allied agency member, after having notified the RATTF supervisor, shall notify or cause to be notified the appropriate member of their respective agency. All policies and procedures of the parent agency shall be adhered to. For CHP personnel, the provisions in HPM 11.1, Administrative Procedures Manual, should be followed.

O. Long Term Covert / Store Front Operations

Prior to any special operation (i.e., store front, sweeps, long term covert operations) the task force commander, supervisor or case agent will apprise the head of each participating agency, or their designee of the target and strategies for the execution of the operation. Each operation may be reviewed at the next Executive Committee meeting.

P. Media Relations

The release of media information regarding task force operations will be coordinated through the task force commander or supervisor. All affected participating agencies will be notified, as practical, prior to the release of information to the media. In matters of a sensitive nature, the RATTF commander or designated alternate will consult with the affected law enforcement agency or district attorneys office prior to the release of information to the media.

The RATTF commander and supervisor are authorized to release information to the press. RATTF investigators should not provide information to the press without prior approval from the RATTF commander or supervisor. The release of information should be in accordance with the guidelines as set forth in California Highway Patrol Manual, HPM 90.1, chapter 13

Press releases may include the following:

- 1) Arrestee's full name (except juveniles).
- 2) Arrestee's complete address except as otherwise exempted by statute (including California Vehicle Code 1808.4) is releasable to the media per Government Code Section 6254(f). However, the address is not releasable to the

public unless they want the information for scholarly, journalistic, political, or governmental purposes.

- 3) Victim's name and address except as outlined in paragraph 4(a).
- 4) Arrestee's occupation, physical description, and date of birth.
- 5) Time, date, location, and circumstances of arrest.
- 6) Pursuit or use of weapons by officers.
- 7) Name of arresting/investigating officer and length of investigation, unless disclosure would jeopardize personal safety.
- 8) Limited description of evidence seized (i.e. handgun, not Smith & Wesson .38 caliber revolver).
- 9) Time, date, and location of booking.
- 10) All charges, including warrants and probation or parole holds.
- 11) Amount of bail, court schedule, time, and manner of release.

Q. Reporting and Tracking procedures

All RATTF case files will be maintained at Rocklin PD, using Rocklin PD case and incident numbers in the Records Information Management System (RIMS). The task force supervisor will be responsible for implementing a reporting system that tracks task force activities. This report will cover task force activities, accomplishments, as well as an ongoing accounting of personnel and equipment. The report will be given at the monthly Placer Law Enforcement Agencies (PLEA) meeting.

The use of the Rocklin Police Department, Record Information Management Systems (RIMS), will be used for tracking and clearance of RATTF cases.

R. Visitors / Security

All non-sworn visitors shall not be left unattended while in the RATTF office. All members of the task force will comply with the Rocklin Police Department Facility Security Policy and Procedures. Visitors must be escorted and wear proper identification at all times.

All RATTF personnel shall ensure that specialized equipment and sensitive documents are in a secure location when the office is unattended. Personnel must be aware of visitors entering the office and seeing or having access to the above material.

The last task force employee to leave the office is responsible for securing, locking and setting any alarms or security systems.

S. Vehicle Recoveries

Vehicles or component parts recovered by the task force shall be stored at the time of recovery. All stolen vehicle recoveries should be document on the CHP180, Vehicle Report and turned into Rocklin Police Records by the next business day. Rocklin Police Department Records will be responsible for clearance of the vehicle from the Stolen Vehicle System (SVS) and sending the Notice of Stored Vehicle receipt to the registered owner to comply with Vehicle Code Section 22852.

A member of this task force, working under the original case number of a crime initiated by their parent agency, will be required to submit the CHP 180 Vehicle Report to their dispatch the next business day. That member's parent agency dispatch center will be responsible for clearance of the vehicle from the SVS and compliance with Vehicle Code Section 22852. A copy of the CHP 180, Vehicle Report will be filed with the Rocklin Police Department Records for tracking purposes.

1. PROCEDURES FOR STORAGE

- a) Notify appropriate contract tow service.
- b) Complete inventory/CHP 180 (Notice of Stored Vehicle).
- c) Return inventory/CHP 180 to dispatch at the end of the work shift on the same day to facilitate notification of victim/owner of vehicle per Vehicle Code requirements.
- d) Telephone victim/owner of vehicle during the next business day. Investigators are to note on the top of the inventory/CHP 180 whether or not contact was made as well as the date and time of notification.
- e) Vehicles being processed for evidentiary purposes should be done in the field, or at the appropriate processing area at the Rocklin Police Department. Vehicles being stored, should be stored at a secured pre-determined off-site location.

2. NOTIFICATION OF VICTIM/OWNER

- a) The clerical staff shall, upon receiving an inventory/CHP 180 (Notice of Stored Vehicle), send a locate through the SVS system, then complete and mail a Notice of Stored Vehicle to the victim/owner.

T. Vehicle Seizures

Whenever a vehicle or component part that has been determined to have altered or obliterated identification numbers, comes into the custody of a RATTF investigator, the person from whom the property was seized, and all claimants to the property whose interest or title, shall be notified within five days, excluding Saturdays, Sundays, and holidays, after the seizure, of the date, time, and place of the hearing at the court having jurisdiction.

Procedures for handling altered vehicles or component parts can be found in California Highway Patrol Manual (HPM) 81.1, Chapter 5. A copy of this policy will be distributed to each RATTF member.

U. Amending MOU / SOP

Should a member or members of the Executive Committee wish to amend a policy or procedure as outlined in the RATTF MOU or SOP, those changes shall be presented jointly

to the entire Executive Committee and the task force commander, and shall be adopted upon a majority vote of the Executive Committee. All members of the task force shall be notified prior to the effective date of any change in policy or procedure.

V. SOP Conflicts

In order for this task force to operate effectively, uniformity and standardization are essential. One area of necessary standardization is the policies and procedures which will govern the task force's operation. This SOP, by signature of approval by each agency's chief administrator, will govern the conduct of the Placer County Regional Auto Theft Task Force (RATTF) and each agency's personnel assigned thereto. If this SOP does not contain information covering a subject area or is in conflict with parent agency policy, then task force personnel will abide by their parent agency's policy regarding that subject.

ANNEX A

DUTY STATEMENT

SECTION AND UNIT NAME: Valley Division Investigative Services Unit (ISU)

CLASS TITLE: Sergeant, CHP

WORKING TITLE: Vehicle Theft Sergeant - RATTF

DATE: June 1, 2010

FUNCTION: The Placer County Regional Auto Theft Task Force (RATTF) Sergeant is under the command of and directly accountable to the ISU Coordinator or the designated alternate.

PERCENT: DUTIES ASSIGNED:

Essential Functions

50% The RATTF Sergeant is responsible for supervising the following personnel: One California Highway Patrol (CHP) Officer, One Placer County Sheriff Deputy, One Roseville Police Officer and One Rocklin Police Officer. The RATTF Sergeant will prepare evaluations, completes necessary employee paperwork, and ensure employees are compliant with training standards. The Sergeant will adhere to the guidelines established in the RATTF Memorandum of Understanding and Standard Operating Procedures.

30% Coordinates vehicle theft investigations for Placer County, and liaisons with CHP Areas and allied agencies. Oversees the completeness and timely submission of all required reports and completed staff work, reviews and approves all reports submitted by unit investigators. Implements training programs related to RATTF requirements. Attends related agency meetings as required. Maintains close liaison between areas and allied agencies for the accomplishment of common goals and unit responsibilities.

15% Oversees informant management to further the investigation of organized criminal activity and the use of the confidential fund. Coordinates appropriate intelligence information for local dissemination. Manages systematic inspection of garages, repair shops, car lots, rental yards, dismantlers, truck terminals, construction sites, and agricultural operations, etc., for stolen vehicles and/or component parts.

Non-Essential Functions:

5% Other duties as required and/or assigned.

ANNEX B

DUTY STATEMENT

SECTION AND UNIT NAME: Placer County Regional Auto Theft Task Force (RATTF)

CLASS TITLE: Investigator / Detective

WORKING TITLE: RATTF Auto Theft Investigator

DATE: June 1, 2010

FUNCTION: The Placer County Regional Auto Theft Task Force (RATTF) Investigator / Detective are under the command of the ISU Coordinator and directly accountable to the RATTF Sergeant or the designated alternate.

PERCENT: DUTIES ASSIGNED:

Essential Functions

75% Responsible for the arrest of vehicle theft suspects and recovery of stolen vehicles. Proactive patrol of "hot zones" that have been identified via vehicle theft and recovery trends. Conduct surveillances of stolen vehicles where intelligence has determined that suspects are frequently driving. Preparation of operations plans targeting known vehicle theft suspects on active probation and/or parole. Obtain and disseminate vehicle theft intelligence with local CHP Areas and Allied Agencies. Prepare arrest investigation reports and forward them to the District Attorney's Office for filing. Prepare search and arrest warrants as applicable.

20% Conduct briefings with local CHP Areas and Allied Agencies to assure needs of the task force and patrol officers are met. Assist local CHP Areas and Allied Agencies with vehicle identification issues and provide vehicle theft investigative assistance when requested.

Non-Essential Functions:

5% Other duties as required and/or assigned.

